*The relevant government guidance for reference:*

<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

<https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

[Ventilation of indoor spaces to stop the spread of coronavirus (COVID-19) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19?dm_i=6L45,HZYE,1G103U,27621,1)

* Safe Measures of working at Kea Preschool will continue to remain in place:

1. Ensure good hygiene for everyone.

2. Maintain appropriate cleaning regimes.

3. Keep occupied spaces well ventilated.

4. Follow public health advice with regards to an outbreak.

1. **Ensure good hygiene for everyone**

Hand hygiene Frequent and thorough hand cleaning is regular practice. We ensure that children clean their hands regularly. This is done with soap and water or hand sanitiser.

Respiratory hygiene The ‘catch it, bin it, kill it’ approach continues to be very important. Use of personal protective equipment (PPE). Most staff in settings will not require PPE beyond what they would normally need for their work. More information on the use of PPE for COVID-19 can be found in use of PPE in education, childcare and children’s social care.

**2. Maintain appropriate cleaning regimes, using standard products such as detergents**.

We have maintained our cleaning regime since the pandemic started. We regular clean areas and equipment, with a particular focus on frequently touched surfaces.

**3. Keep occupied spaces well ventilated**

When the setting is in operation, we will ensure it is well ventilated and that a comfortable environment is maintained. We will identify any poorly ventilated spaces as part of our risk assessment and take steps to improve fresh air flow in these areas. We fans to draw fresh air and windows will remain open. We will adjust the ventilation rate wherever possible and check to confirm that normal operation meets current guidance and that only fresh outside air is circulated. We will balance the need for increased ventilation while maintaining a comfortable temperature.

We have a CO2 monitor, so staff can quickly identify where ventilation needs to be improved.

**4. Follow public health advice**

In the event of an outbreak, we will be advised by their local health team or Director of Public Health (DPH).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hazards** | **Risk Rating****Below 9- Low Risk****9-14 Medium Risk****above 14 High** | **Who**  | **Action** | **Satisfactory?(Yes/No)** | **Notes/ Actions remaining.**  |
|  |  |  |  |  |  |
| Staff Vacinated against Covid -19 | Severity: 3Likelihood:2**Risk Rating: 6** | Staff | - The preschool will ask staff if they have been vaccinated but this is up to the individual. - We will encourage staff to take up the vaccine and if they are eligible allow them to attend vaccine appointments where possible. - The majority of staff have been vaccinated.  | yes  |  |
| Lack of up to date information for staff | Severity: 4Likelihood: 2**Risk Rating: 8** | Staff | Staff to be kept informed of new information at all times prior to opening. All current information will be placed in our covid-19 folder. - Risk assessment to be shared with all staff and placed in the staff room. - staff to be emailed updated and relevant guidance.  | yes  | emailed new guidance to parents 13/4/22 |
| Lack of up to date information for parents and guardians | Severity: 4Likelihood: 2**Risk Rating: 8** | Parents and guardians Children | Parents to be sent an in depth email about changes to Preschool and Wraparound and how it will work when we open-Parents to be informed of the new drop off/collection points for their child’s age groups-Parents to sign an agreement form prior to their children attending-Parents will be sent updated emails regarding isolating and any information received. - email any information relevant.  | Yes |  |
| Failure to maintain ratios if staffing levels drop  | Severity: 5Likelihood: 2**Risk Rating: 10** | parentsstaffchildren | -A member of staff that is able to cover (Jan/ Lynn if needed) -Ratios to be checked daily as part of the health and safety checks - Staff to inform the Manager/Deputy Manager before 6.30am if unable to attend the setting. | Yes |  |
| Staff who are identified as clinically vulnerable coming in to contact with Coronavirus | Severity: 4Likelihood: 1**Risk Rating: 4** | People who are at higher risk from COVID-19 and other respiratory infections include:* older people
* those who are pregnant
* those who are unvaccinated
* people of any age [whose immune system means they are at higher risk of serious illness](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)
* people of any age with [certain long-term conditions](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus/)
 | -Staff who are classed as clinically vulnerable will be encouraged to social distance from the other staff as much as they can.* Where possible will be encouraged to work from home if suggested by government policies.
* We will follow all government guidelines and all CEV staff will follow the same guidelines as all staff.
* Pregnant staff will have a risk assessment specifically to them and this will be reviewed
 | Yes.  |  |
| Member of staff displaying a respiratory infection, including Covid 19symptoms  | Severity: 4Likelihood: 3**Risk Rating: 12** | Staff  | Staff to be made aware that they will need to follow the current government guidance:<https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>-If the test results are positive, that member of staff will be asked to follow government guidance and advised to stay away from the setting for 5 days. Symptoms of COVID-19, flu and common respiratory infections include:* continuous cough
* high temperature, fever or chills
* loss of, or change in, your normal sense of taste or smell
* shortness of breath
* unexplained tiredness, lack of energy
* muscle aches or pains that are not due to exercise
* not wanting to eat or not feeling hungry
* headache that is unusual or longer lasting than usual
* sore throat, stuffy or runny nose
* diarrhoea, feeling sick or being sick
 | Yes.  |  |
| Child displaying symptoms of coronavirus  | Severity: 4Likelihood: 2**Risk Rating: 8** | children staff parents  | -Temperature checks forms to be completed every 20 minutes until child is collected - Report suspected case to Senior Management.**-**Child to be observed by a member of staff in the annex/messy area/outside area, away from other children with support from an adult.-Supporting adult to wear full PPE-The Annex/messy area/outside area to be thoroughly cleaned after the child has been collected and not used for the rest of the day-Parents to be called straight away and asked to collect their child asap and keep their child off for 3 days.-Continue to check temperature.-Any room used by that child to be thoroughly cleaned -If the child tests positive, the child must follow government guidance. <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19> -If an outbreak, Protocols advised by Public Health England will be followed. The first action is to call local health protection team/DFE Helpline.  | Yes. |  |
| A member of the household testing positive to Covid 19 or has a respiratory infection.  | Severity: 5Likelihood: 3**Risk Rating: 15** | staffchildrenparents | There is a high risk of passing infections to others in your household. These are [simple things staff, parents and children can do to help prevent the spread](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1065735/AG232_Safe_at_home_infographic.pdf):* try to keep distance from people they live with
* in shared areas wear a well-fitting face covering made with multiple layers or a surgical face mask, especially if they live with people whose [immune system means that they are at higher risk of serious illness, despite vaccination](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk)
* ventilate rooms by opening windows and leaving them open for at least 10 minutes after they/you have left the room
* wash hands regularly and cover the mouth and nose when coughing or sneezing
* regularly clean frequently touched surfaces, such as door handles and remote controls, and shared areas such as kitchens and bathrooms
* we will advise anyone that does need to come into the preschool/ home that people have symptoms, so they can take precautions to protect themselves such as wearing a well-fitting face covering or a surgical face mask, keeping their distance if they can, and washing their hands regularly

[GermDefence](https://www.germdefence.org/) is a website that can help identify simple ways to protect others in the household from COVID-19 and other viruses. People who use GermDefence are less likely to catch flu and other infections and are less likely to spread them at home.There is further guidance on protecting yourself and others in living safely with respiratory infections, including COVID-19. |  |  |
| A confirmed case of a respiratory infection including Covid 19  | Severity:4likelihood:3 Risk Rating:12 | staffchildrenparents | - Staff will refer to our Covid policy and procedures and management plan.-We will continue to record cases and will take action once we meet the 10% threshold or feel it is a respiratory infection outbreak. * Protocols advised by Public Health England for reporting, testing and isolating will be followed. The first action is to call local health protection team/DFE Helpline.
* PHE South West Centre Protection Team, Follaton House, Plymouth Road, Totnes TQ9 5NE
* Telephone 0300 303 8162 option 1 then option 1

DFE helpline 0800 046 8687 | Yes |  |
| Staff working after testing positive to Covid 19 or ill with a respiratory infection.  | Severity: 5Likelihood: 3**Risk Rating: 15** | StaffChildren | Staff will be encouraged to stay at home and avoid contact with other people- Management and Office manager will be encouraged to work from home. If staff are unable to work from home, the management will talk to the staff member and about options available to you. Staff can come in if they insist. If staff feel well enough to work and choose to work during the 5 days after Their positive test result the following steps will reduce the chance of passing on COVID-19 to others:* wear a well-fitting face covering made with multiple layers or a surgical face mask
* will be placed outside during the day and will use the adult toilet in the annex. Cleaning materials will be provided to ensure the area is cleaned after use.
* cover their mouth and nose when they cough or sneeze; wash their hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face.
 |  |  |
| Risk of outbreak within preschool community | Severity:4likelihood:3 Risk Rating:12 | StaffChildrenParentsCommunity | If the preschool has 10% recorded cases within 10 days we will liaise with DFE and Public Health. Contact details above. | Yes |  |
| Staff well-being  | Severity: 4Likelihood: 1 **Risk Rating: 4** | Staff | **-**Ensure staff have the support from management at all times in case they are unsure of anything- Advise staff to test if they develop symptoms-Encourage staff to raise any concerns that they may have -Provide staff with adequate breaks/lunch breaks-Committee, management and senior staff to continue monitoring the wellbeing of the staff | Yes |  |
| Children and family wellbeing | Severity: 4Likelihood: 2**Risk Rating: 8** | childrenparents | **-**Regular emails to be sent out to check parents are happy with current procedures-Careful monitoring of the children in our setting-daily checks with parents when dropping off. Asking if everyone is well. | Yes |  |
| Lack of hand washing facilities | Severity: 4Likelihood: 2**Risk Rating: 8**  | staffchildrenparentsvisitors | - We will continue to have hand sensitising stations situated around the preschool.- Sinks outside will remain in place for hand washing facilities - Children and staff will continue to wash hand regularly using soap and water or santatiser.  | Yes |  |
| Staff and pupils not washing hands frequently  | Severity: 4Likelihood: 2 **Risk Rating: 8**  | staffchildrenparentsvisitors | - Staff and children will still continue to wash hands regularly. **-**2 sinks installed outside. Soap dispensers and paper towel dispensers fitted and checked daily. -Hand washing facilities restocked when necessary to ensure the children always have access to soap and paper towels -Children to be supervised when washing their hands to ensure they are doing it for 20 seconds (using a song to help them, Twinkle Twinkle) Visual cards by sinks to help staff and children. | Yes |  |
| Skin reactions from use of preschool soap. | Severity:2Likelihood:2**Risk Rating:4** | staffchildrenparentsvisitors | -Staff / pupils with sensitive skin to be reminded to rinse their hands thoroughly after using soap and where appropriate, permitted to bring in their own dermatological handwashing products.  | Yes |  |
| Cross-contamination from used tissues etc | Severity: 4 Likelihood: 2**Risk Rating: 8** | staffchildren | **-**Bins with bin liners in each area -Cleaner to dispose of the bin bags at the end of the day- Children and staff encourage to use the bin it slogan- Staff to wear gloves when wiping any noses.  | Yes |  |
| Cross-contamination from sharing equipment  | Severity: 4Likelihood: 2**Risk Rating: 8** | staffchildren | staff will continue to clean toys and use antibacterial spray through the day to clean equipment. -Surfaces, door handles/rails to be cleaned regularly – by staff. (cleaning spray, disposable cloths and wipes) -Equipment sharing to be discouraged as much as possible.-tissue to clean equipment between usage.-staff hand sanitise before and after use of ICT equipment. -All shared areas to be thoroughly cleaned by cleaners after pupils have left each day. –-staff to ensure that all surfaces are clear and tidy to enable effective cleaning.  | Yes |  |
| Cross-contamination from sharing personal possessions (water bottles, toys. etc.) | Severity:4Likelihood:2**Risk Rating:8** | children | -children to bring their own full water bottles. -Children to be reminded to take home and wash their bottles each day. -Cups to be provided for those who forget their bottle.Sharing of other personal possessions not permitted. | Yes |  |
| Cross-contamination from contact with frequently touched surfaces  | Severity: 4 Likelihood: 2 Risk Rating: 8 | staffchildrenparentsvisitors | Surfaces to be cleaned before the children arrive, during the day and when they leave at the end of the day -Door handles to be cleaned regularly throughout the day -Toilets to be wiped down regularly throughout the day - the office desk, mouse, keyboard must be wiped before and after use and the window to be open for ventilation. | Yes |  |
| Cross-contamination from food served  | Severity: 4Likelihood: 1 Risk Rating: 4  | staffchildren | Snack to be overseen by staff when serving cafe style snack. -Individual cups to be given out when the children have milk at snack time. Cups to be put in the dishwasher straight away when they have finished-Staff to make sure they are washing their hands thoroughly before preparing snack and all surface areas are wiped down and clean  | Yes.  |  |
| Lack of appropriate cleaning materials and PPE for staff, parents and visitors | Severity: 4 Likelihood: 3**Risk Rating: 12** | staffchildrenparentsvisitors | **-**Staff and cleaner who will be cleaning are provided with appropriate PPE -Cleaning sprays and detergents to be ordered weekly to ensure there is always some to use | Yes  |  |
| Provision of first aid support to children | Severity: 4Likelihood: 2**Risk Rating: 8** | staffchildren | **-**Staff to hold a full Level 3 Paediatric First Aid qualification -First aid kits provided in both areas of the building-Gloves and aprons to be worn when giving first aid care | Yes  |  |
| Providing care (dispensing medicines etc.) for children withmedical needs | Severity: 4Likelihood: 2**Risk Rating: 8** | staffchildren | -Disposable gloves to be used where appropriate (available in first aid room)-care plans to be reviewed where appropriate-Only prescribed medication to be given and will be recorded and witnessed by another adult.  | Yes  |  |
| Providing care for children who may need support with toileting or a toileting accident  | Severity: 4Likelihood: 2**Risk Rating: 8** | staffchildren | Encourage the child to find their own bag and change independently if they can -If the child needs help, ensure staff are wearing appropriate PPE such as aprons and gloves- this stands for changing nappies too-PPE to be disposed of in clinical waste bin | Yes |  |
| Evacuation procedures during reduced occupancy of the preschool/wraparound club.  | Severity: 4 Likelihood: 2 **Risk Rating: 8**  | staffchildrenparentsvisitors | -To gather at the shed when the fire alarm sounds-Fire risk assessment is up to date and alarms are checked regularly-All children to be registered by an adult | Yes |  |
| Vulnerable children and families | Severity:4Likelihood:2**Risk Rating:8** | staffchildrenparentsvisitors | -Continue to support families who are either attending less than usual – phone calls, support from the Education Welfare team. -All staff to be reminded how to contact MARU – signs in main room and staff room.  | Yes |  |
| Infection brought in from home  | Severity: 4Likelihood: 3**Risk Rating: 12** | staffchildrenparentsvisitors | -Children not to attend if anyone in their family home is displaying any symptoms of a respiratory infection including covid 19.-Staff to ask parents if the child and everyone at home is well when they arrive to the setting. | Yes |  |
| Staff to staff transmission of the virus through shared kitchen area | Severity: 4Likelihood: 2**Risk Rating: 8** | staff | **-**Staff to wipe down surfaces and appliances before and after they have used them-Staff to have separate breaks and access the kitchen at different times during the day-Staff to put their own mugs and plates in the dishwasher- wipe handles and surfaces after use, especially in the toilet area. | Yes |  |
| Effects on children’s welfare and academic progress | Severity: 4Likelihood: 1 Risk Rating: 4 | staffchildrenparents | Staff to carry out assessments to identify gaps in pupils’ development and to reflect on this. -Careful monitoring of children in preschool. Strategies such as yoga, breathing to be embedded into weekly routine. -Close liaising with parents of children who display signs of anxiety / stress. Referrals to Family Support, school nurse if necessary. -Signposting to Penhaligon’s Friends to families who have suffered bereavement during the pandemic or if loved ones pass.  | Yes |  |

Written by Tracey Kemp April 2022