

## Covid-19 Risk Assessment and Operational Plan - Marsh Green Pre-school

The fundamental principal of this risk assessment is focussing on **Social distancing**, **Health** and **Cleanliness**.

This is a working document and will be reviewed regularly and changed, if necessary to ensure we are doing the best we can to reduce the risk of spreading COVID-19.

Please note, the main changes in this document are:

Parents/carers are no longer required to wear face masks upon arrival and collection but can if they wish.

Should there be a confirmed case of COVID-19 within the pre-school setting, along with following our own operational procedures, we are no longer advised to engage in the track and trace service but families are to do so.

There is no need for a staggered drop off to promote social distancing upon arrival

All children and staff showing any of the three symptoms of COVID-19 will need to have a PCR test

All staff are part of the lateral flow testing program and test themselves twice weekly.

Should a person test positive for COVID-19, they are to self-isolate for a minimum of 5 days and return to pre-school after 2 negative lateral flow tests, 24 hours apart.

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| Establishment:<br>Marsh Green Pre-school | Assessment by:<br>Rebecca Shipp, Manager | Date: June 2020<br>Updated: January 2021<br>Updated: March 2021<br>Updated: October 2021<br>Updated: January 2022 | Review date:<br>In line with Government changes. |
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|                           | What are the Hazards     | Controls required                              | Additional controls  | Action by who | Action by when | Done |
|---------------------------|--------------------------|--|--|---------------|----------------|------|
| <b>Arrival - children</b> | <b>Social distancing</b> | <b>Social distancing is no longer required</b> | Children will be welcomed at the side gate by the manager before entering the pre-school via the gate and into the outside area where staff will be waiting to greet them. | Manager       | Upon arrival   |      |

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|--------------------------------------|-------------------|---|--|--------------------|--|--|
|                                      | Health            | Anyone displaying symptoms of Covid-19 will not be able to enter  | Parents to follow government advice in regard to self-isolating.<br>No admittance if child has been given paracetamol in previous 3 hours. | Parents, Staff     |  |  |
|                                      | Cleanliness       | Children to wash hands with sanitiser   | Hand sanitiser provided by pre-school  | Children           |  |  |
| Arrival - Staff                      | Social distancing | Social distancing is no longer required   |  | Manager/Staff      | Upon arrival                                   |  |
|                                      | Health            | If displaying symptoms of COVID-19 are showing, staff will be sent home.  | Staff to follow government guidance to self-isolate  | Manager/ Staff     |  |  |
|                                      | Cleanliness       | Staff to wash hands before entering the building  | Hand sanitiser provided by pre-school  | Manager/staff      |  |  |
| Food and Drinks - staff and children | Social distancing | Named water bottle must be brought to pre-school in a named bag along with lunch box.                                   | Lunchbox and water bottle must be independently available to all children  | Children and staff | Snack time 10/10.15am<br><br>Lunch Time 12noon |  |
|                                      | Health            | Children will be closely monitored by staff whilst they eat.  | All staff members every day hold Paediatric first aid qualifications.  | Children and Staff |  |  |
|                                      | Cleanliness       | Children and staff to wash their hands before and after snack and lunch.  | Staff to wear plastic gloves during lunch hour should a child need help.   | Children and staff |  |  |
| Indoor Play                          | Social distancing | Staff to be mindful whilst indoors with a free flow outdoors and encourage children to be outdoors as much as possible. |  | Children and Staff | Throughout the session                         |  |

|              |                   |  |  |                    |                        |  |
|--------------|-------------------|--|--|--------------------|------------------------|--|
|              | Health            | Children will be closely monitored by staff throughout the session. The hall will be well ventilated whilst in use.  | If anyone in the setting has symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), they will need to have a PCR test and should self-isolate until their test result comes back. If the test result is Positive, they will need to carry on self-isolating for at least 5 days days from when their symptoms started. | Children and staff |                        |  |
|              | Cleanliness       | We will be adopting the 'catch it, bin it, kill it approach'. Children will be encouraged to wash their hands often. | Bins will be covered, and cleaning stations will be allocated and accessible to all children containing, hand sanitiser, tissues and a bin.  | Children and staff |                        |  |
| Outdoor Play | Social distancing | Children have use of the outdoor area throughout the day.  |  | Children and Staff | Throughout the session |  |
|              | Health            | Children will be closely monitored by staff throughout the session.  | If anyone in the setting has symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), they will need to have a PCR test and should self-isolate until their test result comes back. If the test result is positive, they will need to carry on self-isolating for at least 5 days days from when their symptoms started. | Children and staff |                        |  |
|              | Cleanliness       | We will be adopting the 'catch it, bin it, kill it approach'. Children will be encouraged to wash their hands often. | Bins will be covered, and cleaning stations will be allocated and accessible to all children containing, hand sanitiser, tissues and a bin.  | Staff and children |                        |  |

|                              |                          |  |   |                 |                           |  |
|------------------------------|--------------------------|--|---|-----------------|---------------------------|--|
| <b>Toilet - Children</b>     | <b>Social distancing</b> | There are two toilets within the setting. A member of staff will take one child at a time to the toilet. |   | Children/ staff | After each use            |  |
|                              | <b>Health</b>            | Children will wash their hands after use of the toilet and put paper towels directly into the bin.       | Paper towels and hand wash are supplied by the pre-school.  | children        |                           |  |
|                              | <b>Cleanliness</b>       | The toilet will be cleaned after every use by a member of staff.   | All rubbish will be bagged and disposed of safely.  | Staff           |                           |  |
| <b>Toilet - staff</b>        | <b>Social distancing</b> | Children will be monitored by another member of staff whilst said staff goes to the toilet.              | N/A   | staff           | After each use            |  |
|                              | <b>Health</b>            | Hands will be washed, and paper towels placed directly into the bin.                                     | Paper towels and hand wash are supplied by pre-school.  | staff           |                           |  |
|                              | <b>Cleanliness</b>       | The toilet will be cleaned after every use.  | All rubbish will be bagged and disposed of safely.  | Floater staff   |                           |  |
| <b>Collection - Children</b> | <b>Social distancing</b> | <b>Social distancing is no longer required.</b>  | Child will be called when parent has arrived and come to the side gate to be handed child and child will be marked out. | Parents/ staff  | 12.00noon, 1.00pm, 3.00pm |  |
|                              | <b>Health</b>            | N/A  | N/A   | N/A             |                           |  |
|                              | <b>Cleanliness</b>       | Children will be asked to sanitise their hands before leaving the premises with their parent.            | Hand sanitiser available at the gate.   | Children        |                           |  |

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| <b>End of Day</b> | <b>Social distancing</b> | Social distancing is no longer required  |   | Staff          | When all children have left the premises. |
|                   | <b>Health</b>            | Staffs' health will be monitored by Management.  | Staff will inform the manager should they or a member of their household show symptoms of COVID-19  | Staff          |   |
|                   | <b>Cleanliness</b>       | All areas inside and out will be cleaned along with all resources available ready for the next session. The toilets will be deep cleaned as well as the kitchen area. The main hall floor will be swept and cleaned with bleach. The carpeted room will be hoovered. | Painting aprons will be taken home and cleaned by staff. Staff will take their tabards home to clean the same way. All frequently touched items will be cleaned ready for the following day.  | Staff/ Manager |   |
| <b>Visits</b>     | <b>Social distancing</b> | Visits from outside organisations will be permitted into the setting, for example, specialist teachers. These will always be pre-arranged.   | All visitors will knock on the main door and be welcomed through to the garden by a member of staff where they will clean their hands with hand sanitiser and sign into the visitor's book. Any consultations with staff will be held outdoors weather permitting or indoors in a well-ventilated area. | Visitor        | During every visit                        |
|                   | <b>Health</b>            | If the visitor develops symptoms of COVID-19, they will be asked to leave and be advised to follow NHS guidance to self-isolate. Pre-school will follow their own procedure.   | A new appointment will be arranged for a later date after the self-isolation period has ended.  | Visitor/ staff |   |

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|  | Cleanliness | The visitor will clean their hands on arrival and before they leave. The same guidance applies for the visitor to use the toilet as the staff do. | All rubbish will be bagged and disposed of safely. | Visitor |  |  |
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