

Little Lambs Pre-School Centre

COVID 19 Risk Assessment

Location / Site	Little Lambs Pre-School Centre
Activity / Procedure	Outbreak Control – COVID 19
Assessment date	28 th July 2021
Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Please note, coloured headings are used to differentiate between each section and hold no relevance to the level of risk involved

Little Lambs Pre-School Centre

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Close contact with families on entering nursery at the start of sessions resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Groups of children to use separate entrances. Sunshine Room children to use Sunshine Room outside door, Rainbow Room and Dove Room children to use nursery entrance at staggered times. 2. Parents and children over the age of 11 to wear face masks when on nursery premises. 3. Staff in contact with parents on door/gate to wear face masks at all times. 4. Manager or Deputy Manager/ Keyworker to welcome and provide reassurance and instructions. 5. Staggered drop off and pick-up times. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Close contact with families whilst parents collecting children from nursery resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Groups of children to use separate entrances. Sunshine Room children to use Sunshine Room outside door, Rainbow Room and Dove Room children to use nursery entrance at staggered times. 2. Parents and children over the age of 11 to wear face masks when on nursery premises. 3. Staff in contact with parents on door/gate to wear face masks at all times. 4. Manager or Deputy Manager/ Keyworker to welcome parents and provide reassurance and instructions. 5. Children to be individually taken to parents by staff, no parents to enter nursery premises. 6. Staggered drop off and pick-up times. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Close contact between children and staff in rooms resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Each room has a sink/wash station to use for handwashing facilities. 2. Focused activities carried out to explain importance of hygiene. 3. Surface cleaning materials available in each room and staff reminded about the importance of regularly wiping down surfaces. 4. Utilise outdoor space as much as possible. 5. Bags, coats kept on children’s own peg. 6. Open windows to ensure areas are well ventilated as much as possible. 7. Ensure children do not bring in toys from home. 8. For circle time and story time, children to sit on wipe clean mats which are cleaned with cleaning product (which conforms to HSE regulations) after each use. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Close contact between children and staff during outdoor play resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Reduced play equipment – hard surfaces and can be easily cleaned. 2. Encourage outdoor play as much as possible 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of hygiene when eating resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children eat in café area. 2. Hand washing measures in place before and after food. 3. Staff will prepare café food/drink and offer to individual children, ensuring that children do not touch food on plates. 4. Avoid as much movement as possible in café area. 5. Staff to ensure that children do not share food. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Poor hygiene throughout the session resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to wash hands at regular intervals throughout the session including always on entry to nursery, after using the toilet, before and after malleable play, before and after café, before and after water play, when returning from outdoor play and any time they cough, sneeze or wipe their nose. 2. Procedure agreed for children to wash hands so thorough hand washing. 3. Washing hands posters in all washing areas. 4. Reminders how to wash hands properly – videos and posters. 5. Staff to monitor to ensure children carry out proper hygiene procedures of thorough handwashing/ flushing when using the toilet. 6. Hand washing facilities in each room. 7. Separate soap dispensers for each sink/wash station. 8. Hand gel dispenser in each room, by nursery main entrance and staff entrance. 9. Large reserves of hand gel acquired. 10. Bins emptied at lunchtimes. 11. Adequate soap, hand sanitiser and paper towels in stock to ensure we do not run out. 12. Toilets to be cleaned after each session. 13. Staff and children to follow ‘Catch It, Bin, It, Kill It’ procedure after coughing, sneezing and after blowing/ wiping nose. ‘Catch It, Bin, It, Kill It’ posters displayed in each room to remind children of the importance of using tissues. Tissues will be supplied in each room. Open top bins will be used in rooms as lidded bins are deemed an ‘unnecessary key contact point’ by Little Lambs. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Classroom/furniture cleaned after each day, where appropriate, using cleaning products conforming with HSE regulations. 2. Resources available reduced and washed before putting away after use, equipment changed weekly where possible. Equipment washed in cleaning products (which conform to HSE regulations) and left to dry naturally. Resources that cannot be cleaned are quarantined for 72 hours before being put away/reused. 3. Pens, scissors, etc, to be kept separate for each group and washed weekly. 4. Malleable materials, such as playdough and sand for group play to be removed. Only use those that can be sterilized or disposed of after each group. Tubs of resources for individuals/small groups where possible – eg dough/sensory items 5. Tables, door handles, and other surfaces cleaned with cleaning products (which conform to HSE regulations) every night – cleaner and staff. 6. Children encouraged to wash hands / use hand gel before activity and after each activity. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children resulting in anxiety and lack of emotional security of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. PSED supporting activities planned to support children’s well-being. 2. Regular reassurance of children’s safety whilst at Little Lambs. 3. Regular conversations with each and every child to ensure any distress is identified quickly. 4. Staff will be available to converse with parents regarding their children’s needs at the beginning and end of each session. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety resulting in time off work, illness			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures. 2. Each staff member to receive a copy of risk assessment and training/instruction given prior to work. 3. Staff email/messaging app and open-door policy – virtually – to discuss concerns and shared control measures. 4. Sharing of support helplines. 5. At least one Senior Staff member in setting each day for staff to share concerns with. 6. Risk assessments reviewed regularly. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – 1:1 and restraint- resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Seek expert guidance from Rachel Gibbon re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. leading to individual risk assessments. 2. Extra disposable aprons in stock and readily available. 3. Extra disposable gloves in stock and readily available. 4. Reduced timetable considered if necessary and if children are acting in a way staff are put at risk. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff to clean areas accessed after each day and wipe tables/chairs/surfaces using specified cleaning materials. 2. Staff to carry out a deep clean of each room weekly. 3. All surfaces, handles, toilets will be cleaned each day by cleaner using specified cleaning materials. 4. Gloves will be worn by all cleaning staff. 5. Some resources will be left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission (including books) 6. Some resources will be used throughout the week and washed using appropriate products before putting away or quarantined for minimum of 72 hours. 7. Soft furnishings and soft/cloth toys (e.g. cushions) will be removed from use in setting. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with children – First Aid and changing children - resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Adequate gloves and disposable aprons in stock. 2. Staff to wear disposable gloves and aprons whilst carrying out first aid and changing children. These should be disposed of in a sealed bag, double bagged and placed in the outside bin. 3. Any items containing bodily fluids from children should be double bagged and placed in the outside bin. 4. Any clothes containing bodily fluids should be double bagged, placed in sealed, labelled bucket for purpose in the children’s toilets, and given to parents at the end of the session. 5. Any items containing bodily fluids from any child who has symptoms should be double bagged and quarantined for 72 hours before being placed in the outside bin. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing by staff in staff areas/ office and throughout the setting and staff hygiene resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Staff to be mindful of social distancing at all times (in the office and throughout the nursery setting). 2. Staff carry out lateral flow tests on themselves twice weekly. 3. Staff to utilise the whole building when working at a desk, not more than 3 staff in the office at any one time. Perspex screens are installed between work-stations. Desks can be set up in church extension or church. 4. Nursery office is not to be used as a thoroughfare. Staff signing in sheet has been moved to next to the entrance door and staff pigeonholes for mobile phones are by coat pegs in corridor to alleviate the area becoming a bottle neck. 5. Staff are requested to wear fresh uniform daily. 6. Staff must wash hands/use hand sanitiser on entering and leaving the building and throughout the day. 7. Only two members of staff to use corridor to access belongings at a time. 8. Photocopier will be cleaned throughout the day. Hand sanitiser will also be placed there for staff to use. 9. Staff to use allocated tables for their lunch break and ensure they sit a at least 2 metres apart. Staff to ensure that their own used crockery and cutlery is thoroughly washed before returning to work. 10. Only 2 members of staff to use the kitchen area at any one time. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to visitors into nursery - resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Visitors should only enter nursery if visit is essential. 2. All visitors are asked before entering nursery if they or a member of their household have had any Covid 19 symptoms in the last 7 – 14 days. If they have then the visitor is not allowed onto nursery premises 3. All visitors should wear a mask or visor when on nursery premises. 4. All visitors will wash their hands upon entry to nursery, when leaving and at regular intervals during their visit. 5. All visitors should keep a distance of 2 metres from others where appropriate. 6. All visitors are asked to sign in on our Little Lambs Covid 19 Visitors Sheet, stating their name, their contact number and the date of their visit. They will sign to confirm that they, nor any member of their household have had no Covid 19 symptoms in the last 7 – 14 days and that they will advise Little Lambs if they test positive for Covid 19 within 2 days of visiting. 7. All visitors are given a Covid 19 Visitor Information Sheet to take with them, stating our guidelines and including our contact details. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Risk of infection due to transmission of the virus to staff and children			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, loss of or change to your sense of smell or taste and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of Coronavirus. 2. Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a child or staff member becomes unwell. 3. All staff are informed of the procedure in nursery relating to a child becoming unwell in nursery. 4. All staff advised of the procedure in nursery if a member of staff becomes unwell. 5. Ensure all staff absences are appropriately recorded. 6. Any child who displays signs of being unwell is immediately referred to Jen Anslow or Rachel Gibbon. 7. Any staff member who displays signs of being unwell immediately refers themselves to Jen Anslow or Rachel Gibbon. 8. Staff ensure that any unwell children are moved to the Butterfly Room (which will be vacated for the purpose) whilst they wait for their parent to collect them. Office staff to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing. 9. Window will be opened to ensure room is well ventilated. 10. If children need to use the bathroom, they should use a separate bathroom (Church toilet) which will be cleaned and disinfected using standard cleaning products after use. 11. Any items containing bodily fluids from any child who has symptoms should be double bagged and quarantined for 72 hours before being placed in the outside bin. 12. Children displaying symptoms of Coronavirus do not come into contact with other children and as few staff as possible, whilst still ensuring the child is safe. A facemask and visor should be worn by the supervising adult if a distance of 2 metres cannot be maintained 13. If contact with the child is necessary, then gloves, an apron, a face mask and visor should be worn by the supervising adult. This is provided by nursery and located in Rainbow Room, Butterfly Room and in the toilet for disabled in the entrance. 14. The relevant member of staff calls for emergency assistance immediately if the children's symptoms worsen. 15. In an emergency situation call 999 if someone is seriously ill or injured or their life is at risk - anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. 16. Areas used by unwell children who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the nursery community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>			

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A child/staff member is tested and has a confirmed case of coronavirus: In line with government advice:

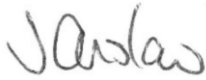

- The rest of the class/group/staff who have been deemed as being in close contact should be advised to self-isolate for 10 days.
- The Manager will contact our Childcare Support Officer at our Local Authority and OFSTED. Then PHE's local protection teams may conduct a rapid investigation and advise nursery on appropriate action.

As a result, nursery taken appropriate action in the event of a confirmed case of coronavirus.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Those who are clinically vulnerable are to work at home or in nursery with strict 2 metre distancing measures in place. If not possible staff to be placed on leave. 2. Those living with those that are clinically vulnerable can attend nursery and work with children or adults adhering to this and other risk assessments. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

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OVERALL level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments			
<p>This is completed to the best of my knowledge in these unprecedented times. I have assessed the risks I see at this time, however, as a Nursery Manager, I cannot guarantee the full and total safety of the children and staff at these times.</p>			
Name of assessors – Manager	Signature of assessor	Date	
Jen Anslow		28/07/2021	
Name of assessors – Deputy Manager	Signature of assessor	Date	
Rachel Gibbon		28/07/2021	
Risk assessment reviews	Signed by:		
	Date:		
Risk assessment reviews	Signed by:		
	Date:		
Risk assessment reviews	Signed by:		
	Date:		

Risk assessment reviews	Signed by:
	Date:

