



COVID-19 Risk Assessment for The Woodfield Nest Pre-School & OOSC

Risk Assessment for The Woodfield Nest Pre-School & OOSC							
Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks?	What further action is necessary?	Action by whom?	Action by when?	Done
Person showing symptoms or positive test result	Employees Children Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> Refer to GCC COVID Response Checklist and public health advice on testing, self-isolation and managing confirmed cases of COVID-19. Regular communications that persons are not to come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. they are required to quarantine). If anyone in our setting develops COVID-19 symptoms they will be sent home. An unwell child awaiting collection will be isolated in the listening room with or without adult supervision (depending on age and needs of the child). Staff caring for a child awaiting collection to keep a distance of 2 metres. PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> a face mask worn if a distance of 2 metres cannot be maintained. if contact is necessary, then gloves, an apron and a face mask should be worn eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. Staff to wash their hands after caring for a child with symptoms. All areas where a person with symptoms has been to be cleaned after they have left. 	Yes	Staff already test twice a week. Increase the use of home testing by staff if necessary	RA	If and when needed	Reviewed 27.01.22
				Consider reintroducing face coverings in corridors and bubbles temporarily	RA	If and when needed	Reviewed 27.01.22
				Attendance restriction will only be recommended by the government as a last resort.	RA	If and when needed	Reviewed 27.01.22

		<ul style="list-style-type: none"> • If there are more than two positive tests, our setting's outbreak management plan will be initiated. • Our setting has sufficient supplies of PPE, face coverings, cleaning materials and hand washing/sanitising liquids. • Update staff, pupils, trustees and visitors on changes in practice – Step 4 measures. • If a parent/carer insists on a pupil attending our setting with symptoms, the Centre Manager may refuse the child if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. • 					
Poor Personal Hygiene	Employees Children Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> • COVID-19 posters/ signage displayed. • Frequent and thorough hand cleaning is regular practice. • Children and staff to clean their hands when they arrive at our setting, when they change areas (outside/main room/listening room/kitchen/ toilets, when they go to lunch and before and after eating. • Sufficient handwashing facilities are available. • Hand sanitisers are provided around our rooms and outside area by the door • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. • Staff help is available for children who have trouble cleaning their hands independently (e.g. small children and children with complex needs). • Use resources such as "e-bug" to teach effective hand hygiene etc. • Adults and children are encouraged not to touch their mouth, eyes and nose. • Adults and children encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day. • 	Yes	Monitoring and supervision to make sure people are following any controls you have in place, including enhanced cleaning (staff handbook)	RA/EG	Ongoing	Reviewed 27.01.22

<p>Spreading coronavirus from contact with surfaces, equipment and workstations</p>	<p>Employees Children Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> • Reduced clutter and removing difficult to clean items to make cleaning easier. • Cleaning using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices. • Surfaces that are frequently touched and by many people in common areas to be cleaned four times a day.(after Breakfast club, lunch time, before After School Club, at the end of After School Club • Breakfast & After school clubs to have 4 day equipment to be used on a rotation daily. Each having pens, pencils, glue sticks, scissors and games. • Pre-School to put books away each day and not using them for 72 hours before being used again. • Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors). • Pre-School have one box of home corner items for use by the Pre-School. The items in this box will be cleaned daily by staff. • Tabards only to be used in dressing up area • Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. • Provide more bins and empty them more often. • Toilets and entrance hall to be cleaned regularly. • Sanitising wipes, sanitising spray and paper towels to be provided for use by members of staff. • Thorough cleaning of rooms at the end of the day. • Toys used to be cleaned regularly.] 	<p>Yes</p>	<p>Monitoring and supervision to make sure people are following any controls you have in place, including enhanced cleaning (staff handbook)</p> <p>Provide information telling people who should clean something and when (staff handbook).</p> <p>Provide instruction and training to people who need to clean (staff handbook)</p> <p>Include information on the products they need to use, precautions they need to follow and the areas they need to clean (staff handbook)</p>	<p>RA / EG CW/ JT</p>	<p>Ongoing</p>	<p>Reviewed 27.01.22</p>
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<p>Poorly ventilated spaces leading to risks of coronavirus spreading</p>	<p>Employees Children Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> • Ventilation and Air Systems working optimally. • Heating used as necessary to ensure comfort levels are maintained when the building is occupied. • Keep windows open wide enough to provide some natural background ventilation and open internal doors to increase air flow. • Open windows fully when rooms are unoccupied for longer periods to purge the air • Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. • Use fans for good air circulation. • Ventilation systems set up to run on outside air. • Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends. • Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered). • Ensure staff meetings and insets are in rooms with suitable and sufficient ventilation. 	<p>Yes</p>	<p>Identify any poorly ventilated spaces take steps to improve fresh air flow in these areas. Continually monitor.</p> <p>Air System to be checked yearly</p>	<p>RA</p> <p>Rich Olpin</p>	<p>Ongoing</p> <p>30.08.22</p>	<p>Reviewed 27.01.22</p> <p>Ongoing</p>
<p>Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups</p>	<p>Employees Children Families Contractors Visitors Members of the public</p>	<ul style="list-style-type: none"> • Identify who in the work force could be clinically extremely vulnerable and refer to government guidance and HSE and PHE guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable. • Carry out a risk assessment of pregnant workers to identify the risk and measures to be taken. • Some pregnant workers will be at greater risk of severe illness from coronavirus and they should stay at home as much as possible and work from home if they can. 	<p>Yes</p>	<p>Guidance on who is clinically extremely vulnerable and what further support may be available from Public Health England.</p> <p>Keep under review</p>	<p>RA</p>	<p>Ongoing</p>	<p>Reviewed 27.01.22</p>

		<ul style="list-style-type: none"> Where adjustments to the job or working from home is not possible pregnant workers will be suspended from work on paid leave. 		completed individual risk assessments for pregnant workers.			
Airborne spread of COVID	Employees Children Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> Although from Step 4, face coverings will no longer be advised for children, staff and visitors, persons choosing to wear face coverings as a precaution will not be deterred from using them. It is suggested that if you prefer to wear a clear shield while working with the Pre-School then you can. It is also suggested that you can wear a mask or clear shield while working with the Infant and Junior school children, Where staff are in enclosed and crowded spaces, face masks can be used, this includes walking around the school site (but not required). Face coverings recommended on school transport. 	Yes	In staff handbook	RA	Ongoing	Reviewed 27.01.22
Returning to work after December, April & summer closures	Employees Children Families Contractors Visitors Members of the public	<ul style="list-style-type: none"> Buildings and health and safety compliance checks continue to be undertaken (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). Checking ventilation systems are working effectively and are properly maintained. Decide the tasks that need to be carried out as a priority. This will allow you to plan the order in which workers will return to your workplace and in what number. Information and instruction for returning workers to ensure clarity on arrangements for cleaning and hygiene and ventilation. Vaccination is a control measure against COVID so staff can be asked to confirm that they are vaccinated. This information will assist in the risk assessment for outbreak management plans. Communicate updates with supply staff and other temporary or peripatetic staff and visitors to follow our setting's arrangements for managing and minimising risk. 	Yes	Notifications via ParentZone and staff handbook	RA / KW Rich O	Ongoing	Reviewed 27.01.22

		<ul style="list-style-type: none">• Staff to undertake twice weekly home tests whenever they are on site until at least the end of September.• Review/update policies to reflect changes brought about by updated COVID-19 requirements.• Ensure website is compliant with regards to the publishing of policies and risk assessment.					
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