

ACORNS PRE-SCHOOL RISK ASSESSMENT: PANDEMIC

Review Date: 16-Jun-20

Reviewed by (name): J Blake / L Gaida

With effect from 1st September 2020

This Guidance and Risk assessment directly addresses risks associated with coronavirus (COVID 19) so that measures can be put in place to control those risks for children, families and staff. It is supported by our policies including our sickness and behaviour policies and follows Government Guidelines.

Based on Risk Measurement for Extnal Factors - Sickness ie Human Flu/Coronavirus Pandemic resulting in widespread illness the risk Medium / High

Risk Ref	Risk Description	Consequence (if not addressed)	Likelihood / Impact	Safeguards	Action Required to minimise risk	Acation by whom	When	Risk Status	Guidance and Procedures
1	Not adhering to social distancing	Wide spread of illness, possible death, and closure of setting.	Medium /High	Staff will need to maintain social distancing of 2 meters with other members of staff. Young children cannot be expected to understand social distancing but contact between children and adults will be reduced. Entrance and exit to the setting will be at the main Gate. Parent need to wait at the indicated points 2 metres apart until called by a member of staff. No parents will be allowed to enter into the preschool setting unless agreed with preschool. Staggered Start / Finish Times reducing the number of parents waiting with their children at any one time. Parents to sign Parent Agreement -Coronavirus termly and new parents upon starting.	Ensure safeguards are implemented, followed and local / national guidelines must be followed.	Managemnt / staff / parents	Daily	Open	Government and HCC and Early Years Alliance.
2	Not adhering to hygiene expectations	Wide spread of illness, possible death, and closure of setting.	Medium /High	Hygiene Toilet facilities will be cleaned regularly during session and at the end of the day. Staff and children will wash their hands with soap for 20 seconds including on arrival, after using the toilet, before and after eating, and after coughing or sneezing Our expectation is that parents of children with long hair to tie it up. Children will be encouraged to cough or sneeze into a tissue and bin it. Children will be encouraged to not touch their mouths, eyes and nose When possible, windows will be opened for natural ventilation •Doors leading outside will be kept open during the day •All unnecessary items including all soft furnishing and soft toys have been stored or covered The usual PPE is to be used for intimate care ie apron, disposable gloves.	Ensure hygienie routines are implemented.	Managemnt / Staff	daily	Open	Government and HCC and Early Years Alliance.
3	Not adhering to cleaning expectations	Wide spread of illness, possible death, and closure of setting.	Medium/ High	•Handwashing facilities are maintained and cleaned regularly during the day and at the end of the day •Ensure staff have hand sanitiser, surface cleaner and tissues available in their zone. •Bins to be emptied throughout the day and at the end of each day •Staff will have the opportunity to have clothes they have worn during	Ensure cleaning routines are followed. Look at possible overnight cleaning options.	Managemnt / Staff	daily	Open	Government and HCC and Early Years Alliance.
4	Lack of or incorrect use of PPE	Wide spread of illness, possible death, and closure of setting.	Medium/ High	Ensure all staff have access and understand how and when to use PPE correctly.	Ensure sufficient supply of PPE and is within date	Managemnt / Staff	daily	Open	Government and HCC and Early Years Alliance.

5	Outbreak of sickness in the setting.	Wide spread of illness, possible death, and closure of setting.	Medium/High	<p>Children will be registered and their temperature taken and recorded. Follow our Health and Safety Policy.</p> <p>Children will not be able to attend preschool should they: Develop a new continuous cough, have a temperature, lose or change in sense of taste or smell</p> <p>Should a child become ill or develop a temperature during the day parents will need to be available to collect their child .</p> <p>If a child or adult becomes unwell and a 2 meter distance cannot be maintained full PPE will be should be worn by the supervising member of staff</p> <p>If anyone, staff or child, become unwell with symptoms of coronavirus whilst at the setting, they must go home.</p> <p>Whilst waiting to be picked up they should be moved away from others attending the setting.</p> <p>All PPE used to help a person who is unwell should be double bagged and held for 72 hours before putting in the general bin.</p> <p>Anyone who has helped he person who became unwell does not need to go home unless they develop symptoms themselves.</p> <p>Hands should be washed thoroughly and the affected area cleaned.</p> <p>Follow the guidance in the most recent Gov.UK COVID 19 cleaning in non-healthcare settings</p> <p>Testing is carried out, if the individual with symptoms test positive, we will contact the Local Health Protection Team for guidance.</p> <p>If the test is negative, the child/member of staff can return to the setting without completing the self-isolation period.</p> <p>Parents to sign Parent Agreement -Coronavirus outlining preschool procedures and test and trace procedures.</p>	Staff and management are aware and implement the procedures for an outbreak of COVID 19. Ensure Parents sign Parent Agreement	Management / Staff / parents	daily	Open	Government and HCC and Early Years Allliance. Local Health Protection Team and Test and Trace
6	Management non compliance to Government and Local Authority guidelines	Wide spread of illness, possible death, and closure of setting.	Low/High	<p>Update and monitor policies including Health and Safety, Behaviour, Safeguarding</p> <p>Constant monitoring of guidance and regulation issued by Government relating to Early Years and COVID 19</p>	Management keep upto date to make effective and informed decisions for the good of the Acoms Community.	Management	daily	Open	Government and HCC and Early Years Allliance. Local Health Protection Team and Test and Trace
7	Inadequate support for individuals experiencing anxiety issues, bereavement, mental health and general wellbeing	Staff shortage to extended leave to health issues and non attendance of children	Low/High	<p>Follow existing policies for wellbeing and safeguarding.</p> <p>Being aware of Supervision at any time</p> <p>Open door policy and support for anyone who may need it</p> <p>Keeping upto date with PHE and government advice</p>	<p>Management and Supervisors maintain good communication with all members of staff.</p> <p>All staff need to have good communication with families.</p>	Management / staff	daily	Open	Government and HCC and Early Years Allliance. Local Health Protection Team and Test and Trace
8	Operating fire and emergency procedures during opening.	Unable to evacuate safely in an emergency	Low/High	Follow pre-Covid 19 procedures and review if necessary	<p>Management / Staff to assist NFDC with weekly fire alarm checks.</p> <p>Review fire drills to ensure social distancing.</p>	Management / staff	daily	Open	Government and HCC and Early Years Allliance. Local Health Protection Team and Test and Trace

9	Inadequate staffing levels due to self-isolation or sickness	Closure of setting	Medium/High	Monitor staff for self isolation and sickness Use Bank Staff when necessary.	Ensure Bank staff are aware of settings procedures. Consistent use of regular bank staff.	Management	daily	Open	Ofsted EYFS Policy - Safeguarding, Staff Employment and Ratio Staff Hand book
10	Risk to our most vulnerable children not attending the setting	Lack of socialisation, risk in home environment	Medium/High	All children not attending the setting should be viewed as "potentially vulnerable" Regular contact with parents including Tapestry, telephone, facebook Encourage known children at risk to attend preschool	Staff to monitor non attendance and encourage attendance of all children.	Management / staff	daily	Open	Government and HCC and Early Years Alliance. Policy - Safeguarding & child protection
11	Lose of children to other settings as a result of being unable to meet parents requirements.	Reduction of numbers and funding	Medium/High	Keep good communication with parents/carers. Maintain staffing to ensure ratio is met and setting stays open. Maintain good hygiene, cleaning regimes and social distancing to give parents confidence	Staff and management to work with parents to try to meet their needs.	Management / staff	daily	Open	Government and HCC and Early Years Alliance. Policy - Staffing, Ratio, Well being,
12	Staffing levels affected by local lockdowns	Reduction of staff availability	Low / High	Maintain local Bank staff	Management and staff to follow local lockdown guidance	Management / staff	daily	Open	Government and HCC and Early Years Alliance.
13	Non compliance of following guidance for full lockdown resulting in closure	Large fine, loss of reputation, possibly loss of funding / Ofsted registration leading to possible permanent closure	Low / High	Management to keep up to date with local and national government guidelines to make effective and informed decisions for the good of the Acorns Community.	Follow government guidelines.	Management / staff	daily	Open	Government and HCC and Early Years Alliance.
14	Visitors to the setting including parents, new parents, outside agencies, maintenance	Increased risk of transmission of COVID 19	Medium/High	Outside agencies - virtual meetings where possible, if visits are essential PPE must be worn. Parents - are expected to leave their children at the door, only in exceptional circumstances will they gain access to the setting, washing hands and face covering must be worn. New Parents - virtual tours available on the web site, visits out of hours will be available - washing hands and face covering must be worn. New children's first day - to be discussed beforehand allowing for the option of coming into preschool once - washing hands and face covering must be worn	Ensure all procedures are followed and be aware of new procedure may need to be put in place.	Management / staff / parents	daily	Open	Government and HCC and Early Years Alliance.
15	Short notice increase of children due to closure of other settings	Oversubscribed, places not available to new parents, lack of staff	Low / Medium	Follow normal admissions procedures and accommodate within our capacity.	Monitor numbers and ensure capacity for new families	Management / staff / parents	daily	Open	Government and HCC and Early Years Alliance. Policy - Admissions
16	Demand for places are too high	Reduction of 2 year old attendance leading to potential lower attendance in the future.	Low / Medium	Follow normal admissions procedures and accommodate within our capacity.	Offer 3/4 year old longer days to meet their funding requirements. Ensure spaces available for 2 year old.	Management / staff / parents	daily	Open	Government and HCC and Early Years Alliance. Policy - Admissions
17	Losing contact with the family and child because of a period of self isolating	Lose of child to the setting, potential safeguarding and child protection issues.	Low / Medium	Regular contact with parents including Tapestry, telephone, facebook Encourage attendance as soon as isolation has been completed.	Staff to regularly contact family.	Management / staff	daily	Open	Government and HCC and Early Years Alliance. Policy - Safeguarding & child protection

18	Not following safeguarding and child protection policies and procedures.	Potential harm to pre-school's reputation, negative involvement of Ofsted in pre-school. Possible legal action involving person or persons involved in child protection issues.	LOW / HIGH	Regular and effective Supervision - Policy 2.5 Appropriately trained staff with an awareness of existing policies 1.2, 2.3, 10.8 10.1 and 10.9	Minimise the risk by maintaining staff training and reviewing policies and procedures.	Supervisors / Management	Annually	Open	Follow policies. 2.5 Supervision 1.2 Safeguarding children and child protection (including managing allegations of abuse against a member of staff) 2.3 Whistle blowing guidance and procedures 10.8 Information sharing 10.1 Making a
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19	Not being aware of how the pandemic has affected children's mental health and well being	Change in child's behaviour and non attendance of child	Medium / Medium	Good communication with families. Supervision. Follow wellbeing, behaviour and safeguarding policies Use guidance in GOV.uk Guidance for parents and carers on supporting children and young people's mental health and well being during the coronavirus (COVID19) pandemic	Through good communication finding out of the child's lockdown issues. Use of outside agencies when necessary Make parents aware of Gov information	Management / staff	daily	Open	GOV.uk Guidance for parents and carers on supporting children and young people's mental health and well being during the coronavirus (COVID19) pandemic
20	Not providing adequate support for SEN children	Disruption to preschool and lack of progress for the child. Lose of reputation.	Low / Medium	Follow SEN, safeguarding, behaviour policies. Maintain good relationship with families and outside agencies	Early Identification of SEN children Maintain staffing levels.	Management / staff	daily	Open	Policies - Supervision, wellbeing, safeguarding, behaviour, outside agencies
21	Not being able to provide the minimum EYFS requirements	Lack of progression in child development. Ofsted interim inspection from parent concern and possible lose of Ofsted registration	Low / Medium	Follow guidance in Gov UK EYFS : Coronavirus disapplications	Monitor Ofsted guid	Management / staff	daily	Open	Gov UK EYFS : Coronavirus disapplications
22	Lack of Paediatric First Aid Certificate holders in the setting	Not following Ofsted regulations.	Low / Medium	Statutory training kept upto date and monitored. Paediatric First Aid Certificates displayed and dates recorded	Monitor expiry dates of certificates and book training when needed.	Management / staff	daily	Open	Policy - Health and Safety.

23	Disruption to Government funding due to a pandemic	Financial stability affected because dependance upon government funding	LOW / HIGH	Continue to follow HCC guidance for claiming funding and monitor Tiers of national restrictions for education and childcare	Keep good control of financial situation at pre-school. Prompt collection of completed funding form and application for	Supervisors / Management	Reviewed Annually	Open	www.hants.gov.uk www.education.gov.uk/
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