

Coronavirus (COVID-19) Risk Assessment – Re-opening of setting

Establishment/setting – **TRIANGLE PRE SCHOOL**

Location – Wesley Methodist Church Hall, Fromond Road, Winchester SO22 6EG

Assessment completed by – Rachel Skinner

Date of assessment – 28/05/2020

Areas to be used for Children– Hall, Blue Room, Garden, usual Toilets. Foyer, only in case of a symptomatic child
 Areas to be used for Staff (in addition to above) – Kitchen & Disabled Toilet

Hours of Opening – 08:30 to 15:30, Mon / Tues / Weds / Fri

Minimum 4 members of Staff per day

Additionally, 2 members of Staff to be in building from 08:00 each day to prepare for opening

Likelihood 1 = Low (seldom) 2 = Medium (frequently) 3 = High (certain or near certain)	Severity 1 = Low or no impact 2 = Medium impact 3 = High impact	Risk rating 1-2 = Low priority 3-4 = Medium priority 5-6 = High priority
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Focus	Area of consideration	Description of risk	Likelihood	Severity	Risk rating	Measures taken to minimise risk and procedure to be taken	Personnel responsible
Pre-opening	Communication with parents	New Operating methods due to COVID-19	1	1	1	All parents have received emails explaining new routines and the reasons for them. A copy of our revised RA is available to them. It has been made clear that non-compliance will result in the child not being able to attend pre-school. Parents to sign, that they have	

						read the Risk Assessment and agree to the requirements.	
Drop off/ Collection	Parents / Carers	Parents not observing social distancing	2	2	4	<p>Staggered drop offs and collections by a single parent / carer have already been specified by email</p> <p>Two metre lines drawn outside preschool .no parent to enter the building even in poor weather. The Manager or Deputy will be at the brown door to greet each child and parent and then will take to the child's keyworker for the day, who will take to toilets to wash hands before entering the Hall.</p> <p>Lunch boxes will be cleaned on arrival, and placed on a trolley in the Kitchen. We will request hard plastic lunch boxes only.</p> <p>Parents / Carers have been made aware that no soft toys or comforters can be brought in from home.</p> <p>Children will be collected at the brown door, with staggered collections as already agreed with parents.</p>	Manager/ Deputy Manager
Drop off	Children	Child arrives with symptoms	1	3	3	Parents / Carers have been asked not to bring any child into Pre School who may show symptoms	Manager / Deputy Manager

						<p>of Covid 19 or comes from a household where a member has symptoms.</p> <p>The Government have not requested that we take children's temperatures on arrival.</p> <p>The parent and child will be asked to leave and cannot return until they have tested negative for Covid or for 14 days after testing positive.</p>	
Daily Routine	Hygiene / Toileting	Children not washing hands	2	2	4	<p>All children to wash hands as they:</p> <ul style="list-style-type: none"> • enter building (as above), before snack and lunch • after toileting • when they come back into building from the garden. • ALL CHILDREN ARE SUPERVISED AT ALL TIMES WHILE IN THE TOILET AREA • Children will visit the toilets to wash their hands in their daily groups, supervised by the group's keyworker 	All staff
Daily Routine	Cleanliness of setting / toys /equipment	Equipment, furniture, toilets, door handles, surfaces etc. (risk of infection from all of the above)	1	2	2	<p>Church will do a deep clean of building before Pre School reopens</p> <p>No cushions, rugs, soft toys, books, small toys, playdough, sand or water will be used to minimise chance of cross infection.</p>	Manager / deputy Manager

						<p>All toys, outside equipment, door handles, surfaces, toilet areas will be cleaned by Pre School staff at the end of every session.</p> <p>All equipment will be cleaned after every activity.</p> <p>All waste including PPE will be double bagged and put in the outside bin at the end of the day.</p> <p>PPE requirements for a suspected case of COVID-19 are gloves, apron and mask and we have sufficient stocks to last all term</p>	
Daily Routine	Physical distancing /grouping	Children mixing with each other	3	2	6	<p>Children will be divided into three groups of no more than six children led by one member of staff and where possible will stay in that “bubble” throughout the day avoiding other bubbles. The bubbles will move between the three areas. Government guidance states that no bubble should be larger than 15 children. We plan to have no more than 15 per day, split into 3 bubbles.</p> <p>i.e the Hall will be divided into 2 areas</p> <ul style="list-style-type: none"> two bubbles will be in the Hall, 	All staff

						<ul style="list-style-type: none"> • one will be in the Blue Room • one will be in the garden • there will always be one free area which will be undergoing cleaning. <p>In case of bad weather, the Hall can be divided into 3 areas.</p>	
Daily Routine	Food Preparation/ Snack times	Spread of contamination	1	2	2	<p>One member of staff will be responsible for food preparation and will wear disposable gloves and aprons.</p> <p>All tables will be sprayed before and after snack and lunch.</p> <p>Children will eat lunch and snack within their bubble and wash hands before snack.</p> <p>To minimise risk of cross-contamination, all meals will be consumed in the Blue Room, and tarpaulin placed under the table and chairs.</p> <p>Children responsible where possible for disposal of their own rubbish into bin.</p> <p>Bin to be emptied after snack and lunch time. This will be located in the Blue Room.</p>	Designated member of staff responsible for snack

Daily closure	Building and equipment cleanliness	Cleaning has not been done properly	1	2	2	<p>After the last child has departed the following will all be cleaned with an anti-bacterial cleaner:</p> <p>All equipment used that day. The toilets (toilets, sinks, surface, floor) Hall –all furniture sprayed, floor swept Daily and mopped weekly Kitchen –surfaces cleaned, sinks cleaned, bins emptied, floor swept, mopped weekly All light switches and handles. Blue Room: to be hoovered daily.</p> <p>The Church contract cleaners will complete a clean of the building, after Triangle Pre School has closed.</p>	Manager / Deputy Manager
Children	Development of COVID-19 symptoms during session	Infection of staff and children	1	3	3	<p>The manager or deputy will don protective clothing (apron / mask / gloves) and remove child to quarantine area (Foyer). This will be cleaned after use, and the Church point of contact informed of the incident.</p> <p>Parent / carer to be contacted and asked to collect immediately.</p>	Manager / Deputy Manager
Staff	Personal and uniform hygiene	Risk of infection brought into setting	1	3	3	<p>Government guidelines state that Staff do not require additional PPE over and above what is normally</p>	All staff

					<p>required, unless a child is symptomatic as discussed above.</p> <p>All Staff have been trained via Zoom on 12th May. An additional meeting is planned for 4th June. In addition, they have been send via email, the Hampshire County Council document “Strategic Planning to Support the Recovery of Early Years and Childcare – COVID-19 Pandemic”</p> <p>All staff to wash uniform after every daily attendance.</p> <p>Hands to be washed on entry and exit of building.</p> <p>Hand sanitizer to be available at all times.</p>	
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