

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 to wear face masks upon arrival and collection

The self-isolation period has changed – if in doubt, always follow NHS guidance

Should there be a confirmed case of Covid-19 within the pre-school setting, along with following our own operational procedures, we will engage in the NHS track and trace service and we ask that all families do the same.

Establishment: Marsh Green Pre-school	Assessment by: Rebecca Shipp, Manager	Date: June 2020 Updated: January 2021	Review date: Weekly
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	What are the Hazards	Controls required	Additional controls	Action by who	Action by when	Done
Arrival - children	Social distancing	Parent and child to remain 2 metres apart from other parents.	2 metre tape placed on ground towards pre-school entrance. 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. Parents/carers to wear face masks upon arrival and collection	Manager	Upon arrival	
	Health	Anyone displaying symptoms of Covid-19 will not be able to enter	Parents to follow government advice in regard to self-isolating. 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	Staff to arrive separately.	Staff being mindful of other staff and apply the 2 metre rule where possible.	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 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), however mild, they should self-isolate for at least 10 days from when their symptoms	Children and staff		

			started; or if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken. If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms			
	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), however mild, they should self-isolate for at least 10 days from when their symptoms started; or if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken. If they have tested positive whilst not experiencing symptoms, but develop	Children and staff		

			symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms			
	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		
Toilet - Children	Social distancing	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	
	Health	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		
	Cleanliness	The toilet will be cleaned after every use by a member of staff.	All rubbish will be bagged and disposed of safely.	Staff		
Toilet - staff	Social distancing	Children will be monitored by another member of staff whilst said staff goes to the toilet.	N/A	staff	After each use	
	Health	Hands will be washed, and paper towels placed directly into the bin.	Paper towels and hand wash are supplied by pre-school.	staff		
	Cleanliness	The toilet will be cleaned after every use.	All rubbish will be bagged and disposed of safely.	Floater staff		
Collection - Children	Social distancing	Parents to arrive and not congregate outside. Parents must follow the 2 metre rule up to the side gate and keep 2	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 to wear face masks upon	Parents/ staff	12.00noon, 1.00pm, 3.00pm	

		metres away from staff members where possible.	collection.			
	Health	N/A	N/A	N/A		
	Cleanliness	Children will be asked to sanitise their hands before leaving the premises with their parent.	Hand sanitiser available at the gate.	Children		
End of Day	Social distancing	All staff to remain 2 metres apart where possible and depart staggered to avoid congregation.		Staff	When all children have left the premises.	
	Health	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		
	Cleanliness	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		
Visits	Social distancing	Only absolutely necessary visits from outside organisations will be permitted into the setting, for example, specialist teachers. These will always be	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 visitors' book. Where possible, the visitor will comply with the 2 metre	Visitor	During every visit	

		pre-arranged.	rule and any consultations with staff will be held outdoors weather permitting or indoors in a well-ventilated area.			
	Health	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		
	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		