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| Risk- Mild/Moderate/High | Action |
| **Preparation of Premises**  **Mild** | The Preschool setting has had a deep clean carried out by Lakeside Primary Academy cleaning staff.   * Toilets, cloakroom, classroom and outdoor areas. * All resources have been cleaned including mark making, craft materials and outdoor toys. * Large equipment and the soft pore ground have been power washed.   Anti -Bacterial cleaner has been used throughout. |
| **Enhanced Cleaning**  **Mild** | All indoor resources will be cleaned regularly using a ‘fogging ‘ machine as well anti-bac cleaning solution, towels and tea towels will be changed daily.   * There will be several designated lidded bins for tissues and wipes which will be emptied regularly throughout the day. * There is a designated sanitary bin for the disposal of PPE. * The chairs and larger equipment will be cleaned on a regular basis. * Resources that cannot be easily cleaned have been removed. * The classroom will have a general daily clean completed by Lakeside cleaning staff. * Sand and Water play will be allowed with extra precautions taken when cleaning.   **If a case of Covid-19 is suspected a full deep clean will take place.**  All cleaning products will be kept out of reach of children. |
| **Space Management**  **Moderate** | * A maximum of 20 children will attend Preschool at any one time. * A minimum of 4 Members of Staff will be present in each session. * All members of staff hold a minimum of a Level 3 qualification. * Morning session children will be escorted by staff members to meet parents at the main school gate. * Children staying for a full day will be seated at a social distance where possible for their lunch. * Staff will maintain social distance whenever possible. * The outdoor area will be open at all times to enhance our preschool space. |
| **Hand Washing and Respiratory Hygiene**  **Mild** | * All staff and children will wash their hands using hand gel when they enter and leave the building at the end of each session, soap and running water will be used when they cough or sneeze and before and after snack and lunch time as well as toilet use. * Hand sanitiser is available throughout the setting, permission will be sought from all parents. * There is a good supply of tissues available and when coughing and sneezing children will be encouraged to, catch it, kill it, bin it, tissue bins will be emptied and cleaned daily. * PPE will be worn where necessary. Staff will wear clear face shields during the session. * All windows will be kept open to ensure good ventilation throughout the setting. |
| **Accessing School/Preschool Site**  **Moderate** | Preschool will work with Lakeside Primary Academy at Dropoff and Pick up time.   * Preschool timings are 8.45- until 11.45am (morning children) or 3.15pm if attending a full day. * **It is important that you arrive on time**. * A one-way system will be observed to ensure social distancing takes place at this time. * Parents will leave their children at the foot of the ramp and a member of staff will take each child into the preschool building. * Emergency contact numbers will be updated regularly. * Staff will sign children in on the attendance register at the bottom of the ramp. |
| **Sickness**  **Moderate** | **Parents will be advised not to bring their child into preschool if they are feeling unwell, have a high temperature or suspect they have symptoms of Covid-19.**  **There is a full list of symptoms on the Government website.**   * Children **will not** be admitted to Preschool if they appear to be unwell. * Children **will not** be admitted if they require paracetamol. * If your child becomes ill during the session the parent will be asked to pick up their child immediately. * A Key Person will protect themselves wearing PPE (gloves, apron and face mask) and stay with the child in a designated space until they are collected. * If **Covid-19** is suspected the child must Self Isolate in accordance with the current Government Guidelines before returning to preschool, (if a positive test is confirmed, preschool will follow the current Government guidelines). * If a physical injury occurs a cold compress (wiped clean only) will be used. * Temperatures will be taken as a guideline only.   **All preschool staff are Paediatric First Aid trained**. |
| **Personal Protective Equipment (PPE)**  **Low/Moderate** | Staff are not required to wear PPE, however:   * Preschool staff will wear clear face shields at all times throughout the setting. * Disposable gloves, aprons, facemasks and plenty of hand gel and liquid soap are available. * Staff will wear PPE when coming into close contact with a child through accident, illness or nappy changing. * There is a designated sanitary bin for the disposal of all PPE, (this will be double bagged). |
| **Snack / Lunch**  **Low/Moderate** | Snack will be provided under the following conditions:   * A designated member of staff will provide each individual child with their choice of fruit. * Your child will pour their own drink at snack time. * Lunch boxes must be wipeable. * Lunch boxes should allow for Child Independence when opening packets or containers wherever possible. * Lunch time will maintain social distancing where possible for all children and staff. * Washing hands with soap and water will be observed before and after lunch.   **These procedures will limit cross contamination.** |
| **Staff Wellbeing**  **Low/Moderate** | * All staff are aware of the symptoms of Covid-19 and are confident in the measures they or any member of their household should take if showing signs of these symptoms. * Staff will take the relevant precautions in their daily lives to prevent the risk of catching Covid-19. * All staff will complete a Lateral Flow test twice weekly and report their findings to the Manager. * Several staff members have completed online training on Covid-19 procedures.   **All staff have read and agreed to this Risk Assessment.** |
| **Information for Parents**  **Low** | * **Parents will adhere to the Sickness procedures set out in this Risk Assessment.** * Parents will be encouraged to carry out regular Lateral Flow tests. Guidance for this will be set out in a Policy and Newsletter. * All parents will be reminded to bring several sets of clothes in a named bag as preschool will not be providing these. * Parents are asked to provide Sun Hats and apply Sun Cream before attending Preschool. * Parents will be required to wear face masks when visiting the setting. * No toys are allowed from home.   **All families to keep Preschool updated with any changes to Emergency Contact Details.** |
| **Resources**  **Low** | * Resources will be reduced and rotated on a regular basis, this includes mark making resources, however these will still be available to children when required. * Only resources that are hygienically easy to clean will be available |
| **Outdoor**  **Low** | * Outdoor play will be strongly encouraged. * Outdoor area will be checked and risked assessed daily. |
| **Visitors**  **Low** | * Non-Essential Visits to Preschool are suspended at this time. * All visitors will be required to wear a face mask when in the setting. * Where possible essential maintenance will be carried out when the setting is closed. |
| **Fire Procedure**  **Moderate** | * We will follow the current school procedures whilst maintaining Social Distancing. |
| **Policies and Procedures** | Policies have been amended to include Covid-19 Risk Assessment these include – Health and Safety, Fire Safety, Risk Assessment, Maintaining Children’s Safety and Security on the Premises, First Aid and Managing Children who are Sick, Infectious or with Allergies and Lateral Flow Testing. |
| **Positive Test Results** | **If any Parent or Member of Staff receive a Positive Lateral Flow Test Result Preschool will close until a confirmed Negative PCR Test is given. If the PCR result is Positive Preschool will follow Government Guidelines.** |
|  | **All information correct at time of writing.**  **These are subject to change.** |
| **This risk assessment was completed by:**  **Review Date:-**  T. Brett  J. Brant  J. Golightly  C. Elstob  J. Thayne  C. Mak  C.Bramwell | **Signature and date:- 23.09.2020**  **Updated – 12.11.2020 – T. Brett**  **Reviewed and Updated:- 16.12.2020 – T. Brett**  **Reviewed and Updated:- 04.01.2020 - T. Brett**  **Reviewed and Updated:- 04.02.2021 – T. Brett**  **Reviewed and Updated:- 25.03.2021 – All Staff**  **Reviewed and Updated:- 11.06.2021 – T.Brett**  **Reviewed and Updated:- 14.07.2021 – All Staff**  **Reviewed and Updated:- 05.01.2022 – All Staff** |