

**Fetcham Village Preschool  
Protective Measures Risk Assessment Covid-19**

Update September 2021

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	M	<ul style="list-style-type: none"> <li>• Health and Safety Policy has been updated in light of the COVID-19 advice</li> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>Infection Control Policy</b></li> <li>- <b>First Aid Policy</b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> </ul>	Yes	Steph Phoebe melissa		L

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		<ul style="list-style-type: none"> <li>• The relevant staff will receive in-house training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• The Pre-school keeps up-to-date with advice issued by, but not limited to, the following:             <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> <li>• Staff are made aware of the Preschool's infection control procedures in relation to coronavirus via email;</li> <li>• Parents are made aware of the Pre-school's infection control procedures in relation to coronavirus via letter and our website and Parent mail – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the Pre-school to inform the school of this and that they will be following the national <a href="#">Stay at Home</a> guidance.</li> <li>• If a child develops Covid symptoms follow the following Procedure Keep your child at home and visit <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> for the latest information.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;</li> <li>• The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> </ul>				
<p>Where a child, staff member or parent/carer and/or household member shows symptoms of</p>		<p>Please refer to the latest .gov advice as it changes regularly.</p> <p>Please stay at home. Parents are informed that under no circumstances must they bring their children to Preschool or on to the school premises if they have Coronavirus symptoms. They should not attend Preschool under any circumstances. Staff and household members must also not attend Pre-school in any</p>				

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<p>coronavirus</p> <p>Also check the website for guidance on non-direct contact</p>		<p>circumstances.</p> <p>NHS Test and Trace programme to be followed and adhered to at all times . <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p>Leaders to contact DfE reporting line when positive case confirmed 0800 046 8687 o PHE/DfE guidance and advice to be followed at all times</p> <p>Tests booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119</p> <p>Pre-schools ensure that staff members and parents/carers understand that they will need to be ready and willing to: to book a test if they are displaying symptoms.</p> <p>Staff, parents and children must not come into the Pre-school if they have symptoms, and must be sent home to self-isolate if they develop them in school. Staff must be willing to take a test or possible leave from school is unpaid. To provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>(From 16<sup>th</sup> August people who are double jabbed or under 18 will no longer be legally required to self-isolate if they are identified as a close contact of a positive covid-19 case but we advise that you get a PCR test before returning)</p>				
<p>Implementing social</p>	<p>M</p>	<p>Review of Resources</p> <p>Classrooms and other learning environments are organised to maintain</p>	<p>Yes</p>	<p>Steph &amp; Phoebe Melissa</p>		<p>L</p>

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<p>distancing</p>		<p>space between seats and desks where possible;</p> <ul style="list-style-type: none"> <li>• The timetable is revised to implement where possible, :             <ul style="list-style-type: none"> <li>• <b>Malleable resources such as playdough should binned every day .</b></li> <li>• Limited number of children at snack time; table to be set observing social distancing. Adults to make sure children are washing their hands correctly. Children can bring in an item of fruit/vegetable and a water bottle. The fruit will be washed thoroughly by a member of staff and will be distributed to the children; they will not help themselves.</li> <li>• <b>Drop-off and collection times we ask you to observe social distancing measures.</b></li> <li>• On arrival, one member of staff at will welcome in the children at the Front door, leaving parent's in the outside area, they will be help to their peg and taken to the sink to wash their hands before playing. Parents are not to enter the premises.</li> <li>• On departure, parent to wait on the soft surface in the playground, the children will be sat on the outside mat, waiting to be collected one by one.</li> <li>• Parent/carer is allowed in the building for one 1 hour settle visit when the child first starts at Preschool.</li> </ul> </li> <li>• Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact; parents/carers have been asked to adhere to social distancing whilst waiting in the playground and asked not to wait around outside.</li> <li>• Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere</li> <li>• Mixing within education or childcare setting is minimised by:             <ul style="list-style-type: none"> <li>• Toilets are cleaned at 30min intervals.</li> </ul> </li> </ul>				
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Hygiene practice	M	<ul style="list-style-type: none"> <li>• The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed;</li> <li>• Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers are in classrooms and other learning environments;</li> <li>• Surfaces that children and young people are touching, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. We cleaning surfaces after each session.</li> <li>• Preschool will ensure that all items that are laundered with in the setting are washed thoroughly after use and in between sessions.</li> <li>• All adults and children are told to:             <ul style="list-style-type: none"> <li>- frequently wash their hands with soap and water for 20 seconds and dry thoroughly;</li> <li>- clean their hands on arrival at school, before and after eating, and after sneezing or coughing;</li> <li>- are encouraged not to touch their mouth, eyes and nose</li> <li>- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> <li>- encouraged not to touch your eyes, nose, mouth if your hands are not clean</li> </ul> </li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Young children are encouraged to learn and practise these habits through games, songs and repetition;</li> <li>• Bins for tissues are emptied every day;</li> <li>• The amount of shared resources that are taken and brought in from home is limited;</li> <li>• All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;</li> </ul>	Yes	Steph & Phoebe melissa		L
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		<ul style="list-style-type: none"> <li>• Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;</li> <li>• Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils are encouraged to wash their hands after playing outside</li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.</li> <li>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Pupils do not share cutlery, cups or food</li> <li>• All utensils are thoroughly cleaned before and after use.</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> </ul>				
Ill Health	H	<ul style="list-style-type: none"> <li>• Preschool will ensure that during these difficult times, where children are returning from long periods away from Preschool, their mental health and well-being of children will be monitored and support provided as required.</li> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g.</li> </ul>	Yes	Steph & Phoebe		L

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		<p>a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <ul style="list-style-type: none"> <li>• The Preschool will comply with government guidelines on the test and trace procedures where children/persons show symptoms of Covid-19.</li> <li>• Any pupil who displays signs of being unwell is immediately referred to the Manager or Deputies.</li> <li>• Act in line with the Infection Control Policy and ensure that any unwell Child are moved to an empty room with a supervising staff member in full PPE whilst they wait for their parent to collect them.</li> <li>• Children displaying symptoms of coronavirus do not come in to contact with other Children and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The parents of an unwell Child are informed as soon as possible of the situation and asked to collect.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</li> <li>• Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.</li> <li>• Areas used by an unwell child who needs to go home are thoroughly cleaned once vacated: all surfaces that are visibly contaminated with bodily fluids; and all potentially contaminated high contact areas, such as toilets, doors handles.</li> <li>• Staff member with child does not need to be sent home after, must wash hands for 20 seconds with soap and running water. (If symptomatic child then tests positive, staff member to follow Test and Trace guidance</li> <li>• If the unwell child are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of</li> </ul>		melissa		
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		<p>infection; one toilet to be used by unwell child – not to be used by others</p> <ul style="list-style-type: none"> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> <li>• All waste that has been in contact with the child showing symptoms, including used tissues, masks should be put in a second plastic bag and tied. It should be put in a safe place and marked for storage until a result is available. If the child test negative, this can be put in the normal waste. Should the child test positive, the health protection team will provide instructions about what to do with the waste.</li> <li>• If an employee, child or known visitor tests positive for Coronavirus, further advice will be sort from the local health protection team. They will take over the risk assessment process from that point.</li> </ul>				
Spread of infection		<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance</li> <li>• Children are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> <li>• Children clean their hands after they have coughed or sneezed.</li> <li>• Parents are informed that under no circumstances must they bring their children to Preschool or on to the school premises if they have Coronavirus symptoms or there is someone in their household who does. They should not attend Preschool under any circumstances.</li> <li>• Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.</li> <li>• The building is closed to the public and <b>non-essential visitors</b> are not permitted on the premise, excluding stay &amp; play settling sessions and educational professionals, providing they adhere to the measures in place.</li> </ul>	Yes	Steph & Phoebe melissa		



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		<ul style="list-style-type: none"> <li>Where a visitor such as an education profession needs to be on site, pre-visit preventative risk assessment will be carried out.</li> <li>Community events/meetings will be cancelled until further notice.</li> <li>There is currently no perceived increase risk in handling post or freight from specified.</li> </ul>				
Management of infectious diseases	M	<ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff/school nurse.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>Social distancing measures are implemented as much as possible</li> <li>The timetable is adapted to stagger play and <b>snack</b> times (as above)</li> <li>The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	Yes	Steph & Phoebe melissa		L
Parental Engagement	M	<ul style="list-style-type: none"> <li>If parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend;</li> <li></li> </ul>	Yes	Steph & Phoebe melissa		L
Communication	H	<ul style="list-style-type: none"> <li>Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>The designated member of staff/school nurse reports immediately to the Steph/Melissa about any cases of suspected coronavirus, even if they are unsure;</li> <li>Steph/Melissa contacts the Area Schools Officer/Early Years immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.</li> </ul>	Yes	Steph & Phoebe melissa		L

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		<ul style="list-style-type: none"> <li>• Schools contact their Area Schools Officer if there are any specific recommendations for their school; including RIDDOR &amp; Early Years advisors</li> <li>• Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary;</li> <li>• There is early communication with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers;</li> <li>• Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.</li> </ul>				
Partial school closure	M	<ul style="list-style-type: none"> <li>• The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;</li> <li>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;</li> <li>• The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send schoolwork to pupils.</li> </ul>	Yes	Steph & Phoebe melissa		L
Emergencies	M	<ul style="list-style-type: none"> <li>• All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	Yes	Steph & Phoebe melissa		L

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Managing School Transport		M	<ul style="list-style-type: none"> <li>Parents, children and young people are encouraged to walk or cycle to their education setting where possible;</li> </ul>	Yes	Steph & Phoebe melissa		L
Staff		M	<p>Staff at work</p> <ul style="list-style-type: none"> <li>Preschool will ensure that during these difficult times staff's mental health and well-being will be monitored and supported.</li> </ul> <p>UK Government guidelines to be followed</p> <ul style="list-style-type: none"> <li>Social distancing to be adhered to where possible</li> <li>Staff meeting to take place before full reopening</li> <li>No handshaking or hugging</li> <li>Regular hand washing for a minimum of 20 seconds or use of hand sanitizer</li> <li>Staff are advised to washed their clothes above 50 degrees and shower when home after work or where using public transport to commute to work a change of clothes will be advised.</li> <li>Employee's develop symptoms either at work or at home are strongly recommended to take part in the government testing programme for Covid-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted Covid-19, actions will be taken, see below</li> </ul> <p>Vulnerable employees</p> <ul style="list-style-type: none"> <li>UK Government guidelines to be followed</li> <li>Managers have identified certain/vulnerable employees</li> <li>Vulnerable employees may have an individual risk assessment carried out as per needed and in some cases may be asked to work from home</li> </ul>	Yes	Steph & Phoebe melissa		L

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		<p>Employees who have contracted Covid-19</p> <ul style="list-style-type: none"> <li>• UK Government guidelines to be followed</li> <li>• Employees are advised to follow NHS guidance online or call 111 if concerned</li> <li>• Symptomatic Employees will be instructed to stay at home</li> <li>• Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS guidelines</li> <li>• The setting will be decontaminated following Government guidance if the employee has been in the work place</li> <li>• If employee's household are self-isolating they must following Government guidelines and isolate themselves</li> <li>• When two or more confirmed cases of Covid-19 appear within 14 days of one another, the Preschool will follow inform the relevant authorities who will advise accordingly.</li> </ul> <p><b>(From 16<sup>th</sup> August people who are double jabbed or under 18 will no longer be legally required to self-isolate if they are identified as a close contact of a positive covid-19 case but we advise that you get a PCR test before returning)</b></p> <p><b><u>Visitors</u></b></p> <p>You must not come onto the Pre-school site if you are showing any Covid-19 symptoms.</p> <p>We do not require you to wear a mask however if you feel more</p>				
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			Please wash your hands on arrival and frequently wash your hands with soap and water for 20 seconds and dry thoroughly;				