**Kea Preschool and wraparound care Covid-19 Risk Assessment and Action Plan from September 2021**

We have consulted the government guidance that is in place to prepare this risk assessment and action plan. Implementing social distancing with young children is not possible and therefore we are putting safety measures in place to ensure that we run a safe system, where we can reduce the risk of transmission of infection.

*The relevant government guidance for reference:*

* **Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak**
* <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures> (updated government guidance)

The most recent actions for Early Years updated 16th August 2021

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-pandemic>

Actions for out of school clubs updated 16th August 2021

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Updated 29th November [Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures)

* Safe Measures of working at Kea Preschool:
* Ensure good Hygiene for everyone.
* Having only essential visitors on site.
* Frequent and thorough hand washing with water and soap and drying them thoroughly or using alcohol hand rub or sanitiser.
* Keeping the setting well ventilated. The preschool will continue to have windows open, ensuring the rooms are comfortable and as a safe temperature.
* Maintain cleaning schedule and include regular cleaning of areas and equipment. This will be twice a day, after breakfast club and before after school club.
* PPE will be supplied for staff and will still be used for normal need within the setting, For example changing nappies, toileting.
* Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
* Cleaning surfaces and toys frequently using appropriate products
* Having Hand Gel in all areas within the premises.
* Isolate suspected cases to send home and request to be tested.
* Any visitors that attend preschool. There are hand sanitising stations and sinks situated before you enter the Preschool grounds and building. Adults and children MUST wash their hands before entering.
* Tours will be held out of hours or outside during opening hours.

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| **Hazards** | **Risk Rating**  **Below 9- Low Risk**  **9-14 Medium Risk**  **above 14 High** | **Action** | **Satisfactory? (Yes/No)** | **Notes/ Actions remaining.** |
|  |  |  |  |  |
| Staff Vacinated against Covid -19 | Severity: 3 Likelihood:2  **Risk Rating: 6** | - 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: 4  Likelihood: 2  **Risk Rating: 8** | 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 |  |
| Lack of up to date information for parents and guardians | Severity: 4  Likelihood: 2  **Risk Rating: 8** | 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 recieved.  - email any information relevant. | Yes |  |
| Failure to maintain ratios if staffing levels drop | Severity: 5  Likelihood: 2  **Risk Rating: 10** | -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: 4 Likelihood: 1 **Risk Rating: 4** | -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 guidlines as all staff. | Yes. |  |
| Member of staff displaying coronavirus symptoms | Severity: 4  Likelihood: 3  **Risk Rating: 12** | Staff to be made aware that they will need to immediately isolate if they are displaying symptoms get tested  -Government guidance and Public health to be followed. -If the test results are positive, that member of staff and the rest of the setting will need to self-isolate for 10 days  Member of staff must isolate until the result is back from PCR test.  -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. | Yes. |  |
| Child displaying symptoms of coronavirus | Severity: 4 Likelihood: 2  **Risk Rating: 8** | -Temperature checks forms to be completed every 20 minutes until child is collected  - Report suspected case to Manager/Deputy.  **-**Child to be isolated immediately 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. Continue to check temperature. -Any room used by that child to be thoroughly cleaned  -If the child tests positive, the child and family to self-isolate for 10 days- Staff and other children to self isolate for 10 days  - Track and Trace will call close contacts.  - 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. | Yes. |  |
| Tracing Close contacts and Isolation. |  | - Close contacts will now be identified via NHS Test and Trace and the preschool will no longer be expected to undertake contact tracing. We will continue to have our registers that can support to identify close contacts.  - NHS Test and Trace will work with the positive case to identify close contacts.  - Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.  – The preschool will continue to keep account of staffing rota’s in order to help Track and Trace if contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.  - The preschool will continue to work with Public health in the case of a local outbreak. We would revert back to our Covid 19 Risk assessment 2020, If there is an outbreak in the setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures. | Yes | - From 16 August 2021, children under the age of 18 will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.  Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. |
| A confirmed case of Coronavirus. | Severity:4  likelihood:3  Risk Rating:12 | - Staff will refer to our Covid Management plan and the a manager/Senior practitioners will decide if the preschool can remain open or close.   * 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 | **Went into bubbles on**  **11/10/21 after advice from Public Health. Review at half term.**  **1/11/21 – will move back out of bubbles.** |
| Risk of outbreak within preschool community |  | If the preschool have 2 or more case of Covid-19 + variant in 14 days or an overall rise in sickness absence where Covid-19 + variant is suspected, they may have an outbreak and must work with local health procreation team who will advise on further action. Contact details above. | Yes |  |
| Staff well-being | Severity: 4  Likelihood: 1  **Risk Rating: 4** | **-**Ensure staff have the support from management at all times in case they are unsure of anything  - Ensure they get a PCR test if any symptoms develop.  -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: 4  Likelihood: 2  **Risk Rating: 8** | **-**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 |  |
| Ensuring the mixing of children is controlled | Severity: 4  Likelihood: 3  **Risk Rating: 12** | - Our Outbreak Management Plan covers the possibility that we may be required to introduce keeping groups apart for a temporary period. | Yes |  |
| Hygiene maintained during lunch time and snack time. | Severity:3  Likelihood:2  **Risk Rating:6** | -All pupils to wash hands or anti-bac hand gel prior to entering the hall  -Tables/chairs to be cleaned down before next group of children  -Max 6 chairs per table | Yes |  |
| Wraparound and Preschool drop off/collection point | Severity: 3  Likelihood: 2  **Risk Rating: 6** | - Preschool children will continue to enter in through the Annex during breakfast club and will remain in the Annex to have breakfast in a calm environment.  - School children will enter through the main door and will no longer be required to be kept in groups. | Yes |  |
| Lack of hand washing facilities | Severity: 4  Likelihood: 2  **Risk Rating: 8** | - 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: 4 Likelihood: 2  **Risk Rating: 8** | - 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 school soap. | Severity:2  Likelihood:2  **Risk Rating:4** | -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** | **-**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: 4 Likelihood: 2  **Risk Rating: 8** | 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.  -hand sanitiser 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:4  Likelihood:2  **Risk Rating:8** | -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 | 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: 4  Likelihood: 1  Risk Rating: 4 | 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 arewashing 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 | Severity: 4  Likelihood: 3  **Risk Rating: 12** | **-**Staff 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 |  |
| Visitors on the Preschool site | Severity: 4  Likelihood: 1  **Risk Rating: 4** | -Parents attending settling sessions with their children to use hand sanitizer on arrival and wear a mask at all times.  - Visitors will be asked to wear a mask inside the preschool building and will have the option to wear one outside.  -we are still discouraging parents into the setting unless absolutely necessary. | Yes. |  |
| Provision of first aid support to children | Severity: 4  Likelihood: 2  **Risk Rating: 8** | **-**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 (dispensingmedicines etc.) for children with  medical needs | Severity: 4  Likelihood: 2  **Risk Rating: 8** | -Disposable gloves to be used where appropriate (available in first aid room)  -care plans to be reviewed where appropriate | Yes |  |
| Providing care for children who may need support with toileting or a toileting accident | Severity: 4  Likelihood: 2  **Risk Rating: 8** | 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** | -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:4  Likelihood:2  **Risk Rating:8** | -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 after being on holiday in another country | Severity: 4  Likelihood: 3 **Risk Rating: 12** | staff and parents will follow government guidelines and will take into account the listed countries and what list they are on. (Green, Amber or Red)  -They will follow the travel Legislation.  - Staff and parents will all follow guidelines which reflect the isolation period.  "All travellers arriving into the UK should isolate and get a PCR test by ‘day two’ after arrival – this will be legally required from 30 November." It adds that travellers "may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test".  - Staff and parents must inform the manager or assistant manager if they are travelling abroad so they can arrange cover.  - All musty check the latest government guidelines before travelling. | Yes | 29/11/21 |
| Infection brought in from home | Severity: 4  Likelihood: 3  **Risk Rating: 12** | -Children not to attend if anyone in their family home is displaying any symptoms of Coronavirus  -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: 4  Likelihood: 2  **Risk Rating: 8** | **-**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: 4  Likelihood: 1  Risk Rating: 4 | 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 a bereavement during this time. | Yes |  |
| Settling new children | Severity:3  Likelihood: 4  **Risk Rating: 12** | - Staff will continue to settle the children in the annex or outside for the first settling session. | Yes |  |
| children, parents staff who have been in contact with someone who has tested positive for Omicron variant | Severity:3  Likelihood: 4  **Risk Rating: 12** | The updated Actions guidance states that: "All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, **irrespective of vaccination status and age**, will be contacted directly and required to self-isolate immediately and will be asked to book a PCR test." It adds that these close contacts "will be informed by the local health protection team or NHS Test and Trace if they fall into this category"  The self-isolation rules for all other close contacts (i.e. of Covid cases that have not been identified as the Omicron variant) remain unchanged  -All staff and parents will be informed of the new guidance and will be asked to follow the updated government guidelines.  - The manager and assistant Manager will monitor the news closely and if an outbreak of Omicron strain we will follow government guidance. Staff may need to introduce masks during busy sessions and especially during wraparound. | Yes | Emailed 29th November |

Written by Tracey Kemp July 2021

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