**Coronavirus (COVID-19): risk assessment**

**Sheering Village Pre-school**

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| Assessment conducted by: Angie Rivoire | Job title: Manager | Covered by this assessment:children, staff and other relevant individuals. |
| Date of assessment: 15 May 2020 | Review interval: in line with government updates | Date of next review: TBC |

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| **Related documents** |
| Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, COSHH Policy, Administering Medication Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, |

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| **Risk rating** | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major**  Causes major physical injury, harm or ill-health. | High (H) | H | Medium (M) |
| **Severe**  Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| **Minor**  Causes physical or emotional discomfort. | M | L | L |

| Area for concern | Risk rating prior to action  H/M/L | Recommended controls | In place?  Yes/No | By whom? | Deadline | Risk rating following action  H/M/L |
| --- | --- | --- | --- | --- | --- | --- |
| Awareness of policies and procedures | **H** | * All staff are aware of all relevant policies and procedures including, but not limited to, the following:   + **Health and Safety Policy**   + **Infection Control Policy**   + **First Aid Policy** * All staff have regard to all relevant guidance and legislation including, but not limited to, the following:   + The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013   + The Health Protection (Notification) Regulations 2010   + Public Health England (PHE) (2017) ‘Health protection in pre-schools and other childcare facilities’   + DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ * The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. * The pre-school keeps up-to-date with advice issued by, but not limited to, the following:   + DfE   + NHS   + Department of Health and Social Care   + PHE * Staff are made aware of the pre-school’s infection control procedures in relation to coronavirus. * Parents are made aware of the pre-school’s infection control procedures in relation to coronavirus via on-line policy and – they are informed that they must contact the pre-school as soon as possible if they believe their child has been exposed to coronavirus. * Children are made aware of the pre-school’s infection control procedures in relation to coronavirus through conversation and are informed that they must tell a member of staff if they begin to feel unwell. * The **Confidentiality Policy** is followed at all times – this includes withholding the names of staff and children with either confirmed or suspected cases of coronavirus. | **Y** | **Managers** | **IMMEDIATE** | **M** |
| Poor hygiene practice | **H** | * Posters are displayed throughout the pre-school reminding children to wash their hands, e.g. before entering and leaving the pre-school. * Children wash their hands with soap **before and after lunchtimes** for no less than 20 seconds. * Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. * Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s [guidance](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19). * Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. * Bar soap is not used. * Children are supervised by staff when washing their hands to ensure it is done correctly, where necessary. * Children do not share cutlery, cups or food. * All utensils are thoroughly cleaned before and after use. * Thorough cleaning is carried out daily that follows national guidance and is compliant with the **COSHH Policy** and the **Health and Safety Policy**. | **Y** | **Managers & Staff** | **IMMEDIATE** | **M** |
| Ill health | **H** | * Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. * Any child who displays signs of being unwell is immediately   moved to an empty room whilst they wait for their parent to collect them.   * Children displaying symptoms of coronavirus do not come in to contact with other children and as few staff as possible, whilst still ensuring the child is safe. * The relevant member of staff calls for emergency assistance immediately if the child’s symptoms worsen. * The parents of an unwell child are informed as soon as possible of the situation by a relevant member of staff. * Where contact with a child’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the **Infection Control Policy**. * Unwell children who are waiting to go home are kept in an area where they can be at least two metres away from others. * Areas used by unwell children who need to go home are thoroughly cleaned once vacated. * Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. * Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the **Administering Medications Policy**. | **Y** | **Managers & Staff** | **IMMEDIATE** | **M** |
| Spread of infection | **H** | * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the **Infection Control Policy**,using PPE at all times. * Children are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. * Children clean their hands after they have coughed or sneezed. * Parents are informed via **letter** not to bring their children to pre-school or on the pre-school premises if they show signs of being unwell and believe they have been exposed to coronavirus. * Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to pre-school. Children queue 2 metres apart at entrances and exits to avoid risks of transmission. | **Y** | **Managers & Staff** | **IMMEDIATE** | **M** |
| Poor management of infectious diseases | **H** | * Staff are vigilant and report concerns about a child’s symptoms to the manager or deputy manager. * The pre-school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. * Social distancing measures are implemented as much as possible and PPE is worn where possible. | **Y** | **Managers & Staff** | **IMMEDIATE** | **M** |
| Emergencies | **H** | * All children’ emergency contact details are up-to-date, including alternative emergency contact details, where required. * Children’ parents are contacted as soon as practicable in the event of an emergency. * Children’ alternative contacts are called where their primary emergency contact cannot be contacted. * The pre-school has an up-to-date **First Aid Policy** in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. | **Y** | **Managers & Staff** | **IMMEDIATE** | **M** |