

## Ladybird Forest Pre-School COVID-19 Risk Assessment

Company Name: **Ladybird Forest Pre-School**

Date of Risk Assessment: **13/12/21**

**Text in red and italics: new action**

What are the hazards?	Action	Monitor
Drop-off and Collection Times	<ul style="list-style-type: none"> <li>● All parents/carers to wear face masks during drop-off and collection times.</li> <li>● No parents/carers are allowed inside the setting, unless prior arrangements have been planned (eg settling new children)</li> <li>● Ensure all children antibac their hands before entering and leaving the setting.</li> <li>● All parents/carers stand at the bottom of the classroom steps/ramp.</li> <li>● Parents/carers not to gather in the playground or at the school main gates please.</li> </ul>	All Staff
Parents/Staff receiving important information/updates	<ul style="list-style-type: none"> <li>● Sending out updated information regarding Covid-19 that may affect the running of the Pre-School - updated information will be sent out via the newsletters and individual letters by group email to all parents/staff.</li> <li>● All amended risk assessments will be shared with the staff during the morning meetings.</li> <li>● All amended risk assessments will be shared with the parents/carers via group email and website.</li> <li>● Work with parents who have any concerns</li> </ul>	Manager Admin Deputy
Visitors coming into the setting.	<ul style="list-style-type: none"> <li>● No visitors will be allowed into the Pre-School, unless it is for emergency or essential maintenance, such as fire checks, Legionnaires, alarms etc. These maintenance workers will be asked to wear a mask throughout the duration of their work.</li> <li>● Emergency maintenance, support for vulnerable child/ren.</li> <li>● They will be asked if they have any COVID-19 symptoms and must use anti-bac upon entry and exit.</li> </ul>	All Staff

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	<ul style="list-style-type: none"> <li>They will be informed about our requirements and will be expected to meet them otherwise they will be told to leave.</li> </ul>	
Transitions/New Starters	<ul style="list-style-type: none"> <li>Home visits will not take place</li> <li>New children will be able to start at Pre-School.</li> <li>Transitions will be held in 15 minutes sessions.</li> <li>All classrooms will be cleaned thoroughly after each day.</li> <li>Transition visits, parents/carers will have to wear marks, antibac hands, only one parent/carer per settling in and limited contact with other children.</li> <li>Staff will maintain social distancing from parents during the visits and parents will be advised to keep distance from each other.</li> <li>Hand washing will be encouraged and the use of anti-bac on entry and exit.</li> </ul>	All Staff
Alcohol Based Gel	<ul style="list-style-type: none"> <li>Parents, other visitors and contractors, children and staff will be expected to use the hand gel before entering the Pre-School and when they leave.</li> <li>There will be hand gel available at each entrance/exit point.</li> <li>Signs are displayed reminding everyone to use it.</li> <li>Gel to be regularly replenished.</li> </ul>	All Staff
Good Personal Hygiene	<ul style="list-style-type: none"> <li>All children and staff wash their hands before leaving home and when they arrive back home.</li> <li>Staff to support children with hand washing regularly.</li> <li>Children and staff wash hands before and after snacks and meals.</li> <li>Staff are encouraged to wash their clothes they are wearing at 60 degrees at the end of each day.</li> </ul>	All Staff

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Tissues for each Class	<ul style="list-style-type: none"> <li>• Ensure adequate levels of tissues available for each room and replenished immediately.</li> <li>• Used tissues should immediately be placed in the bin.</li> <li>• Staff and children wash hands thoroughly for 20 seconds after wiping noses/sneezing etc.</li> <li>• If staff wipe fluids off surfaces, they should double bag the cloth and wash their hands thoroughly for 20 seconds.</li> <li>• Children thoroughly wash their hands for 20 seconds.</li> </ul>	All Staff
Staff with Symptoms	<ul style="list-style-type: none"> <li>• Staff members should take a test, if the test is negative, they can return to work. In the event of a positive test, they must remain in isolation for a minimum 10 days.</li> <li>• All positive tests reported to Public Health England and parents</li> <li>• All children and staff within direct prolonged contact prior 2 days from the onset of symptoms or COVID test will be asked to complete a home test.</li> </ul>	All Staff
Rapid asymptomatic coronavirus (COVID-19) testing in early years setting	<ul style="list-style-type: none"> <li>• <i>Staff should take one self-test at home either the evening or morning before they return in January 2022.</i></li> <li>• Pre-School staff are eligible for regular asymptomatic testing as part of education testing programme and are receiving lateral flow device (LFD) kits for twice weekly testing at home.</li> </ul>	All Staff
Suspected/Confirmed Case in the Family	<ul style="list-style-type: none"> <li>• <i>All individuals who have been identified as a close contact of a confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will continue to be required to self-isolate and asked to book a PCR test.</i></li> <li>• If a child is living in a household where a member has tested positive, we advise that the child does not attend our setting for 10 days. We would then request they do a Lateral Flow Test on the day they are due to return. Parents are asked to confirm the child's negative result on the morning of their return via email to <a href="mailto:enquiries@ladybirdpre-school.org.uk">enquiries@ladybirdpre-school.org.uk</a>.</li> </ul>	Parents/Carer

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	<ul style="list-style-type: none"> <li>If a child tests positive for Covid-19, they must self-isolate for the 10 day period, but will not need to confirm a negative lateral flow on their return.</li> <li>The family must follow government guidance and health guidance.</li> </ul>	
Children with Symptoms	<ul style="list-style-type: none"> <li><del>Children with symptoms of a common cold will not be excluded unless there is concern that other symptoms could be attributed to COVID-19. Parents will be reminded that we will exercise extreme caution and they may be asked to stay off until physically well. coronavirus (COVID-19) symptoms,</del></li> <li><del>Parents will be signposted to the NHS directly when appropriate.</del></li> <li>In circumstances where COVID-19 cases are at a high in our locality all unwell children will be asked to stay off until no symptoms of COVID-19 have presented (usually a period of 7-10 days) This will be in extreme cases where our area has been identified as high risk.</li> <li>Parents will be asked to take the child's temperature if they suspect they are unwell.</li> <li>Children must not attend Pre-School if they have a temperature, persistent cough, loss of smell, taste or complaining of an upset stomach.</li> <li>Staff will check a child's temperature if they become unwell during school time, and parents are contacted to collect them if it is high following set procedures.</li> <li>Staff will not be required to take temperatures as a matter of course unless govt. guidance changes</li> </ul>	All Staff Parent/Carer
Response to any Infection	<ul style="list-style-type: none"> <li>Manage confirmed cases of coronavirus (COVID-19) amongst the setting community by following the Pre-School procedures.</li> <li>Contact Public Health England</li> <li>Notify Ofsted and Central Bedfordshire Council</li> <li>Notify all staff/parents/Carers</li> </ul>	Manager  Admin  Deputy

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Designated Space for Children/Staff who are unwell	<ul style="list-style-type: none"> <li>Staff should wear a mask if they suspect a child is unwell and may have Covid19 and be unable to maintain a 2m distance from the child.</li> <li>Only 1 staff member to comfort the child.</li> <li>The Butterflies Room will become the designated medical space to manage a child who is unwell. The room should be entered from the outside by parents.</li> <li>Parents will be called immediately to collect the child.</li> <li>Area should be well ventilated e.g., open windows.</li> <li>Room will be deep cleaned afterwards.</li> <li>The room will contain extra PPE equipment.</li> </ul>	All Staff
Students	<ul style="list-style-type: none"> <li>Students will be allowed to complete placements, unless there is a good reason where risks are too great.</li> <li>All students will be kept informed and shared prior to starting COVID-19 procedures.</li> <li>Students will be expected to report symptoms and follow procedures for testing the same as staff.</li> </ul>	All Staff
Pregnant Staff	<ul style="list-style-type: none"> <li>Ask them to seek medical advice about the risks of working during pandemic.</li> <li>Staff members to discuss with the Manager/Deputy and a plan put in place in line with pregnancy following procedures and policies if safety cannot be maintained, they will be asked to work from home.</li> <li>If a staff member remains fit to work, then a risk assessment will need completing and appropriate changes made to their work.</li> </ul>	Manager Deputy
Staff Shortage	<ul style="list-style-type: none"> <li>If staff ratios cannot be met, then we will have to cancel sessions or close temporarily.</li> <li>Communication with parents' will be made asap through email/website / Tapestry.</li> <li>During these uncertain times parents/carers ensure they check their email regularly for any updates.</li> </ul>	Manager Admin Deputy
Toys	<ul style="list-style-type: none"> <li>All toys will be antibac before and after use daily and at the end of the day</li> <li>Children not allowed to bring in toys from home.</li> </ul>	All Staff

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Ventilation	<ul style="list-style-type: none"> <li>All windows are to be opened during the opening set up checks and free flow maintained.</li> <li>Maintain staff/children's ratios as stated in the EYFS - maintain free flow</li> </ul>	All Staff
Children's Comfort Toys	<ul style="list-style-type: none"> <li>Advised parents not to bring comfort toys unless it is unavoidable.</li> <li>All comfort toys need to be washed daily.</li> </ul>	All Staff
Children and Staff Social Distancing within the Setting	<ul style="list-style-type: none"> <li>All staff/children to maintain social distances where possible/feasible. Using free flow outside play.</li> <li>Maintain staff/children's ratios as stated in the EYFS.</li> <li>Be vigilant when the children are using the toilets, only allow 4 children in the toilet area at a time.</li> </ul>	All Staff
Children continuous wellbeing	<ul style="list-style-type: none"> <li>Mindfulness session in place and half-termly planning sent over to all parents/Carers.</li> <li>Children will be supported in age-appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</li> <li>Children will be supported to understand the changes and challenges they may be encountering because of Covid-19.</li> <li>Key Workers will also ensure they are aware of children's attachments and their need for emotional support at this time.</li> <li>EYFS framework will continue to be delivered through play and adult-led activities.</li> </ul>	All Staff

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Protection of those most vulnerable children, parents, and staff or those with underlying health conditions	<ul style="list-style-type: none"> <li>• Follow Government guidance and doctor's advice for each individual case and work with families to agree what is best for the child. Review all individual care plans and medical questionnaires for vulnerable children with parents before returning to the pre-school. (by phone)</li> <li>• Individual Risk Assessments for children, staff, and parents to be reviewed, especially those designated clinically vulnerable.</li> <li>• All staff to be aware of children's reviewed care plans.</li> <li>• Social distancing measures are followed as per site capabilities.</li> <li>• Management to monitor the attendance of vulnerable children and inform children's social care of any issues of concern e.g., non-attendance.</li> <li>• Clinically extremely vulnerable and clinically vulnerable staff should now follow the same guidance, they can return to settings, following strictly to the system of controls in this risk assessment to minimise risk of any transmission.</li> <li>• Pregnant staff fall into the 'clinically vulnerable category'. Ladybird Forest Pre-School must continue with individual pregnancy risk assessments.</li> </ul>	All Staff  Manager  Deputy  SEND Team  Parents
Staff Wellbeing	<ul style="list-style-type: none"> <li>• Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.</li> <li>• Managers &amp; colleagues are advised to keep in regular contact with home workers with regular individual, team calls, messages, or emails.</li> <li>• Promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can.</li> <li>• <a href="http://www.mind.org.uk/information-support/coronavirusand-your-wellbeing">www.mind.org.uk/information-support/coronavirusand-your-wellbeing</a></li> </ul>	All Staff
Nappy Changing	<ul style="list-style-type: none"> <li>• PPE will continue to be worn as normal for nappy changing.</li> </ul>	All Staff

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Children's Lunch breaks	<ul style="list-style-type: none"> <li>• Children's lunch breaks are held in the Ladybird room, using all available tables.</li> <li>• Antibac all tables before and after use. All children wash hands before and after lunch.</li> <li>• All Children's lunch boxes / bags need to be clearly named on the outside, including water bottles.</li> </ul>	All Staff
Staff Lunch Breaks	<ul style="list-style-type: none"> <li>• Staff lunch breaks to be staggered.</li> <li>• All tables to be antibac before and after use.</li> <li>• All staff to wash hands before and after lunch</li> </ul>	All Staff
Children's Craft Activities	<ul style="list-style-type: none"> <li>• All craft resources will be changed.</li> <li>• Children will wash their hands before using play dough and it will be changed daily</li> <li>• Children will wash their hands before using sand and after.</li> </ul>	All Staff
Cleaning	<ul style="list-style-type: none"> <li>• Monitor that controls are effective, working as planned and updated appropriately if any issues are identified or there are changes in the public health advice.</li> <li>• High stock level maintained for PPE and cleaning products.</li> <li>• COSHH procedures in place</li> <li>• We have an enhanced cleaning schedule that will be implemented that includes furniture, surfaces and children's toys and equipment.</li> <li>• Toilets will be cleaned extensively using standard cleaning products and sprayed with disinfectant after each use.</li> <li>• All high-contact surfaces, including touch points and hand washing facilities, tables, door handles and light switches will be disinfected twice daily.</li> <li>• Toys will be cleaned at the end of each day, and any toys that are not easily disinfected will be put away until the end of the coronavirus pandemic.</li> <li>• Staff electronics such as tablets, phones and computers will be disinfected before and after use.</li> </ul>	All Staff

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	<ul style="list-style-type: none"> <li>• Cleaning takes place whenever there is a break in the action – in the middle of the day, while children are eating or at the end of the day.</li> <li>• Laundry, such as bedding, will be only used by one child, and washed every day.</li> </ul>	
PPE	<ul style="list-style-type: none"> <li>• Government guidance is that PPE is not required for general use in early years settings to protect against COVID- 19 transmission.</li> <li>• PPE will continue to be worn as normal for nappy changing and the administration of first aid.</li> <li>• PPE will also be used by staff who may be caring for any child who has displayed symptoms and waiting collection. These will include disposable aprons, masks, and disposable gloves.</li> <li>• We have collated an "isolation box" which contains masks, aprons, paper towels, gloves, anti bac wipes, hand sanitiser etc.</li> </ul>	All Staff
Travel	<ul style="list-style-type: none"> <li>• Wherever possible staff and parents will travel to the pre-school alone, using their own transport.</li> <li>• If public transport is necessary, current guidance on the use of public transport must be followed.</li> <li>• Parents will be asked not to leave travel accessories including buggies, car seats, scooters on the premises, but leave them in the external parents notice board shelter area outside.</li> <li>• Outings into the local community will be restricted.</li> <li>• Staff who travel to work on public transport have been reminded to follow current guidance on the use of public transport, wearing face coverings where social distancing cannot be maintained.</li> </ul>	All Staff Parents
Health & Safety	<ul style="list-style-type: none"> <li>• Health &amp; Safety procedures in place.</li> <li>• Monitor controls, are they effective, working as planned and updated as appropriate, if any issues are identified or there are changes in the public health advice.</li> </ul>	All Staff