

Micheldever & Stratton Pre-School Risk Assessment & Contingency Plan for Coronavirus

17th March 2020

The Preschool Leader/Committee Chair will receive and act upon daily Public Health England updates via email.

[Public Health website](#)

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm (Monday to Friday)

DfE Helpline for Corona Virus queries: 0800 046 8687.

Public Health Wiltshire can be contacted on:

tel: 01225 713830 or email: publichealth@wiltshire.gov.uk

The Government Guidance is clear. We may not close the pre-school unless advised by DfE or Public Health England to do so.

Risks:

- Rapid spread of the disease through the pre-school community due to close proximity and erratic hygiene of children.
- Children or staff who would be more vulnerable to Corona virus because of pre-existing conditions. (specifically AC Y5, MB YR)
- Too few staff to keep the school open safely.
- Ratios of children which could be managed for short times but would be difficult to manage safely for many days or even weeks in the event that staff could not return to work quickly.
- Supply lines collapse – soap and toilet paper deliveries, cleaners, refuse removal, as well as resources needed for teaching and learning in the event that this became a long term issue.

Mitigation:

- **Rapid spread of the disease through the pre-school community due to close proximity and erratic hygiene of children.**

Constant reminders about good hand washing to all in the pre-school.

Steady supply of liquid soap in all toilet areas and hand basins

Reminders about catching sneezes and coughs.

Steady supply of tissues in the building.

Reminders about not touching each other and not touching hands and face.

Self isolation of possibly infected children and adults.

<https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk>

- **Children or staff who would be more vulnerable to Corona virus because of pre-existing conditions.**

Identify all most vulnerable children and adults and ensure that medical advice has been sought and adhered to for these individuals. Each person should follow the advice of their own GP or consultant. This might involve more time off pre-school than for less vulnerable people, or even self isolation for extended periods once the virus is very widespread in the community.

The parents of vulnerable children will be communicated with and managed individually in light of their child's specific needs.

- **Too few other staff to keep the pre-school open safely.**

The Leader/Deputy Leader/Committee Chair will risk assess each day as it happens to decide whether it is safe to open the pre-school to children. It will depend on which staff are absent – if there were no, or very few, staff in pre-school, this would be more problematic than if we had significant absence of staff.

A lack of trained first aiders could also result in pre-school closure.

In the event that there are not enough staff members to keep children safe, this will be discussed with the Committee and with PHE or DfE with a view to closing the pre-school or opening with reduced hours until staff members are well enough to return to work.

See detailed procedures below.

- **Child Ratios which could be managed for short times but would be difficult to manage safely for many days or even weeks in the event that staff could not return to work quickly.**

For a few days, we will manage the staff to child ratios by utilising the existing staff within government guidelines and aiming first to keep children safe and occupied with sports, crafts and learning activities with a reduced level of challenge. However, if the situation became long standing – more than a week or two – we would have to consider closing the pre-school with advice from PHE or DfE.

- **Supply lines collapse – soap and toilet paper deliveries, cleaners, refuse removal, as well as resources needed for teaching and learning in the event that this became a long term issue.**

We are carefully monitoring levels of liquid soap, toilet paper, tissues and hand towels, keeping good stocks as much as supply shortages allow. We need to purchase E45 emollient wash for children with sensitive skin. We are already facing difficulties ordering liquid soap. If we run out, alternatives such as washing up liquid will be considered but shortages could result in pre-school closure.

Sickness / isolation of staff: Pre-school staff can manage light touch cleaning for a few days if they were able to get into work and if there were enough staff to do this – but lack of good

cleaning could result in pre-school closure since we cannot let contaminated surfaces remain unwashed with the added risks to health that would bring. Refuse removal is a priority – one week could be managed but beyond that we would have to consider pre-school closure due to infected material being held onsite and the risks this could pose.

Specific Contingency Planning

Scenario 1: Operating with Reduced Staffing

It may be that the pre-school is instructed to stay open whilst a lot of people are self-isolating. If a pre-school shuts, this has a knock-on impact to all services in terms of child care across the community. It will mean vital support staff in hospitals, fire services and ambulance services can also not work. If our staff are ill, we need to do all we can to give some sort of service to the children and community. There is no doubt that this will be detrimental to children's education but some education is better than none.

First response: Ask remaining staff to cover. These measures may be used to cover absent staff:

Current staff will be asked to cover additional hours. Back-filling with supply staff/bank staff will be done *if possible*.

Opening under reduced hours to ensure that we can still provide a service to the children and parents.

If utilising other staff to cover/open reduced hours becomes necessary:

Scenario 1 – The preschool leader/Deputy Leader/other staff are ill/forced to self isolate

- In the absence of the leader, the Deputy will act as the day to day leader, reporting back to the leader at home and Committee Chair
- The Leader/Deputy could work from home if asked to self isolate
- All remaining staff will be asked to cover any additional hours and/or amend their hours accordingly to meet the pre-school requirements in line with the staff to child ratios
- The pre-school could run on reduced hours in the interim ie mornings only, until the number of staff are back to full capacity

THINGS TO NOTE:

- Other staff may need to self isolate
- There may be not enough children to remain open
- We need to protect all the children/staff and parents

Scenario 2 – There is only one leader/deputy leader

- The ratios of children will need to be looked at as a matter of priority
- Staff qualifications will need to be looked at to ensure that we are covering our legal aspect
- There would have to be at least one extra qualified adult to support the pre-school under supervision of leader/deputy leader.
- **This is the bare minimum and it would be unsafe to operate at lower levels than this.**

Scenario 2: Pre-school closure

The pre-school will aim to maintain continuity in the provision of education and in the sense of pre-school community in every way possible. We recognise that we play a crucial role in enabling the rest of society to function. This may be achieved as follows:

If staff are unwell or have children of their own to look after, pre-school management will inform parents of this in order to manage expectations. A more limited opening hours may be set by the committee to enable the pre-school to remain open.

Other staff/Bank staff maybe asked to adapt their hours/timing of work to enable us to meet the staff to child ratios and ask them to undertake other tasks to support the pre-school up to the maximum of their normal working hours. Staff may be requested to come into pre-school if they are able. – for planning meetings, professional development and other tasks that may need to be completed. This would depend on government guidance on people's movements. Due regard will be given to advice from teaching unions and our HR committee representative.

If there are not enough staff to cover the pre-school, the leader/committee will need to make the decision to temporarily close the pre-school until there are enough staff to open within the legal government statutory requirements.

Parents will be informed immediately and any parents who pay for their child's place will receive a credit against their next invoice within one month of the closure.

Scenario 3: Leaders too unwell to provide effective leadership and management.

Leadership and work responsibilities will devolve according to the staffing structure as follows: Mrs Nicola Rae (Leader), Mrs Moira Whitehorn (Deputy). Certain decisions can only be taken by the leader or deputy, but these are limited (e.g. exclusion) and are not likely to present a problem. If both the leader and deputy are unavailable then the Committee Chair [Claire Bentham] or vice chair [Name, contact] should be consulted about critical aspects of the day-to-day running of the school, e.g. a decision to close.

Financial management: If the Pre-school financial committee member is unable to perform key duties (e.g. payroll) then the Charity Commission will be consulted.

Scenario 4: Death of a pupil and / or pupils' close family members/staff member.

The pre-school has a bereavement policy which has been written recently and will be circulated with this document to all staff. Support materials are kept within the locked filing cabinet and are available on request.

Scenario 5: Parental confidence collapses and there is a mass move to keep children at home.

If this occurs it is likely to be a widespread phenomenon and advice will be available from the DfE. If advice is not available then the pre-school will actively seek it. Key principles may be:

- i) We do not authorise absences
- ii) We do not set or give feedback for children absent under these circumstances.
- iii) We attempt to avoid conflict. We work with parents to persuade them to return their children to pre-school.

APPENDIX: List of close down activities and responsible leaders- School Closure Corona Virus

Task	Person responsible	People to be notified	How to notify	Date when complete/
Notify Committee of school closure	Mrs Nicola Rae	Claire Bentham	Face to face/Email/Phone	
Notify staff	Mrs Nicola Rae/Claire Bentham	All staff	Face to face/Email/Phone	
Notify parents of school closure	Mrs Nicola Rae/Claire Bentham	All parents	Face to face/Email/Phone/Message	
Notify Cleaning company and request deep clean	Mrs Claire Bentham	All committee and hall committee	Face to face/Email/Phone	
Notify LA if necessary	Mrs Nicola Rae/Claire Bentham	Hants LA	email	
Notify Peripatetic teachers and sports coaches	Mrs Nicola Rae	Miss Kali, Rugby Tots	Email/Phone	
Notify volunteers	Mrs Nicola Rae	N/A	Email/Phone	
Notify Accountant	Mrs Claire Bentham	Ms Katy Toms	Email/Phone	
Notify visitors to school – theme/dance/	Mrs Nicola Rae	N/A	Email/Phone	
Notify Hall Committee	Mrs Nicola Rae	Yvonne	Email	

Notify committee	Mrs Claire Bentham	All committee	Email/Phone	
Notify children due for visits	Mrs Nicola Rae	All visitors	Email	

Appendix 2: List of staff trained to administer medication:

Adrenaline pens
 Buccal Midazolam
 Diabetes medication
 Any others

Leaders/Committee Chair must monitor whether there are sufficient trained staff in pre-school. If not, then individual children may have to stay at home while the rest of the pre-school is open.

Parents of these children have been contacted to make them aware of this possibility.