Streatley Hill Preschool COVID-19 Risk Assessment

**Updated 08/03/2021**

This risk assessment is based on the following documents:

* Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak
* Coronavirus (COVID-19): implementing protective measures in education and childcare settings
* COVID-19: review of disparities in risks and outcomes
* COVID-19: guidance for households with possible coronavirus infection
* Travel advice: coronavirus (COVID-19)

The UK government guidance provides detailed information on preventing the spread of infection and dealing with suspected and confirmed cases, and should be read in conjunction with this risk assessment.

This risk assessment covers the risk of contracting COVID-19 and/or passing it on to others in preschool. Any person entering the preschool may be affected, including children, staff, carers and visitors. There are 2 routes by which people could become infected:

* Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or could be inhaled into the lungs.
* It is also possible that someone may be infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose or eyes (such as touching a door knob or shaking hands and then touching their own face).

Note that people may be infectious to others and able to transmit the disease before displaying any symptoms. This requires all staff to be alert and to adhere to all recommendations in this document regardless of whether anyone is displaying any symptoms.

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| **List the Hazards** | **Who might be harmed & how** | **What we are doing to lower risks** | **Additional actions required** | **Action by when** | **Date complete** |
| **Capacity of the building/space to accommodate children required** | **Staff, children, visitors to site** | * Early years settings are no longer required to arrange children and staff in small consistent groups, so can return to normal group sizes.
* Children attending preschool should only attend our setting and no other childcare setting apart from a childminder.
* Shielding measures to protect clinically vulnerable people are currently paused. However, if infection rates in the local area increase, shielding measures may be reinstated. If this should happen, children who are living in households with someone who is clinically extremely vulnerable must not attend preschool because stringent social distancing is not possible.
* If any SEND children are due to attend the setting, assess whether they will be able to safely attend on an individual basis.
* Parents to call in the usual way if a child is not attending so Manager/Lead can understand why and discuss if needed.
 | * **To keep group sizes under review and reduce/limit numbers if necessary CA**
* **To decide on criteria for who we can open for should staffing levels drop due to self-isolation CA**
* **Communicate to parents what protective steps are being taken to make preschool low risk for their child, and what you need them to do - CA**
* **Inform parents of rule regarding children only being allowed to attend one childcare setting - but explain that a childminder is allowed CA**
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| **Maintaining adequate staffing** | **Staff** | * All staff members are allowed to return to work.
* Any existing individual risk assessments (including disability, young persons or new / expectant mothers) to be reviewed, any changes must be noted and if required new control measures put in place.
* Shielding measures to protect clinically vulnerable people are currently paused. However, if infection rates in the local area increase, shielding measures may be reinstated. If this should happen, any staff members who are clinically extremely vulnerable or clinically vulnerable should not attend preschool but work from home where possible instead.
* Individual risk assessments should take into account the fact that some people with particular characteristics may be at comparatively increased risk from COVID-19, as set out in the UK Government's Review of Disparities in Risks and Outcomes report. Note that people who live with those who have comparatively increased risk from COVID-19 can attend the workplace, provided that all the measures in this risk assessment are adhered to.
* Staff should only work at our setting and no other childcare setting.
* Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc.
* There is a continued emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a space – they are spread out across the setting site.
* Lone working should be avoided.
* Current government guidance regarding self-isolation due to suspected or confirmed COVID-19 infection should be strictly observed by staff, and no staff member should attend the setting during a period of self-isolation for any reason. Note in particular that:
	+ Staff must not attend if they have had symptoms of COVID-19 in the last 10 days, unless they have tested negative for COVID-19.
	+ Staff must not attend if they live with anyone who has had symptoms of COVID-19 in the last 14 days, unless that person has tested negative for COVID-19.
* Ensure all staff members have access to support for mental health should they need it.
* Ensure all staff members know how to access COVID-19 testing which is currently available to everyone in education.
* Staff to update Manager/Lead as soon as possible if their situation changes.
* Consider support for staff who may have suffered bereavement, discuss their needs with them.

Staff to staff interaction;* No physical contact.
* Maintain social distance wherever possible.
* No close contact activities.
* Staff must adhere to strict social distancing with one another the entire time they are on site.
* If staff need to make contact with the primary school they must call first instead of going in.

Other considerations:* Arrange regular (e.g., weekly) opportunities to get feedback from staff on new arrangements.
 | * **Review any individual staff risk assessments - CA**
* **Ensure all staff have read and understood this risk assessment before returning to work - CA**
* **Inform staff of currently available avenues for obtaining a COVID-19 test - CA**
* **Inform staff of rule regarding only being allowed to work at one childcare setting - CA**
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| **Access to and exit from site** |  | * Require all persons to wash or sanitise their hands before entering and leaving the site.
* Stop all non-essential visitors from entering the site.
* Monitor site access points to enable/ensure social distancing.
* Ensure entry systems that require contact e.g code entry systems are cleaned regularly
* Parents/Carers must wear a face covering at drop off and collection times unless exempt.Allow plenty of space (two metres) between people waiting to enter site.Staff will wear face coverings while speaking to parents and Carers.
* Plan parents drop off and collection protocols so that adult to adult contact is minimised and communicate this clearly with parents.
* Display a sign on the preschool gate explaining drop off and collection protocols.
* Parents will drop children at 9.00 and collect at 15.00. Usual times for sessions will apply but should be reviewed if needed.12 1pm pick ups will continue at the end of the drive and staff will walk children down to avoid our parents mixing with the school pupils and staff.
* Parents will need to be prompt but not early to drop off and collect.
* Parents will wait along the path leading up to preschool where cones will be placed 2 metres apart. They will wait by one cone and a staff member will collect their child from them at a safe 2 metre distance and return their child in the same way. Staff will not be able to take children from parents' arms.
* Any lunch boxes will be taken by a staff member and wiped with an antibacterial wipe
* Only one parent at a time may drop off and collect. Parents must not enter the preschool building. If a child needs support to settle parents can settle their child in the garden ( wearing a mask and following hand washing instructions from staff).If a child is unable to settle without a parent then they will not be able to attend the session and must be taken home.
* **Staff should ask parents if they or their child or anyone in their household has any symptoms of COVID-19 however mild. If the answer is yes they must not be allowed to leave their child at the setting.**
* Reduce the number of people in attendance at site inductions and consider holding them outdoors, wherever possible.
 | * **Email parents with current drop off and collection protocols - CA**
* **Contractors will be required to wear face masks in the preschool building**
* **12pm and 1pm drop off/collection of children will take place at the green gates at the end of the school drive, a member of staff will walk children down to meet parents/guardians - CA**
* **New side gate installed at the front of building allowing children to enter from the front and have direct access to the garden - CA**
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| **Hygiene** |  | Strict hygiene rules to be implemented:* All persons should wash hands on arrival at preschool, after using the toilet, after sneezing or coughing, before food preparation, before and after eating any food including snacks, and when they leave.
* Ensure washing hands with soap and water often and for 20 seconds or using hand sanitiser (at least 60% alcohol) if handwashing facilities are not available.
* Ensure young children are supported to wash their hands well and that children understand that handwashing is one of the steps that will help keep them and others safe.
* Staff need to explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.
* Children should be encouraged not to put any objects into their mouths.
* Hand washing station is available outside. Outside tap, soap, paper towels and hand gel will be available.
* Staff should have access to hand sanitiser when in the garden area or carry sanitiser with them.
* Adults and children should be encouraged to avoid touching eyes, nose and mouth.
* Wash hands if face is touched.
* Adults and children should be encouraged to cover a cough or sneeze with a tissue or elbow then throw the tissue in the bin then wash hands. Help children to understand that this is one of the ways they can help keep others safe.
* Bins containing tissues should be emptied regularly.
* Ensure staff members have received appropriate training in cross-infection control.
* Spare clothing for children must be provided by parents and will not be available at preschool due to contamination risk.
 | * **Obtain individual hand sanitiser for staff? - CA**
* **Check all disposable hand towels, hand wash, hand sanitiser, tissues are well stocked - CA**
* **Inform parents that spare clothing must be provided - CA**
* **Catch it, bin it, kill it posters should be printed and displayed LM/CA**
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| **Use of indoor space** |  | Where possible Staff are to maintain a safe distance between each other (2 metres). * Limit the number of persons in each room/area to follow social distancing guidance.
* Space/rooms to be kept very well ventilated using natural ventilation.

Equipment: * Ensure all equipment used is cleaned daily or between uses by separate groups.

Activities and resources:* Resources should be cleaned after use (including computers) and between separate groups.
* A small number of items which are hard to clean (such as jigsaws) can be stored in a clearly marked lidded box and kept out of reach for 72 hours after which time they may be used again.
* Remove any unnecessary items which are hard to keep clean such as soft furnishings (e.g., rugs, pillows, bean bags), soft toys and toys which have intricate parts.
* Keep stationery such as pens, pencils, scissors and paint brushes to a minimum to make cleaning easier and avoid sharing as much as possible.
* Do not allow children to bring any toys from home which could pose an infection risk to others. (unless it is a SEN need, reasonable adaptions are made for SEN children.
* Do not allow children to take home any toys or other resources or equipment from preschool.
* Consider which activities are no longer advisable due to risk of cross-infection and remove them from the preschool programme.
* The garden will be used as much as possible.
* Water play will be used only with bubbles and changed regularly
* Malleable resources such as playdough should not be shared. Consideration should be given to safe use. The children will be provided with individual pots if this is used.
* Children will now access the primary school hall from 08/03/21. Pre-school will follow the school’s risk assessment and advice from school. Staff and children will wash their hands before leaving Pre-school and staff will wear masks in the school.

Personal care for pupils:* Where personal care routinely already involves PPE then this should continue to be the case, no additional measures are required.
 | * **Communicate with parents to tell them about rules regarding toys from home - CA**
* **Clearly label a sealed box where any hard to clean items may be stored for 72 hours in the office - CA**
* **One rug allowed in the setting for SEN children (room is too loud) Use dettol spray each day -CA**
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| **Use of outdoor areas and play equipment** | **Staff, children** | * Outdoor equipment to be cleaned between uses by separate groups.
* Children’s ride-ons are regularly wiped down and children wash their hands.
* Access to outdoor equipment that cannot be cleaned to be restricted. Sand pits should have a milton solution put in at the end of the day. Activities should take place outside where possible, weather permitting. Being in an outside space will help limit transmission and more easily allow for distance between children and staff.
* Ensure children from school site are not able to come within 2 metres of children on preschool site by coming too close to the fence bordering the preschool garden.
* If sunscreen is required, parents must apply this prior to the session as staff will be unable to do so due to prolonged close contact.
* Sun hats must be provided by parents, spare sun hats will not be available.
 | * **Liaise with school head to establish protocols to ensure no contact between school and preschool children - CA**
* **Inform parents that sunscreen must be applied by parents prior to arrival at preschool and that sun hats must be provided - CA**
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| **Access to staff toilets, rest rooms and changing facilities** | **Staff** | Staff to follow social distancing guidance where possible.* Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
* Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.
* Bin liners should be used in all bins.
* Only one staff member in the office at any time.
 | * **Check bin liners in stock - CA**
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| **Meals / snacks** | **Staff, children** | * All persons should be required to stay on site once they have entered it and not use local shops etc.
* Food and drink should only be consumed in areas that are suitable and can be easily cleaned.
* Hands must be washed or cleaned with hand sanitiser prior to eating and again afterwards.
* Food should be protected against contamination by coughing, sneezing, etc.
* Ensure snacks are prepared using disposable gloves and blue aprons.
* All adults should sit 2 metres apart from each other whilst eating and avoid all contact.
* Children should be sitting far enough away from each other to prevent sharing of food or drink.
* Snacks are presented in an individual bowl to prevent touching others' food when wrapped food is unavailable.
* Drinking water should be provided with enhanced cleaning measures of the tap mechanism.
* Tables and chairs should be cleaned before and after use.
* Ensure disposable gloves are used when clearing away food.
* All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.
* All crockery, eating utensils and cups must be washed, dried thoroughly and stored again in cupboards and drawers straight after use and should not be left out.
* Tea towels used for drying up should be placed straight in the washing machine after use.
* All areas used for eating must be thoroughly cleaned at the end of each break and between groups, including chairs, door handles.
 | * **Arrange tables so children are far enough apart when eating - CA**
* **A dishwasher has been installed so crockery, eating utensils and cups can be cleaned at a higher temperature therefore ensuring greater hygiene (no knives sharp objects are washed after the session) . Staff to be instructed on its safe use. CA**
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| **Suspected cases of COVID-19** | **Staff, children visitors to site** | * **Anyone who is displaying COVID-19 symptoms - a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild - must not attend preschool and must self-isolate for at least 10 days from when their symptoms started.**
* **Anyone who lives with someone displaying COVID-19 symptoms, however mild, must not attend preschool and must self-isolate for at least 14 days from when the household member’s symptoms started.**
* **Ensure parents are aware that all children attending preschool and members of their households will have access to a test if they display symptoms and they should get tested in this scenario.**

**If a person displays symptoms of COVID-19 - a high temperature, or a new and persistent cough, or a loss of or change to normal sense of smell or taste (anosmia), however mild - whilst on the site, they must be sent home in accordance with the following protocol:** * Notify the Manager/Lead immediately.
* Avoid touching anything.
* Move child to the office with appropriate adult supervision where they can be isolated behind a closed door and contact parents for immediate collection. Staff member staying with them must remain 2m away. If this is not possible then PPE (gloves, apron and face mask) should be available for use by the member of staff with them.
* If there is a risk of splashing to the eyes, e.g., from coughing or spitting, eye protection should also be worn.
* Follow guidance on safe fit, use, removal and disposal of PPE.
* Windows should be opened for ventilation.
* If they need to use the toilet while waiting a separate toilet should be used where possible and disinfected afterwards.
* If a staff member shows symptoms they must go home immediately.
* All other persons are to maintain a safe distance from affected individual.
* If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
* They must then **arrange for a test and** **follow the guidance on self-isolation** and not return until their period of self-isolation has been completed. Any members of their households must also follow the guidance on self-isolation.
* Parents must collect children promptly when called to do so.

Other considerations:* A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following 14 days. This information should also be made available to NHS Test and Trace program if requested.
* If anyone develops symptoms and is sent home, other children and staff members may remain at preschool unless they also develop symptoms, in which case they must self-isolate and arrange for a test.
* If anyone displays symptoms and is sent home, areas occupied and equipment used by the affected person must be thoroughly cleaned and disinfected. The person cleaning must wear PPE. Any waste used by the affected individual or waste from cleaning including PPE worn should be double-bagged, clearly marked and stored in a safe place for 72 hours after which time it can be disposed of in the normal way.
 | * **Inform all parents and staff of the rules about who should not attend - CA**
* **Confirm emergency contact details for all parents - CA**
* **Inform all parents they must collect children promptly if contacted - CA**
* **Staff should be trained in safe fit, use, removal and disposal of PPE - CA/LM**
* **Decide where contaminated waste would be stored - CA/LM**
* **Prepare some PPE and store in the office in readiness for dealing with a child with symptoms - CA/LM**
* **Ofsted informed and relevant organisations if confirmed cases.**
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| **Engage with the NHS Test and Trace process** | **Staff, children visitors to site** | * Ensure that all staff understand the NHS Test and Trace process and how to contact the local health protection team.
* Ensure that all staff and parents/carers understand that they will need to be ready and willing to:
	+ Book a test for themselves or their child if they are displaying symptoms. All children can be tested.
	+ Provide details of anyone they have been in close contact with if they were to test positive or if asked by NHS Test and Trace.
	+ Self-isolate if they have been in close contact with someone who tests positive.
* Ensure that all staff and parents/carers are aware of how to access a test.
* Ask parents, carers and staff to inform preschool lead immediately of the results of a test.
* If someone tests negative, and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating. Other members of their household can also stop self-isolating. However, they could still have another virus such as cold or flu, and so it is still best to avoid contact with others until they are better.
* If someone tests positive, they must inform preschool immediately, and they should follow COVID-19: guidance for households with possible coronavirus infection and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste.

Further details are provided at https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#engage-with-the-nhs-test-and-trace-process | * **Inform parents regarding access to testing - CA**
* **Inform all staff about the NHS Test and Trace process and what they need to be ready and willing to do - CA**
* **Inform parents about the NHS Test and Trace process and what they need to be ready and willing to do - CA**
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| **Confirmed cases of COVID-19** | **Staff, children visitors to site** | * **Anyone who has tested positive for COVID-19 must not attend the preschool and must follow self-isolation rules, which currently state that the person must self-isolate for at least 10 days from the date of their positive test result or the onset of their symptoms, whichever is later.**
* If anyone who attends preschool tests positive for COVID-19, a member of staff must contact the local health protection team as soon as possible.
* All advice of the local health protection team must be followed.
* The local health protection team will provide definitive advice on who must be sent home because they have been in close contact with the confirmed case. To support them in doing so, staff must keep a record of:
	+ Children, staff and visitors attending preschool.
	+ Close contact that takes place between children and staff.
* If someone is sent home because of close contact with a confirmed case, members of their household do not need to self-isolate themselves, unless the person who was sent home subsequently develops symptoms.
* If someone is sent home because of close contact with a confirmed case, and then develops symptoms themselves, they should get a test as soon as possible, and:
	+ If the test is negative, they must remain in isolation for the remainder of their isolation period, because they may still develop a COVID-19 infection.
	+ If the test is positive, they must inform preschool immediately, and they should follow COVID-19: guidance for households with possible coronavirus infection and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste.
	+ We do not need evidence of a negative test result before welcoming staff or children back after a period of self-isolation.
* If we have had 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, we may have an outbreak, and must contact the local health protection team, and follow their advice regarding any additional action required.
* Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels.

Further details are provided at https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#managing-confirmed-cases-of-covid-19-in-the-setting  | * **Inform parents that they must contact preschool immediately if their child tests positive for COVID-19 - CA**
* **Inform staff that they must contact preschool lead immediately if they test positive for COVID-19 - CA**
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| **Travel**  | **Staff, children, visitors to site** | * No-one should enter the preschool site if they have returned from a country with UK entry quarantine requirements in the last 14 days.
 | * **Inform staff, parents and visitors that self-isolation following travel must be strictly observed - CA**
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| **Cleaning** | **Staff, children visitors to site** | A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.Preschool will close at 15.00 each day. Cleaning protocol is as follows:* Disposable gloves and apron should be worn.
* Hard surfaces to be cleaned prior to disinfecting.
* A combined detergent disinfectant solution or chlorine-based cleaner is to be used.
* Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.
* Ensure that there are clear procedures for maintaining cleaning processes for food preparation areas, dining areas and table coverings.
* Disposable hand towels, hand wash and hand sanitiser are to be regularly checked and replaced.
* Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.
* Only cleaning products supplied by the setting are to be used.
* Bin liners should be used in all bins.
* Foot operated pedal bins are preferred.
* Ensure there are cleaning sprays or wipes available for staff to clean desks, screens, keyboards, phones etc. at the start and end of each day.
* Regularly clean and disinfect common contact surfaces in communal areas, access control and delivery areas e.g. screens, telephone handsets, staff only work spaces, particularly during peak flow times.
* Ensure toys, learning resources, play equipment and any other objects touched by children are cleaned and disinfected after each session.
* Avoid creating splashes or sprays when cleaning.

Other considerations:* Disposable cleaning products should be used where possible. If any items requiring laundering are used within the setting they should be washed in line with guidance on cleaning in non-health-care settings and should not be shared between washes.
* If anything cannot be cleaned using detergents or laundered then it should be steam cleaned or disposed of.
 | * **Check all cleaning products are well stocked - CA**
* **Consider making a contingency plan if usual cleaning products are out of stock at usual suppliers, e.g., make a list of alternative products and suppliers - CA**
* **Provide staff training on cleaning protocols and correct use of cleaning products - CA**
* **Work out cleaning rota - CA**
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| **First aid provision** | **Staff, children visitors to site** | * It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances.
* Wash hands and ensure the affected area is cleaned upon completion.
* At least one staff member with first aid training must always be on site.
* If an accident form is required parents will be sent this via email and verbally told about the incident when they collect their child as these cannot be signed by parents at present due to social distancing.
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| **Fire and other emergencies** | **Staff, children visitors to site** | * Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable, particularly at assembly areas (2m separation).
* During fire drills staff and children will only evacuate as far as the preschool garden gate and NOT on to the school field to avoid mixing with primary school children.
* **In the event of an unplanned evacuation, fire safety must take priority over social distancing.**
* In the event of any emergency situation requiring use of the safe room, safety must take priority over social distancing.
 | * **Rehearse fire drill within the first week - CA**
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| **Deliveries and waste collection** | **Staff, children visitors to site** | * If practicable drivers should wash or clean their hands before unloading goods and materials.
* Do not approach delivery staff, allow packages to be left in a safe place - instructions will be placed on preschool entrance gate
* Hands are to be thoroughly washed after handling all deliveries or waste materials.
* Waste bags and containers to be kept closed.
* If possible, waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).
 | * **Review when waste collections should take place - CA/LM**
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| **Visitors to site and contractors**  | **Staff, children visitors to site** | * No non-essential visitors are allowed onto the site.
* All visits to site are by appointment only and outside preschool hours.
* Ensure business involving any member of the committee is conducted via teleconference wherever possible and outside preschool hours.
* Ensure any new parent visits are conducted via teleconference and outside preschool hours.
* Only visitors or contractors carrying out health and safety compliance checks and/or essential maintenance deemed necessary to the safe running of the setting are to be allowed on site and will read and comply with signs regarding good hygiene.
* Staff and visitors/contractors are to maintain a safe distance between themselves and others (2 metres).
* All visitors/contractors are to wash their hands upon entering the site.
* All visitors to be made aware of site rules. Strict hygiene rules to be implemented, all visitors/contractors are to be asked to do the following:
	+ Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser and wear a face mask,.
	+ Repeat the hand washing/sanitising every hour.
* Contact contractors prior to their arrival on site to inform them of setting precautions and added expectations.
* Site inductions are to be carried out following social distancing principles (2m separation). The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.
 | * **Visitors/contractors are required to call the setting before entering the site.**
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| **Weather**  | **Staff, children**  | * All persons to dress appropriately for the weather.
* Facilities are provided to shelter from the elements.
 | * **Inform parents that children should come prepared with appropriate dress to spend increased time outside - CA**
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| **Lack of awareness** | **Staff, children visitors to site** | * Posters will be displayed in suitable places around site, including on the door, giving latest government and NHS information and advice for COVID-19 including rules regarding self-isolation. Ensure this is kept up to date.
* “Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.
 | * **Check posters are up to date - CA/LM**
* **Walk staff through risk assessment, ensure all risk control measures understood - CA/LM**
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| **Hand sanitiser** | **Staff, children visitors to site** | * To be effective on viruses hand sanitiser must be a minimum of 60% alcohol.
* When used, hand sanitiser should be allowed to dry or evaporate before touching your face, nose or eyes or other surfaces.
* Do not use near heat sources.
* **Note:** it is preferable to use soap and water before resorting to hand sanitizer.
* Hand sanitiser must be stored in accordance with the manufacturer’s instructions. 60% alcohol hand sanitiser is extremely flammable. Do not store near heat sources or in direct sunlight.
* Use of hand sanitiser by pupils must be supervised.
* If the hand sanitiser is not gel, take extra care, as it may spill or splash.
* A COSHH assessment should be undertaken and all staff to be made aware of the appropriate use, storage and risks of the hand sanitiser provided by the setting.
 | * **Check a COSHH assessment has been undertaken recently - LM**
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| **General health and wellbeing** | **Staff, children** | * General health and safety checks must be undertaken prior to reopening.
* Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for increased emotional support at this time.
* There may be safeguarding concerns following the long period at home which may be noticed when children return to preschool. These should be addressed using the safeguarding policy.
* Some children may also have experienced bereavements in the immediate family or circle of friends. Provide opportunities for conversations with trusted adults where this may be supportive.
 | * **General indoor and outdoor risk assessments to be updated - LM**
* **Inform parents that we are available to discuss any concerns they may have and/or to inform us of any issues we should be aware of such as bereavement - CA**
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