

# COVID-19 Risk Assessment -

# St Paulinus Pre School

## Operation from September 2022

Setting name:	<b>St Paulinus Pre School</b>
Name(s) of person(s) covered by this assessment:	<ul style="list-style-type: none"><li>• Students</li><li>• Staff</li></ul>
Tasks and activities covered by this risk assessment:	<ul style="list-style-type: none"><li>• St Paulinus Pre School operation from September 2022</li><li>• Cleaning and sanitisation</li><li>• Adequate ventilation</li><li>• Testing and measures to manage isolation and confirmed cases of COVID-19</li><li>• Contingency planning</li></ul>
Equipment and materials used:	<ul style="list-style-type: none"><li>• St Paulinus Church Hall</li><li>• Practical equipment and materials</li><li>• Outside equipment/ sports</li><li>• Cleaning materials and equipment</li></ul>
Name of person completing this risk assessment:	<b>Lee Gasson - Pre School Manager</b>
Date of completion:	<b>01<sup>st</sup> September 2022</b>

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## **Updated guidance April 2022**

- Adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature.
- Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend.
- Adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days.
- If the person dropping the child off is COVID-19 positive we ask that they do not come to pre school but get someone else to bring your child.

St Paulinus will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in St Paulinus or if central government offers the area an enhanced response package, a director of public health might advise St Paulinus to temporarily reintroduce some control measures.

### **Face coverings**

Face coverings continue to be optional for staff to wear.

The government has removed the requirement to wear face coverings by law but expects and recommends that they are worn in enclosed and crowded spaces and where you may come into contact with people you don't normally meet. This includes public transport.

If we have a substantial increase in the number of positive cases in our settings, a director of public health might advise that face coverings should temporarily be worn in communal areas or play spaces (by children, staff and visitors, unless exempt).

### **Stepping measures up and down**

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

It will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead us to consider taking additional action, and the steps we should work through, can be found in the contingency framework.

The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

### **Control measures**

You should:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

### **Risk assessment**

What are the hazards?

- Potential for spread of COVID-19 between persons at pre-school, showing symptoms of coronavirus or those who are confirmed to have coronavirus.

Who might be harmed and how?

- Staff, pupils and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site.
- Potential for spread to other family members / persons.

Note: We have specifically removed any rating or scoring from this risk assessment. We do not feel this adds any significant benefit to this untypical situation. Instead, we will prioritise any actions, but the basis of the approach to mitigating the risks from coronavirus is such that all measures should be carried out alongside each other rather than in sequence. The planning and assessment we undertake will form the basis of an overall plan to manage the risks specific to each setting which is the most important aspect of this process.

This risk assessment is based on Department for Education (DfE) School's coronavirus (COVID-19) operational guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Measures to consider	What we need to do at St Paulinus Pre School to manage this	Who will do this?	By when?	Completed on?
1. Ensure good hygiene for everyone				
<b>Hand Hygiene</b>				
<ul style="list-style-type: none"> <li>Consider how often children and staff will need to wash their hands and incorporate time for this in daily routine</li> <li>Is there enough hand washing or hand sanitiser 'stations' available so that all children and staff can clean their hands regularly?</li> <li>Ensure supervision of hand sanitiser use given the risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative.</li> <li>Build these routines into setting culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> <li>Sufficient cleaning supplies and hand soap to be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Staff and children will wash their hands on entering the pre-school and regular throughout the session. Children will be given antibac hand gel on leaving pre school</li> <li>All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene.</li> <li>Staff understand the Key Points in the day when children need to wash or sanitise their hands – before eating, after blowing their nose, after using the toilet, after sneezing etc</li> <li>Any empty hand sanitisers must be reported to the manager</li> </ul>	All Staff	On Going	
<b>Respiratory Hygiene</b>				

<ul style="list-style-type: none"> <li>• Are there enough tissues and bins available in the setting to support pupils and staff to follow this routine?</li> <li>• Ensure that younger children and those with complex needs are helped to get this right.</li> <li>• There needs to be another risk assessment for children with complex needs are helped to get this right.</li> <li>• All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>• Tissues are left out for the children to access and bins to dispose of tissues – catch it, bin it, kill it</li> <li>• The staff understand that they are responsible for modelling and promoting this with children.</li> </ul>	All Staff	On Going	
<b>Use of Personal protective equipment</b>				
<ul style="list-style-type: none"> <li>• Where staff have been identified as needing PPE, have they been provided with appropriate supplies?</li> <li>• Have staff identified as needing PPE been provided with appropriate training and information on correct use and disposal?</li> </ul>	<ul style="list-style-type: none"> <li>• PPE supplies are available in the back room</li> </ul>	Manager	On going	
<b>Face Coverings</b>				
<ul style="list-style-type: none"> <li>• Review use of face coverings for enclosed and crowded spaces including where we would meet people we do not normally come into contact with.</li> <li>• To consider use during show rounds/ parents' meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are not required to wear face coverings but can do if they choose to</li> <li>• Face coverings to be offered to visitors</li> </ul>	All Staff	On Going	
<b>2. Maintain appropriate cleaning regimes, using standard products such as detergents</b>				
<ul style="list-style-type: none"> <li>• Are high contact items such as door handles, including main entrance doors</li> </ul>	<ul style="list-style-type: none"> <li>• Surfaces will be cleaned more regularly throughout the day</li> </ul>	All staff	On Going	

<p>and commonly used doors cleaned more frequently?</p> <ul style="list-style-type: none"> <li>• <b>As a minimum</b>, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day.</li> <li>• Shared equipment should be regularly cleaned.</li> <li>• Ensure that any hazardous substances that are used because of changes to cleaning or hygiene regimes are stored out of the reach of the children</li> </ul>	<ul style="list-style-type: none"> <li>• ALL toys will be sanitised before being put away, either wiped or sprayed with anti bac cleaner.</li> <li>• Any toys put in mouths, sneezed on etc will be cleaned instantly</li> </ul>			
<b>3. Keep occupied spaces well ventilated</b>				
<ul style="list-style-type: none"> <li>• Keep occupied spaces well ventilated -</li> <li>• Airing rooms as frequently as you can, will help improve ventilation. This involves opening all doors and windows wide to maximise the ventilation in the room. It may be easier to do this when the room is unoccupied or between uses particularly in colder or adverse weather.</li> <li>• Manage colder temperatures in rooms by opening high level not low-level windows, opening window just enough to allow for ventilation, increasing heating</li> <li>• With due regard to fire safety, some doors may be temporarily propped open to limit touching of door handles and aid ventilation.</li> </ul>	<ul style="list-style-type: none"> <li>• Windows in the hall, kitchen, back room and toilets are to be opened at the beginning of each session.</li> <li>• The hall door is to be left opened when we are in the garden to ventilate the hall further</li> </ul>	All staff	On Going	
<b>4. Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b>				

<ul style="list-style-type: none"> <li>Follow public health advice on self-isolation and managing confirmed cases of COVID-19</li> <li>When an individual develops COVID-19 symptoms or has a positive test - there a procedure for managing suspected or positive cases of coronavirus? How will visitors to site be managed?</li> <li>Is there an appropriate room identified that can be used to isolate someone with symptoms whilst they are awaiting collection.</li> <li>Have all staff and others been trained in measures to take?</li> <li>Have all staff and others been provided with PPE and training on its use and disposal?</li> </ul>	<ul style="list-style-type: none"> <li>Parents are reminded to stay vigilant and not to attend Pre School if they are positive.</li> <li>A child suspected of having Covid-19 will be taken into the back room by a member of staff in full PPE until they are collected by their parent.</li> <li>Any staff displaying symptoms of COVID-19 will be sent home to isolate and can obtain a LFT from the pre school cupboard</li> </ul>	All Staff	On Going	
<b>Cleaning a room or area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting</b>				
<ul style="list-style-type: none"> <li>Is there a procedure in place for cleaning an area where a person with symptoms of COVID-19 or confirmed case of COVID-19 has been?</li> <li>Is the appropriate PPE being used?</li> <li>Are appropriate cleaning products or methods being used?</li> </ul>	<ul style="list-style-type: none"> <li>The manager will deal with suspected COVID-19 cases. PPE is available in the COVID Isolation room,</li> <li>In the event of a positive case- the managers will ensure enhanced cleaning is carried out</li> </ul>	Manager	On going	
<b>Contaminated waste</b>				
<ul style="list-style-type: none"> <li>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be disposed of correctly</li> </ul>	<ul style="list-style-type: none"> <li>Any waste from cleaning the area will be double bagged and placed in the outside bin and disposed of on bin day – Tuesday.</li> </ul>	Manager	Ongoing	



<b>Tracing close contacts and isolation</b>				
<ul style="list-style-type: none"> <li>Communicate latest requirements on who is required to isolate and who is not to the pre-school community.</li> <li>Advise that those who do not need to self-isolate who have been identified as a close contact can attend the setting as normal and do not need to wear a face covering in the setting.</li> </ul>	<ul style="list-style-type: none"> <li>Whenever the government update isolation rules then this will be included in the Newsletter and emailed to parents.</li> <li>We will advise those who have been identified as a close contact that they do not need to isolate but should wear a face covering in public.</li> </ul>	All Staff	When required	
<b>Clinically extremely vulnerable (CEV) children</b>				
<ul style="list-style-type: none"> <li>Identify any pupils who may not be able attend the setting, where they have received specific medical advice. All other CEV pupils should attend wellyboots.</li> </ul>	<ul style="list-style-type: none"> <li>We do not have any children who are identified as Clinically Extremely Vulnerable.</li> </ul>	Manager	On Going	
<b>Contractors and visitors to the school</b>				
<ul style="list-style-type: none"> <li>Inform contractors and visitors prior to arrival of any specific measures in place.</li> <li>Ensure staff hosting contractors and visitors are aware of their responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>Contractors will be asked to attend when pre-school has finished</li> </ul>	Manager	On Going	
<b>Admitting children into St Paulinus Pre School</b>				
<ul style="list-style-type: none"> <li>Communicate with parents on process that pupils with sCovid-19 should not attend St Paulinus to protect other persons.</li> <li>Children entering and exiting the pre school</li> </ul>	<ul style="list-style-type: none"> <li>Children will be dropped at the door in the morning, staff will take the child and remove their coat, they will then go to wash their hands before they go and play</li> <li>At the end of the session children will be given hand gel to sanitise their hands.</li> <li>Parents will enter the hall to collect their child. And speak with staff at a distance if required.</li> </ul>	Manager	On Going	

<b>Attendance -Pre schools</b>				
<ul style="list-style-type: none"> <li>• Communicate with parents on requirements for attendance.</li> <li>• Put in place measures to keep in contact with vulnerable</li> </ul>	<ul style="list-style-type: none"> <li>• Any child consistently not attending - parents will be consulted and appropriate action would take place.</li> </ul>	Manager	On Going	
<b>St Paulinus Workforce</b>				
<ul style="list-style-type: none"> <li>• Share this risk assessment with staff and invite feedback.</li> <li>• Carry out individual risk assessments and discussions as required.</li> </ul>	<ul style="list-style-type: none"> <li>• The Risk Assessment will be shared with all staff.</li> </ul>	Manager	On Going	