

RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you doing already/what are you planning to do ?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> Posters/floor markings are being used to support social distancing and help the parents to understand. Deliveries for pre-school will continue to be delivered to the school office. Items will be wiped down on delivery and arrangements made for the items to be collected. On arrival at pre-school, they will be wiped down by staff. Singing within preschool. It had been noted that singing indoors carried a risk. 	<p>Parents will not be allowed to enter the building – CF to ensure parents are aware via newsletters and information given at settling in.</p> <p>Singing will be in small groups and outside if possible, in accordance with DofE guidelines.</p>			
Cleaning	Children and staff may catch Covid-19	<ul style="list-style-type: none"> The cleaning contractor will continue to clean the building every evening during the week. Staff to provide a deep clean to the rooms being used before children return to the setting. The room is shared with the before school breakfast 'Pelican' Club. The room will be cleaned after they leave, as per guidelines below. Regular daily cleaning procedures have been agreed by staff and will be carried out throughout the day and before/after each set of children arrive/leave. Particular attention will be made to touch points including: 	<ul style="list-style-type: none"> If the setting is informed that someone has tested positive with covid-19 then any area/room they have accessed will be secured if possible for 72 hours then undergo a thorough clean. COSHH risk assessments for cleaning/caretaker activities have identified the correct processes and PPE to be worn. outdoor play equipment that will be used has 	Manager/ Staff/ Cleaning Contractors	7 th Sept. 2020	

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		<ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating will be thoroughly cleaned at the end of each break, including chairs, door handles. ○ Telephone equipment, ○ Keyboards, photocopier and other office equipment, tables and chairs. <ul style="list-style-type: none"> ● Where possible surfaces will be kept clear to enable cleaning. 	<p>been identified. The children/staff will wash their hands afterwards before going out to play and as soon as the re-enter the building.</p> <p><i>Children will be made aware that hand washing is now an essential part of preschool life.</i></p>			
Catering facilities	Children and staff may catch Covid-19	<ul style="list-style-type: none"> ● Hot lunches will be provided, in accordance with school guidance. They will be served by key persons who hold a food hygiene certificate. ● Children attending morning sessions, will bring their own snack in from home (afternoon children have lunch at preschool). ● All children to bring a named water bottle into preschool every day. 		Manager/ All staff	7 th Sept. 2020	

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Fire Safety		<ul style="list-style-type: none"> All emergency escape routes / doors are fully operational and kept clear. The fire escape muster point remains out of the gate and onto the school field. 	Fire practice to be carried out half termly.	Manager/ H&S All staff	7 th Sept. 2020	
Drop off and pick up arrangements .	Children and staff may catch Covid-19	<ul style="list-style-type: none"> A one way traffic through external doors to avoid face to face passing will be clearly marked for parents. Parents will not be allowed to enter the building at drop off/pick up times. Wipes and sanitiser will be available at both sides of doors. Door handles will be cleaned on a regular basis. Relevant guidance has been given to the parents/carers on drop off and pick up arrangements. Children to attend pre-school with sunscreen already applied if the weather requires it. 		Manager/ All Staff Manager/ All Staff	7 th Sept. 2020	
First Aid	Child or staff run risk of infection if not treated	<ul style="list-style-type: none"> First aid facilities are accessible and suitably stocked with first aid sundries. The First Aid policy has been reviewed to include the risk of infection of covid-19. PPE kit in office area- staff training to be completed All members of staff currently hold valid Paediatric First Aid certificates. 	<p>No child attending has been identified with a medical need.</p> <p>CF to organise training for staff who require training.</p>	Manager	7 th Sept. 2020	

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Waste	Children and staff may catch Covid-19	<ul style="list-style-type: none"> Waste bins have been placed in strategic positions both in setting in order that waste materials can be managed safely Bins should be emptied twice daily. Staff to wear protective gloves &/or wash hands immediately after emptying bins. 		Manager All Staff	7 th Sept. 2020	
Staff/children within the shielded group	Children and staff may catch Covid-19	Staff/children that meet the criteria as moderate risk of infection will not be in school.	No children have currently been identified as at risk are on the register.	Manager	7 th Sept. 2020	
Contractors	Children and staff may catch Covid-19	<ul style="list-style-type: none"> If contractors need to enter the building, they must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance will be carried out during out of hours where necessary, unless seen as an emergency. 	In an emergency, the children will be taken outside while contractors are inside.	Manager	7 th Sept. 2020	
Property Compliance	Children and staff may catch Covid-19	<ul style="list-style-type: none"> Daily and weekly checks have been reinstated and pre-opening checklist completed. Fortnightly flushing of all hot and cold water outputs will be undertaken 		Manager School Office/ Admin	7 th Sept. 2020	

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		<ul style="list-style-type: none"> Monthly checks on all systems will be continued to be undertaken. 				
Hygiene	<p>Children and staff may catch Covid-19</p> <p>Personal care and Hygiene for child</p>	<ul style="list-style-type: none"> The setting has a suitable supply of soap and access to warm water for washing hands. Hand gel is available for use. Appropriate controls are in place to ensure the suitable sanitisation of childrens hands as they enter the setting, before they go out to play, after outdoor play, before snacks and following the use of toilets. Children attending pre-school are toilet trained, however accidents can happen and they will need a changes of clothes. They may require a change of clothes from messy or wet play. Children are encouraged to change themselves with an adult member being on hand to assist if necessary (using PPE). Adult to supervise the bathroom so that social distancing is observed and to bag and label wet items for parent/carer to see. 		<p>Manager</p> <p>All staff</p>	7 th Sept. 2020	
Accident reporting Covid-19 incidents	Children and staff may catch Covid-19	<ul style="list-style-type: none"> The setting manager will report to the Health & Safety Executive possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. 		Manager	As and when	

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Staff	Children and staff may catch Covid-19	Staff and children at preschool are classed as being in a bubble together, so social distancing is not required.		Manager All staff	7 th Sept. 2020	
Personal Protective Equipment	Children and staff may catch Covid-19	<ul style="list-style-type: none"> PPE will be used as necessary in accordance with government guidance. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. 		Manager	7 th Sept. 2020	
Staffroom areas	Children and staff may catch Covid-19	<ul style="list-style-type: none"> Lunch times for staff will be staggered to allow for the setting to be cleaned as necessary. 		Manager All staff	Ongoing	On-going

Useful Guidance

<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/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

General staff and pupil advice on limiting the spread of coronavirus in the childcare setting

Government advice is clear that PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.