

Covid-19 Risk Assessment

Area	What are the Hazards	Who might be harmed and how	What are we already doing	Do we need to do anything else to control this risk?	Action by who?	Action by when	Status
Entering Building	Not Socially Distanced	All	Limiting only one family on the ramp at a time Families entering through the Garden to form a socially	When staff arrive, they are to wash their hands. Classroom split half with left hand side of building (Barn) entering through the front door and right side of the building (Tawny) entering through the wooden garden gate. Mark a box with a cross inside at the bottom of the ramp Mark lines 2 metres apart at the side of the building towards the back gate All windows and door to garden to be open to increase ventilation	All Sharon Sharon Sharon	1 st June 2020 1 st June 2020 29 th May 2020 29 th May 2020	
			Only one family to be on the ramp at one time. Next family to wait until they have left the ramp before approaching the front door. Challenge parents if they get too close together. Families to leave via the metal garden gate to avoid cross over.	Parents Sharon/Tara	1 st June 2020 1 st Sept 2020		

			distanced queue.	Start times to be staggered i.e. 5 families at 8.55, 5 families at 9.05 a.m.	Sharon/Sam	22 nd May 2020	
			Children carry own belongings into the building	Staff on door and in cloakroom/bathroom to wear gloves. Children to carry their own belongings into the building, parents will not enter the building. Tawny will put their belongings on a mobile cloakroom with parent help.	All	1 st June 2020	
			Forms needing completion are handed to parent/carer on a clipboard with a pen. A separate clipboard pen is used for each parent/carer	Children are not to bring in any toys from home. If forms need to be completed i.e. 'Marks Sustained Outside of Pre-school' each parent will be handed a separate clipboard and pen. This will be cleaned after all the children have entered the setting.	Parents Parents Staff/Parents	1 st June 2020 1 st June 2020 1 st June 2020	

				An infra-red thermometer each child will have their temperature taken on entry and recorded.	Staff	1 st June 2020	
				Children to be met by a member of staff who will assist the children to put their lunch box on the shelf (Barn), leaf on tray etc.	All	1 st June 2020	
				Letter to parents explaining new queuing system and staggered start time	Sharon/Sam	1 st June 2020	
				After entering the building and putting their belongings on their peg children to wash their hands before accessing the activities.	Children/Staff	22 nd May 2020	
				Once they have finished assisting the children the member of staff assisting children on entry to wash their hands.	Staff	1 st June 2020	
During the session	Coughing, sneezing	All	Children encouraged to use a tissue and put it in the bin specifically for this use, then wash their hands	Tissue bins to be changed before lunch and at the end of the day	Person on snack	1 st June 2020	

Not socially distanced	All	Staff remain 2 metres apart	Staff on breaks are not to leave the building.	All Staff	1 st June 2020	
	All	Children and staff keep apart at snack and lunch time where reasonable.	Staff to ensure they are socially distanced whilst in the Staff Room	All	Ongoing	
	All	Children and staff keep apart at snack and lunch time where reasonable.	Staff to note on whiteboard who they have had close contact with during lunch. This whiteboard is to be photographed on a Friday p.m. and stored in a folder named Covid Tracking on the office Computer using the week commencing date as a file name.	All	Ongoing	
	Staff	Staff carrying out a prolonged activity with a child or group of children.	Staff to note on whiteboard who they have had close contact with during the activity. This whiteboard is to be photographed on a Friday p.m. and stored in a folder named Covid Tracking on the office Computer using the week commencing date as a file name.	Staff	1 st Sept 2020	
Telephone	Staff		Antibac wipe before passing phone to another person. Antibac when call if finished.	Staff	1 st June 2020	

End of Session – also see cleaning equipment	Staff Uniform		Changed daily	All uniform/ clothing is to be washed once staff get home.	Staff	1 st June 2020	
Equipment/ Fixtures and fittings	Cross Contamination	All	Regularly washing hand. Children's fruit/Veg snack on individual plates	On entry, as usual before snack and lunch, additionally after snack and lunch and when they come in from the garden at the end of the morning and afternoon sessions. Only have enough cups in the draw for the number of children in the setting. If extra cups are required because a child had dropped it on the floor for instance an adult will give them a cup out of the cupboard in the kitchen. Carbs to be put on plate by adult, adult also to pour drinks. Each child to have a knife to spread when necessary. Sand tray to be closed Put out only enough paper and colouring sheets for one day. Water tray outside and inside to contain soap. Alcohol wipes – used at the end of the day on Plastic Garage, Microwave (in home corner) Pens, Pencils, Scissors, Paint pots (wash lids as usual in soapy	Staff Person on snack	Ongoing & 1 st Sept 2020 1 st June 2020	
			Toys and equipment not used for 72 hours after		Staff rotaed outdoors/indoors at the end of the day	1 st June 2020	

			children/adults have been in contact with them Cleaner carries out regular duties	water), bubble tube and stand, cushions in quiet area handles on buggies, ride along toys, bikes, trampoline, hot spots on slides, boat Milton – use water trays to sterilise water toys, playdough toys, paint brushes Spray Duplo mat	Staff rotaed outdoors at the end of the day Staff rotaed indoors at the end of the day	1 st June 2020	
			Adults to spray toilet seat with antibacterial spray after use, after washing hands use the paper towel, they have dried their hands on to turn off tap, unlock door, lock door then dispose of in the bin in the play room.	Rotate – Peppa Pig, Duplo bricks, Railway, Cars, People, Wooden Animals, Dolls and Dolls clothes, Home Corner, pens, pencils and scissors – there are four sets of each starting with 1 on Monday 1 st June 2020	All staff after children have gone home	1 st June 2020	
			Children to be split into two groups to wash hands at snack and lunch using the sinks in the bathroom and the sink in the playroom.	Adults to spray toilet seat with antibacterial spray after use, after washing hands use the paper towel, they have dried their hands on to turn off tap, unlock door, lock door then dispose of in the bin in the play room.	Person on snack	1 st June 2020	
			Children's toilets to be sprayed with antibac after snack and lunch.	Children's toilets to be sprayed with antibac after snack and lunch.	Staff on hand washing in the	1 st June 2020	

				<p>Only one child to have their nappy changed/clothes changed at a time to avoid too many people in a small space.</p> <p>All surfaces to be left clear at the end of the day to enable cleaner to clean them thoroughly.</p> <p>Cleaner to wipe down all surfaces – unit tops, door fronts, shelves of all units in the playroom including window sills, door handles of all cupboards and doors including the ones in the office and front door, children's wardrobe, locks on children's toilet doors and doors, locks on adult's toilet door, light switches, entry keypads, paper towel dispensers, chairs, tables</p>	<p>children's bathroom</p> <p>Keyworker or buddy keyworker</p>	<p>1st June 2020</p>	
Setting	Child/Adult falls ill	All	<p>Parents are rung to collect child. Child is kept separate from everyone in the setting except adult looking after them until parent arrives.</p> <p>If Covid-19 is suspected the adult looking after child is to don PPE including mask and face shield and separate the child and themselves from the rest of the group in the garden on plastic chairs that can be cleaned. If a SEND child and unable to sit on a chair allow them to play touching the least amount of equipment as possible, then clean</p>	<p>Staff</p>	<p>1st June 2020</p>		

				<p>thoroughly before children are allowed back in the garden.</p> <p>Once child has been collected all PPE is to be double bagged and stored securely for 72 hours then placed in the rubbish bin outside.</p> <p>Child will not be re admitted until they have had a test with a negative outcome for Covid-19 or 14 days self-isolation. If they test positive, they will not be re admitted for 10 days from the onset of the symptoms.</p> <p>All staff and children in the setting on who have been in close contact with the member of staff or child on that day will be required to self-isolate for 14 days and not be readmitted until this time has elapsed if advised to do so by PHE</p> <p>If a member of staff, parent or child is contacted via Track & Trace all present on the days they have been in contact with each other will need to follow the protocol set out by the government.</p> <p>If there are not enough staff to open, the setting will contact all non-isolating families to advise them of this fact.</p>			
				<p>Staff attending child</p>	1 st June 2020		
				<p>Parents</p>	1 st June 2020		
				<p>All Staff, Parents and children</p>	1 st June 2020		
				<p>All Staff, Parents and children</p>	1 st June 2020		
				<p>Sam/Sharon</p>	1 st June 2020		