DAILY RISK ASSESSMENT/ACTION PLAN WEEK COMMENCING 9TH NOVEMBER, 2020

No parents are allowed to enter the setting. Parents come onto premises via car park gate

Our opening times are 8.45 to 9am in the mornings and children can be collected from 2.45 to 3pm depending on whether parent’s/carers have to drop/pick up children from the school

Letter to parent’s/carers - outlining all information

Drop off – to left side of door in morning

Lunchtime – drop off children to right side of door waiting for other children to go home first

Outside setting – signage outlining social distancing measures (2 metres)

Coat trolley placed outside for parents to hang up coats (these are sprayed with antibac)

Book bags placed into box by parents (these are sprayed with antibac before being taken into setting and staff members to wear gloves when changing books). Books that are returned are sanitised and left for 72hrs before they are used again

Lunch trolley placed outside – lunchboxes added by parents (these are sprayed with antibac)

Doors and windows open at all times (main door in setting may be closed weather dependant)

Office door left open unless meeting being held online

Hand sanitiser in hallway and antibacterial spray

Carrier bags in bins checked routinely and paper towels and antibacterial wipes checked in all toilets daily

Tables cleaned and chairs/mats to be done at the end of the day

Adult toilets – cleaned after every use and children’s toilets – to be cleaned regularly

Nicky or Caroline to collect children from parents/carers and take into setting

Staff use hand sanitiser and put aprons/gloves/masks on where needed/advised

Toys put out onto tables

No staff allowed to enter school via hallway without wearing a mask

Due to staff members/children being unable to be 2 metres apart staff are provided with gloves, aprons, masks. Children attending on consecutive days/all day and staff change over at lunchtime. Staff having lunches although only 3 people allowed in the office at one time and not coming into contact with parent’s/carers - however if the necessity arises then staff MUST wear a face mask.

When children are brought into the setting a member of staff is on hand to make sure they wash their hands .Lunchtime – procedure as attached.

Staff clean all surfaces and toys at the end of session, cups and plates placed into dishwasher

Cloths and tea towels are put into washing machine and washed at 60

Daily monitoring. Staff given all information/regular updates or memo