

Risk Assessment Form (RA1)

Service:	Pre-Schools	Reference:	Covid 19 St Oswalds reopening September 2020
Activity:	St Oswald's learning centre reopening September 2020	Site:	St. Oswald's Pre-School
People at Risk:	Staff/children/parents	Additional Information:	see risk assessments: First aid 003 Covid risk assessment for new and expectant mothers Cleaning of the Pre-school 009 See policy: managing children who are sick, infectious or have allergies See COSHH assessments no 002/007/009 PPE assessment Safe working

To determine the risk rating, look at the likelihood and the severity of the outcome if the hazard is realised. Assign the rating Low, Medium or High (L, M, H) based on the risk matrix (prior to any control measures being put in place to reduce the risk). The residual risk involves making two judgements, one on the severity of any possible injury and the other on the likelihood of harm occurring.

Type of Injury	Likely	Possible	Remote
Fatality	High	High	Medium
Serious Injury	High	Medium	Medium
Minor Injury	Medium	Low	Low
No Injury	Low	Low	Low

Risk Evaluation

Hazard	Risk	Initial Rating (L, M, H)	Existing Control Measures	Residual Risk (L, M, H)	Additional Action Required (action by whom and completion date)
Drop off and collection times	Parents/carers entering the Pre school during collection and drop off times increasing footfall within the buildings	H	<p>No parents/carers to enter buildings</p> <p>Parent/carer to use separate collection and drop off points (nursery gates only)</p> <p>Children to wash hands when entering the pre school</p> <p>Only one parent to drop off/collect their child(ren)</p> <p>Parents/carers encouraged to social distance</p>	L	<p>To inform parents by phone call of new systems in Pre school. Posters to be put up on gates explaining new procedure</p> <p>A letter has been produced to inform all parents of the measures which have been put in place for September</p> <p>Staff meeting to be held to inform staff of all changes taking place ready for reopening</p> <p>No parents to enter the building</p> <p>Separate entrances to be used for bubbles</p>

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Public approaching our reception doors	Members of the public approaching entrances to ask if they can use our rest room facilities	H	Park toilets will be open to the public, however in the case that these have been forgotten about preschool staff to ring work section prior to opening	L	Posters to be put up on pre school and tots' doors explaining no access by the public will be permitted. Poster to also include a phone number should anybody wish to enquire about the early learning facilities JG/LD
Public accessing the pre school building out of hours	Members of the public climbing on the preschool roof or trying to break and enter within the preschool/Tots in the park properties.	H	Police to be phoned Town clerk to be informed of any major incidents e.g attempted break ins/vandalism/fire damage	M	All areas of the garden checked during health and safety checks prior to the children accessing the facilities
Staff, children or parents testing positive for Covid 19 or developing symptoms	Due to restrictions being lifted a higher number of children will now be entering the pre school increasing the risk.	H	Staff to self-isolate if any new symptoms Separate isolation area which is at least 2 metres away from pupils and staff should anyone show symptoms Parents to collect child if they become unwell and self isolate Pre school to be closed for deep cleaning	M	Posters put up at entrances displaying covid19 information. Parents/carers asked not to bring child(ren) if them or anyone in their household has symptoms (poster displayed). Parents to phone Ore school should their child

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			<p>To follow current government guidelines, to contact Ofsted and engage with the track and trace process should a case being identified within the setting. Report any confirmed cases to the town clerk.</p> <p>Staff and children to isolate for 10 days should they have any symptoms of covid19. Should they develop symptoms throughout working hours to be sent home immediately.</p> <p>Learning centre to close if there is a staff shortage</p> <p>No members of the public to access any of the early learning buildings under any circumstance.</p> <p>Staff to wear full PPE if caring for a child with symptoms whilst waiting for parent/carer to collect Area wear child/staff member has accessed to be deep cleaned</p>		<p>not be attending due to them or anyone in their household displaying symptoms, if they have been contacted by track and trace or if they test positive.</p> <p>Staff made aware to book a test should they develop new symptoms</p> <p>All parents to ensure emergency contacts are up to date and a nominated person is available to collect</p> <p>Parents/carers and staff to inform pre school immediately if they test positive for covid19</p>
Lunch time routine - staff/children	Children sat in large groups over lunch	H	Children to be separated into bubbles for lunch and snack times and sat in small groups in different areas	L	Two areas available for lunches to enable social distancing to be put in place

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			Staff to have separate lunches using both areas (kitchen/back room) in the Tots building to have lunches.		<p>All staff aware of social distancing where possible</p> <p>All lunches to be brought in Tupperware boxes, no lunch bags.</p> <p>No drink bottles to be brought into pre-school, cups to be used only with fresh drinking water</p> <p>All areas to be cleaned down after each use by all staff</p>
Visitors to pre school	<p>Visitors carrying out health and safety checks/maintenance work</p> <p>Out reach worker attending setting to carry out 1:1 hours possible transmission from other settings.</p>	M	<p>All visitors to sign in and leave a contact number with track and trace details , which is required to be kept for a minimum of 21 days</p> <p>All visitors logs currently kept for three years</p> <p>All visitors to sanitise hands and wear masks/visor when coming into the setting</p>	L	<p>When work is carried out children are moved to a different area in the pre-school for health and safety reasons</p> <p>Visitors to be discouraged from entering the setting during operating hours</p>

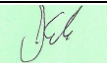
Hazard	Risk	Initial Rating (L, M, H)	Existing Control Measures	Residual Risk (L, M, H)	Additional Action Required (action by whom and completion date)
Short amount of time to deep clean buildings	As children return to pre school in larger numbers, opportunities to deep clean in a short space of time will not be in place	H	Deep cleaning rota in place Shorter sessions to be offered	L	Parents to be contacted informing them of shorter session times All staff to carry out deep cleaning procedures
Second lockdown children not able to access the pre school service	As restrictions are lifted and children return to Pre school setting in larger numbers, a local lockdown may be put in place if the R rating increases.	H	Small bubbles Only key workers /vulnerable children to attend the setting		Same procedure to be used as last time with staff working in bubbles in small groups Plan in place already should a second lockdown occur
Families travelling to restricted countries	Children and parents becoming infected during travels and carrying the COVID 19 Virus	H	Staff to ensure parents inform pre school of any holidays abroad or short breaks when travelling to restricted/high risk areas.	L	Parents/carers to inform staff of any holidays and to follow the government guidance upon their return
Shortage of PPE	Suppliers running low	H	Fully stocked of all PPE equipment, as items are used are replaced immediately	M	Visors to be ordered for nappy routines.
Children having contact with members of the public	Children attending visits outside of the pre school	H	All visits to care homes/ local shops and accessing the park suspended	L	

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Management of personal hygiene and first aid being administered	Possible transmission of infection between staff and children	H	<p>All staff to wear full PPE during changing routines and when administering first aid</p> <p>Any items used during first aid treatment to be disposed of correctly following the settings current procedure</p> <p>All staff to supervise children when using bathroom facilities and washing their hands for 20 seconds.</p> <p>Children requiring insulin will take home all needles used whilst in the setting for safe disposal</p> <p>All staff are first aid trained and aware of extra precautions to take due to Covid19</p> <p>Staff to regularly wash their hands and support the children with hand washing throughout the day</p> <p>Tissues made available in each area Pupils and Staff follow the 'Catch it, Bin it, Kill it', guidance and avoid touching their faces, noses etc. practice followed whilst at school.</p>	L	<p>sanitizer stations to be put in place</p> <p>Staff meeting to update all staff on changes to health and safety requirements</p> <p>No staff or children to bring in their own sanitiser, only sanitizer provided by pre-school to be used</p> <p>Expectant mothers are not to carry out first aid treatments</p>

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Members of the public approaching pre school fences	No social distancing taking place, transmission of infection between Pre school children and public	H	Members of the public advised not to approach entrances	L	Fences to be placed back up around perimeter of both buildings
New and expectant mothers	Staff member having contact with other staff and children who may develop symptoms or have tested positive for Covid19	H	<p>Staff member to work solely in the office in which no other staff will have access to.</p> <p>Staff member to wear face covering when leaving the office area</p> <p>No contact with parents/carers or children to be made.</p> <p>Work station to be cleaned down daily</p> <p>Staff member to clean items handed to her by other staff members</p> <p>Staff member to have lunch separately to minimise contact</p> <p>Social distance of two metres at all times between staff member and other staff</p>	L	<p>Footfall reduced within pre school as no parents will enter either buildings</p> <p>Visitors to be encouraged to not enter setting</p> <p>Meetings held via Microsoft teams/phone</p> <p>Parental complaints or queries dealt with by phone or email</p>

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			All staff informed of control measures and the risk assessment for new and expectant mothers which has been put in place for reopening in September 2020		
Large number of children returning	Small children unable to social distance due to understanding and set up off pre school room, no extra rooms or spaces available	H	<p>Change of session times</p> <p>Children restricted to small number per area</p> <p>Children placed in key worker bubbles</p> <p>Toys cleaned after each use</p> <p>Separate group times</p>	M	<p>Lunch times placed in bubbles</p> <p>Areas wiped down after children have accessed them</p>
Staff shortage	Staff taking time off due to change in own mental well being	M	<p>Staff to address any concerns as soon as they arise</p> <p>Staff well being currently monitored at all times</p> <p>Staff informed should they have any worries or concerns with regards to own well being to speak to Manager or Deputy</p>	L	<p>Appraisals due September 2020</p> <p>Supervisions due October 2020</p>

Authorisation

Assessor (sign): 	Date: 27-08-2020	Dept Manager (sign):	Date:
Reassessment Review (sign)	Date:	Dept Manager (sign):	Date:
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