

# Ladybird Forest Pre-School COVID-19 Risk Assessment

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

Date of Risk Assessment: **22/02/22**

*Text in red and italics: new action / highlighted for your info*

What are the hazards?	Action	Monitor
Drop-off and Collection Times	<ul style="list-style-type: none"> <li>No parents/carers are allowed inside the setting, without prior arrangement.</li> <li>Ensure all children antibac their hands before entering and leaving the setting.</li> </ul>	All Staff
Parents/Staff receiving important information/updates	<ul style="list-style-type: none"> <li>Send 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>Will be asked to anti-bac upon entry and exit.</li> </ul>	All Staff
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 30 minutes sessions.</li> <li>All classrooms will be cleaned thoroughly after each day.</li> <li>Parents/carers will have to antibac hands, only one parent/carer per settling in.</li> <li>Children will be encouraged to hand wash and use anti-bac on entry and exit.</li> </ul>	All Staff

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Alcohol Based Gel	<ul style="list-style-type: none"> <li>• Parents/Carers, 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 are advised to 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> </ul>	All Staff
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>• <b>Until Friday 1st April, staff will be advised to stay at home if they have test positive for Covid-19.</b></li> <li>• <b>Fully vaccinated close contacts and under-18s will no longer be asked to test daily for seven days.</b></li> <li>• <b>Close contacts who are not fully vaccinated will no longer be required to self-isolate.</b></li> </ul>	All Staff
Rapid asymptomatic coronavirus testing in early years setting	<ul style="list-style-type: none"> <li>• <b>Staff and Students are no longer asked to undertake twice weekly asymptomatic testing</b></li> </ul>	All Staff

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Suspected/Confirmed Case in the Family	<ul style="list-style-type: none"> <li>The requirement to test and self-isolate has been removed.</li> </ul>	Parents/Carer
Children with Symptoms	<ul style="list-style-type: none"> <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 are unwell.</li> <li>Staff will check a child's temperature if they become unwell during school time.</li> </ul>	All Staff Parent/Carer
Response to any Infection	<ul style="list-style-type: none"> <li>We will follow the UKHSA guidance regarding notifying official bodies about positive Covid cases.</li> </ul>	Manager / Admin / Deputy
Designated Space for Children/ Staff who are unwell	<ul style="list-style-type: none"> <li>If a child is unwell, we will follow our Poorly Children Policy.</li> </ul>	All Staff
Pregnant Staff	<ul style="list-style-type: none"> <li>Will be asked to seek medical advice about the risks of working.</li> </ul>	Manager  Deputy
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> </ul>	All Staff

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Children continuous wellbeing	<ul style="list-style-type: none"> <li>• Mindfulness and Wellbeing sessions in place and half-termly planning sent 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
Protection of those most vulnerable children, parents, and staff or those with underlying health conditions	<ul style="list-style-type: none"> <li>• All staff to be aware of children's reviewed care plans.</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> </ul>	All Staff Manager Deputy SEND Team Parents
Staff Wellbeing	<ul style="list-style-type: none"> <li>• Promote mental health &amp; wellbeing awareness to staff and 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
Cleaning	<ul style="list-style-type: none"> <li>• All staff to follow the setting's Health and Safety Policy.</li> </ul>	All Staff
PPE	<ul style="list-style-type: none"> <li>• All staff to follow the setting's Health and Safety and Intimate Care policies.</li> </ul>	All Staff
Health & Safety	<ul style="list-style-type: none"> <li>• All staff to follow the setting's Health and Safety Policy.</li> </ul>	All Staff