

**Covid -19 - Risk Assessment February 2022**

**(working Document, started May 2020)**

- DO NOT send your child if they are showing any covid-19 symptoms or awaiting test results
- Please let us know if anyone in your household has tested positive.
- DO NOT send your child to pre-school if you have administered pain relief, ie Calpol, Nurofen
- We have a duty of care, to all families and staff at pre-school.

**On arrival of children:**

- Queue along the building towards our garden gate
- Wait at the end of the railings and wait to be called in.
- Exit the foyer to the right
- Do Not Park along by the courtyard, please use the parking areas.
  
- The staff member on the door will take your child from the foyer to the hall where a member of staff will help them with their coat and bags
- If your child is very upset and will not leave you, we may invite you to stay.
- Lunch boxes, please use a lunchbox that can be put in the dishwasher or effectively washed every day. **Lunchboxes need to be clearly named; we have up to 20 children eating lunch.**
- The front door to the premises will be locked, parents will need to call us if they are early, our tel. 07733 501092

**Hygiene and prevention**

- Children will be encouraged to wash their hands appropriately throughout the day.
- Minor first aid will be dealt with appropriately.
- Anyone with suspected covid symptoms, will be sent home. A member of staff will follow the current guidance and stay with that child until they are collected, **please ensure we have your correct contact number.**
- Should a staff member start to display symptoms, they must go home until they feel well enough to be back at pre-school. (tests will be done, while still available)
- If a child or adult shows symptoms and tests positive for COVID-19 the pre-school will need to follow our management plan (see below)
- Please note that should pre-school be short staffed due to illness and or isolation, we may need to review how many children we have in on a session. We will prioritise key worker & vulnerable children. Should this happen we will give you as much notice as we are able to.
- Door and windows will be open if the weather permits it to ensure a good flow of air around the building and doors wedged open to minimise touch.

**Setting up and packing down**

- Minimise spread by regular cleaning of surfaces.
- Bleach clean toilet areas.
- Follow usual risk assessment.
- Resources used through the day will be cleaned as necessary, toys will be taken home by a member of staff and run through a dishwasher or washing machine as required.

Little Saints Prevention & Outbreak Management Plan

Stage	Concern	Actions	Who
<b>Control Stage 1 – General</b> Everyday hygiene and procedures	None	<ul style="list-style-type: none"> <li>• General reminders for hygiene</li> <li>• Tissues available, children and staff to wash hands after wiping a runny nose, catching a cough.</li> <li>• Effective handwashing facilities and soap available</li> <li>• Follow usual sickness policy</li> </ul>	Staff
<b>Control Stage 2 - Prevention</b>	<b>Where an increased risk is present in the community:</b> <ul style="list-style-type: none"> <li>• Increased absence rates of pupils or staff</li> <li>• Local increases in sickness, within pre-school or the community</li> <li>• Public Health alerts</li> </ul>	<ul style="list-style-type: none"> <li>• Increase hygiene procedures, be more alert to changing situations.</li> <li>• Communication with staff and families to include key information</li> <li>• Daily review of the situation</li> </ul>	Staff / Admin
<b>Control Stage 3 – Mitigate/Delay</b>	<b>Where there is a case of Covid-19</b> <ul style="list-style-type: none"> <li>• Direct case</li> </ul>	<b>Consider reducing contact situations:</b> <ul style="list-style-type: none"> <li>• Isolation as per current Public Health advice</li> <li>• Additional cleaning of surfaces</li> </ul>	Staff
<b>Control Stage 3 STAFF ABSENCE</b>	Unable to cover Staff member	<ul style="list-style-type: none"> <li>• <b>Inform parents we can only take the ratio of children to staff number, reducing our numbers until staff member returns</b></li> <li>• <b>we will prioritise the children by key worker children, vulnerable, then by age oldest to youngest.</b></li> </ul>	
<b>Control Stage 4 - Containment</b>	<b>Where specific and/or significant changes or restrictions need to be in place:</b> <ul style="list-style-type: none"> <li>• Several cases 4 or more within a 2 week period.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Public Health England for advice. DfE helpline on 0800 046 8687, or PHE local health protection</li> <li>• Potential Full Closure of the pre-school</li> <li>• Deep clean of pre-school</li> <li>• Notify the Church</li> </ul>	Manager & committee