**LITTLE ARK PRESCHOOL RISK ASSESSMENT COVID 19 JUNE 2020**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Identify hazards** | **Decide who might be harmed**  | **What are the risks?** | **What can be done to remove or lessen the risk?** | **Action taken** | **Recheck – when and how** |
| Covid 19 | ChildrenStaffParents | Becoming illBeing infected with Covid 19Spreading Covid 19 | Make staff vigilantProvide parents/carers with up to date informationPPE provided – gloves, masks, aprons, goggles, antibacterial wipes/sprayRegular hand washing and cleaningToilets cleaned after useBins emptied on regular intervalsReduce play equipment in settingAll soft furnishings and soft toys removedChildren’s mats cleaned after each useSocial distance/bubbleVentilate settingCovid 19 Emergency BagTesting done | Regular communication/messages to staffDaily checks carried outSocial distancing – 2 metre line outside of setting for parents/carersDaily conversation with parents/carers with regard to symptomsParents excluded from entering settingWindows to be kept open/ door to office and rear doors to the setting openChildren taken into\out of setting by ManagerMonitor children for any signs of illnessRegular verbal reminders to staff Only 2 members of staff allowed in office at one timeStaff cleaning/disinfecting toilets both children and adults after every useTaps/soap dispensers and handles wiped after every useWhole setting and toys/everything used by children and adults wiped with milton antibacterial spray at end of each sessionToilet floor cleaned with disinfectantOutdoors – everything sprayed where possibleWhole setting is also cleaned by independent cleanersRemain in close contact with parents/carers via email, text or phone callsContact RIDDOR if case confirmed | Daily at regular intervals by all staff and ManagerDoor handles by all staffWhole setting by Manager at end of session |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Identify hazards** | **Decide who might be harmed**  | **What are the risks?** | **What can be done to remove or lessen the risk?** | **Action taken** | **Recheck – when and how** |
| Covid 19 | ChildrenStaffParents | Becoming illBeing Infected | Regular handwashing using soap and waterAntibacterial wipes usedMaking staff vigilantProvide PPE – gloves, masks, aprons, gogglesSocial distancing/bubblesVentilationWearing PPESelf isolate for 7 days | Childs parent/carers rung to collectAdult sent homeTo isolate adult/child away from other children and staffExclude parent from settingTesting would be done if advised by NHS 111Setting would be cleaned and disinfectedExcluded from work for 7 days (staff not fully able to work from home-however paperwork can be done)Ring NHS 111Be testedContact RIDDORSetting would close for 14 days and deep cleaning to take placeKeeping staff and parents/carers informed and up to date | Daily by Manager and staffManager to keep in contactManager and outside contractors |