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| **Name of setting:** | **Sticky Fish Pre-school** | **Date of this risk assessment: 06.06.20**  **Version: 29.10.2021** |  |
| **Risk being accessed:** | This risk assessment will assist Sticky Fish Pre-school in preventing the transmission of Coronavirus (Covid-19) in the setting. | | |
| **Aim:** | To support the health and safety of all children, families, staff and visitors. | | |
| **Risk assessment to be reviewed on:** | December 2021 | **Guidelines:**  Coronavirus (COVID-19): guidance for schools and other educational settings: [Here](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)  Coronavirus (COVID-19): implementing protective measures in education and childcare settings: [Here](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)  COVID-19: cleaning in non-healthcare settings: [Here](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | |
| **What are the main methods of limiting the transmission of Coronavirus (COVID-19) at <Name of setting>:** | 1. Infection prevention and control through frequent hand cleaning and good respiratory hygiene practices |
| 1. Infection prevention and control through regular cleaning practices |
| 1. Infection prevention and control through minimising contact and mixing (social distancing) |
| 1. Infection prevention and control by responding to individuals who are unwell with coronavirus symptoms and avoiding contact with anyone with symptoms |
| **People at Risk:** | Staff Visitors Vulnerable groups Contractors  Children  Parents & carers | **Building size and Description:** | |



**Coronavirus (COVID-19) protective measures risk assessment**

This is a sample copy of a generic Risk Assessment for dealing with the current COVID-19 situation in a childcare setting. Whilst it gives examples, it is not likely to cover all scenarios and each employer should consider their own unique circumstances. Please refer to the government guidance to ensure the risk assessment is following the latest advice.

1. **Frequent hand cleaning and good respiratory hygiene practices**

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| **What is the Hazard:** Risk of Covid-19 transmission through poor hygiene practices | | | |
| **Control measures**  Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified. | **What is being done to control this risk now?** | **Can you do anything else to lower the risk further?** | **Who is Responsible For Implementing These Control measures?** |
| Cleaning/washing hands regularly | Upon entry to the building staff, parents, carers, children and visitors may choose to use antibacterial hand gel available at entry and exit points. *(Please be aware of health and safety when dispensing hand sanitizer for young children. It may be necessary to use age appropriate hand sanitizer and to use a pea sized amount under supervision)*  Hand washing facilities with running water are in place and fully stocked with soap. Everyone reminded to wash hands more often and for 20 seconds with running water, soap and dry hands thoroughly.  Staff teams will supervise young children to ensure they wash their hands more frequently and thoroughly and remind them to wash their hands more often throughout the session, for example before starting a new play activity and before and after eating.  Everyone is encouraged to avoid touching face, eyes, nose or mouth with unclean hands.  We will remind everyone to cover their mouth and nose with a disposable tissue (not their hands) when they cough or sneeze and throw the tissue straight away in the nearest hands free bin. Tissues will be available at all times. Bins will be emptied frequently throughout the day, by staff members.  Staff teams will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.  We will provide learning opportunities for children to learn and practise good hygiene through games, songs and repetition. We will aid children’s understating of good hygiene by using age appropriate visuals. | We will use signs and posters (for adults and children) to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching the face and to cough or sneeze into a tissue which is binned safely. These posters and signs will be displayed clearly.  [Coronavirus (COVID-19): guidance for educational settings poster](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)  *Adults and children instructed on correct hand washing techniques, using songs for children as appropiate*[*https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/*](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)*)* | Designated lead staff member will be responsible for checking hand washing facilities are ready each day A daily risk assessment will be undertaken by the lead staff member.    Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed. |

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| **What is the Hazard:** Risk of Covid-19 transmission through poor hygiene practices  **Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above?** Yes/No (Please indicate)  **What is the risk rating:** High/Medium/Low (Please indicate) |

1. **Regular cleaning practices**

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| **What is the hazard:** Risk of Covid-19 transmission through poor cleaning practices | | | |
| **Control measures**  Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified. | **What is being done to control this risk now?** | **Can you do anything else to lower the risk further?** | **Who is Responsible For Implementing These Control measures?** |
| Surface cleaning | Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, light switches, chairs, sinks, bannisters and toilets.  Play resources and equipment will be regularly washed, using our standard cleaning products.  *Surplus toys/resources will be stored in closed cupboards.*  Play resources will be discouraged from children’s homes to avoid cross contamination, with the exception of a “comforter” for a child who is distressed or having difficulties separating from a parent. | We will follow the guidelines: [COVID-19: cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)  Church will purchase some basic products. Soap, paper towels, hand sanitiser. Liaise with Rachel. We will purchase extra anti bac sprays plus kitchen roll and disposable cloths.  *Resources will not be unneccessarily shared between home and setting.* | All Staff on duty |
| Sanitation | We will have several touch free, lidded bins to dispose of waste tissues/kitchen roll. These will be placed in and outside. They will have bin liners.  These will be regularly emptied safely by staff.  If a child/adult displays covid symptoms whilst at the setting, all contaminated tissues/kitchen roll/ppe will be double bagged and disposed of safely. | Cleaning contractors have been instructed by the church. Staff have been instructed with cleaning routines.  Daily cleans will take place by staff after 2.30pm |  |

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| **What is the Hazard:** Risk of Covid-19 transmission through poor cleaning practices  **Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above?** Yes/No (Please indicate)  **What is the risk rating:** High/Medium/Low (Please indicate) |

1. **Minimising contact and mixing (Social distancing)**

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| **What is the Hazard:** Risk of Covid-19 transmission through close contact with others | | | |
| **Control measures**  Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified. | **What is being done to control this risk now?** | **Can you do anything else to lower the risk further?** | **Who is Responsible For Implementing These Control measures?** |
| Shielded and clinically vulnerable children and young people | *<Please refer to guidelines:* [*https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)*>* | Parents who are shielding or who have vulnerable children will be contacted. | **Liz** |
| Shielded and clinically vulnerable adults | *<Please refer to guidelines:* [*https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings*](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)*>* |  | **Liz** |
| Traveling to and from the setting | We will consider how staff, parents, carers and children travel to and from our setting and discourage travel on public transport where possible. We will signpost these people to the COVID-19 safer travel guidance for passengers: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> | We will encourage families and staff to walk or cycle to the setting where possible. |  |
| Drop off/pick up times | We will remind parents, carers, children or any member of the household that if they have the symptoms of Covid-19 (high temperature or a persistent cough) they will not be allowed to leave their child at the setting.  We will stagger drop off and pick up times. Group A will arrive at 9. Group B will arrive at 9.30. Parents will have access to the building if necessary. Majority of drop offs and collections will be made at the outside gate to the garden or the lower door of the building. Parents will be encouraged to enter the garden if they would like to talk with the staff. All parents with access needs will be able to access Sticky Fish through our front door. Staff will need to be contacted to be made aware of this.  The same routine will occur at collection times.  Buggies/bikes/scooters will need to be left in the car park and collected after drop off. Steps from the graveyard to the car park or to the road limit access for these items. | Social distancing is encouraged. |  |
| Ventilation/fresh air | Outside play will take precedence over indoor play. |  | **All staff** |
| breaks | Children’s snack times will be taken outside when possible.  Where space allows staff room seating and tables are to be reconfigured to maintain spacing and reduce face-to-face interactions. |  | **All staff** |
| Building/premises | If parents access the building they may use hand sanitiser on entering if they wish. Children will generally be dropped off and collected from outside the building except for families with access needs, such as a large buggy/pram being brought.  Areas will be kept well ventilated by keeping windows open where possible.  We will limit the number of children who use toilet facilities at one time to ensure that toilets do not become crowded.  *Certain pre-school policies such as Administration of Medicine, First Aid, Emergency Evacuation, Behaviour, Nappy changing, and Health and Safety policies will be amended according to the current circumstances. These will be available to parents on request.* | Social distancing is encouraged. |  |
| Meetings | We will use remote working tools to avoid in-person and face to face meetings . *(Give details e.g. using zoom conference calling to hold staff meetings)*  Where meetings cannot be undertaken remotely, participants attending meetings will maintain a 2m separation throughout. Where possible we will hold meetings outdoors or in well-ventilated rooms. |  | **Liz** |
| Visitors  Other church groups | All visitors will be encouraged to visit Sticky Fish to chat to the manager/staff in the garden/outside area. Indoor visits may now take place.  Risk Assessments will be sought from all external church groups, and from the church itself. These will be available on request.  Other groups using the sticky fish environment ( evenings) will be kept to a minimum. Other rooms will be considered for use first, before Sticky Fish is considered. Cleaning procedures must be in place after each use of the environment. | Remain in communication with the church. Request risk assessments from different groups. | **Liz** |
| Play activities/curriculum | Where possible we will utilise our outdoor space by planning activities outdoors whenever possible.  Within the physical environment we will move chairs and tables further apart where possible. | Stop germs spreading with e-Bug resources: <https://campaignresources.phe.gov.uk/schools> | **All staff** |
| Wellbeing | Management will promote mental health & wellbeing awareness to staff, children and families during the Coronavirus outbreak and will offer whatever support they can to help.  [MIND Coronavirus and your wellbeing](https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/)  [Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19)  [Young minds child's mental health during the coronavirus (COVID-19) pandemic](https://youngminds.org.uk/find-help/for-parents/supporting-your-child-during-the-coronavirus-pandemic/) |  | **Liz** |

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| **What is the Hazard:** Transmission of Covid-19 through close contact with others  **Is the hazard adequately controlled by implementing the social distancing control measures detailed above?** Yes/No (Please indicate**)**  **What is the risk rating:** High/Medium/Low (Please indicate) |

1. **Individuals who are unwell/avoiding contact with anyone with symptoms**

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| **What is the Hazard: Transmission of Covid-19 by contact with an individual who is unwell** | | | |
| **Control measures**  Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified. | **What is being done to control this risk now?** | **Can you do anything else to lower the risk further?** | **Who is Responsible For Implementing These Control measures?** |
| Recognising the symptoms of coronavirus | Ensure that all staff recognise the signs of Coronavirus.  The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature (over 37.8 degrees), and/or a loss of taste/smell | <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> | **Liz** |
| Protective personal equipment (PPE) | PPE should be worn by staff caring for a child who becomes unwell and while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).*.* | Should a member of staff become ill, a new risk assessment will be undertaken. All parents would be notified by direct phone call if possible. NHS track and trace would be tasked with following up all contacts | **PPE**  **Staff - Liz** |
| An adult develops symptoms of coronavirus whilst on the premises  **Staff unable to work**  **Due to Covid 19** | If an adult becomes unwell with a new, continuous cough or a high temperature, or has a sudden loss of taste/smell they must be sent home and advised to follow the staying at home guidance.  If a worker develops a high temperature or a persistent cough while at work, or a loss of taste/smell they should:  1) Return home immediately  2) Avoid touching anything  3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.  4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.  Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.  Full guidance on what to do if someone develops symptoms of Covid-19 can be found here**:** [What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#limiting-the-spread-of-coronavirus-covid-19-in-educational-settings)  If at any time we are unable to staff the setting with an adequate number of staff to children ratio, then we will notify parents that we will need to close the setting. This may be at short notice, |  | **LIz** |
| If a child develops symptoms of coronavirus whilst on the premises | If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the guidelines. They should obtain a PCR test. If this is positive they should continue to isolate for 10 days. The exception to this, in keeping with government recommendation, is if a child has just received a standard childhood vaccination, and may experience a raised fever immediately following this, and there is no reason to presume that they may have been in contact with a positive coronavirus case. For this reason only, a child will not need to isolate for 10 days. They will need to be well to attend sticky Fish.  If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.  The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.  In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.  Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.  [What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#limiting-the-spread-of-coronavirus-covid-19-in-educational-settings) | **.** |  |
| Response if a case of COVID-19 is confirmed at the setting | ***FROM AUGUST 16TH 2021.*** *Close contacts will be advised to take a PCR test. Close contacts who are fully vaccinated or those under 18 will not need to self-isolate. Individuals identified by NHS track and trace will not need to isolate while they are awaiting the results of their test. If the test is positive, the individual must isolate and NHS test and trace will work with them to identify any close contacts.* |  | **Liz** |
| Testing and tracing | *From July 19th Early Years settings will no longer carry out routine contact tracing. From this point onwards, close contacts will be identified and contacted by NHS Test and Trace. NHS will speak with the parent of the child who has tested positive to identify close contacts. The setting will not be routinely contacted to provide details of close contacts.*  *Symptomatic individuals and those who record a positive test, will need to isolate in line with current guidance.* |  |  |

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| **What is the Hazard:** Transmission of Covid-19 by contact with an individual who is unwell  **Is the hazard adequately controlled by implementing the social distancing control measures detailed above?** Yes/No (Please indicate)  **What is the risk rating:** High/Medium/Low (Please indicate) |

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| **Risk assessment method of circulation** | | | |
| **Staff: by email** | **Parents and carers: by email** | **LA/Ofsted: through website** | **Other: Email to trustees and church.** |

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| **Risk assessment completed by** | | |
| **Name: Liz Tomlinson**  **Jenny O’Inn**  **Catherine Hounsome**  **JO Ball**  **Bushra Abbas**  **Tanya Bashford**  **Aisha Ghauri** | **Role: Manager** | **Signature: Liz Tomlinson** |
| **Risk assessment authorised by** | | |
| **Name: Liz Tomlinson** | **Role: Trustee/director** | **Signature: Liz Tomlinson** |