

Possible hazard	Level of Risk	Strategies to reduce risk	Outcome
<p>Staff travel to and from work. Those parking try to keep 2m apart from each other when parking.</p>	<p>Low</p>	<p>Travel independently via walking, cycling, individual cars. Wash hands upon arrival at work.</p>	<p>Low</p>
<p>Adults and children in close proximity during drop off and collection.</p>	<p>Medium</p>	<p>Stagger start and collection times if needed due to number of children. (not currently needed) Signs on board explaining not to enter the site. - no visitors to the site. . Adults asked to wear a face mask when dropping off and collecting children. Adults and children to use hand sanitiser at entrance to the site. Parents/carers advised to then please bring child to the covered porch area and to do the following four things with them.</p> <ol style="list-style-type: none"> <li>1. Put their snack and drink in the big plastic box outside</li> <li>2. Find the child's self registration badge with them and put it on the white board</li> <li>3. Hang bags/coats on the pegs outside</li> </ol>	<p>Low</p>

		<p>4. Wash hands and then come round to the playground area - staff will let children in to the playground from 9:15am. Before this time they will be busy setting up for the day.</p> <p>Collection: When collecting child parents asked to wait by the sign at the end of the drive where a member of staff will hand the children over. Parents advised to wait at least 2m from other parents and carers while waiting.</p> <p>Names to be cleaned at the end of each session</p>	
Equipment/ resources being shared contract the virus	Medium	<p>Limit the resources used each day and each week. Each staff member to carry own pen.</p> <p>Wipe kindles with disinfectant wipes between users and at start of session. Clean resources with disinfectant after the session. Rotate equipment give standing time to eliminate risk, see weekly plan.</p>	Low

		<p>Soft fabric resources such as parachute and scarves laundered after use.</p> <p>No toys from home to be brought in</p> <p>Playdough to be used for one session (see rota ) then discarded.</p> <p>Sand changed half termly or more often if required.</p> <p>Each staff member to have own rucksack containing mask, gloves, apron, tissues, hand gel, disposal bag and instructions how to put on/take off PPE.</p>	
Transfer of virus if children become close to each other	Medium	<p>Maintain outside activities as much as possible..</p> <p>Hand washing at regular intervals for 20 seconds each time, when arrive, when come inside, before and after snack, before going home.</p> <p>Hand sanitiser available at all times, stored out of children's reach. To be used by children only under adult supervision.</p> <p>Remind children of importance of good hygiene eg using tissues and disposing of them, then washing hands - 'catch it, bin it, kill it'.</p>	Low

Transfer from surfaces where virus may be present	Medium	<p>Clean all surfaces as often as possible between activities and at the end of every session. See daily health and safety checklist.</p> <p>Ask children to bring in snack in named sandwich bag and bring water bottle.</p> <p>Disposable cups for children without water bottle.</p> <p>Staff advised to wear clean clothes each day. Clean climbing frame at the end of each session.</p> <p>Each staff member to have own lidded cup/ water bottle and make own hot drink.</p> <p>If mask is required, use own mask and gloves/ apron to be disposed , double bagged, after each use. Take bagged mask home to wash.</p> <p>natural ventilation - opening windows, when it is safe to do so. In colder weather windows should be opened just enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space.</p>	Low
Child presents symptoms	High	Parents advised to keep children with any Covid 19 symptoms at home and	Medium

		<p>arrange for test. If at setting child kept away from other children. Staff wear apron, gloves and eye protection. Follow guidance from local public health team. Parents called for immediate collection.</p>	
Transmission between staff	High	<p>Clinically vulnerable staff can continue to attend . While in the settings they should follow the sector-specific measures to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distance from other staff in settings. This provides that ideally, adults should maintain a 2 metre distance from others. Where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults. People who live with those</p>	Medium

		who are clinically extremely vulnerable or clinically vulnerable can attend.	
Staff displaying symptoms	High	If staff display any symptoms of Covid 19 they must not enter Wellington College, they must isolate and be tested. They must contact Heather/Anna by 7.30am. If staff cover is not possible The Ark will not open. Follow guidance from local public health protection team.	Medium
Taking children to outdoor public space eg around Wellington College site	Medium	Ensure children and staff stay 2m away from other people at all times	Low

## See What to do if a child or adult is displaying symptoms, or is a confirmed case, of coronavirus (COVID19) in an early years setting (December 2020)

See [current Guidance](#)

[Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

Updated 30 December 2020

The Ark Pre-School Covid 19 Risk Assessment Date 02.01.2021 Date of last risk assessment 24.08.2020

Review due September 2021, update according to government guidance.

Completed by Anna Forbes

Settings should ask parents, carers and staff to inform them immediately of the results of a test and follow this guidance.

If someone with symptoms tests negative for coronavirus (COVID-19) they should stay at home until they have recovered as usual from their illness. They can then safely return to the setting. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the day after contact with the individual who tested positive.

If someone with symptoms tests positive, they should follow [guidance for households with possible coronavirus infection](#). They must continue to self-isolate for at least 10 days from the day after the onset of their symptoms and then return to the setting only if they do not have symptoms other than a continuous cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The isolation period includes the day the symptoms started and the next 10 full days. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for a full 10 days from the day after the individual tested positive.