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

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| **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 | Children  Staff  Parents | Becoming ill  Being infected with Covid 19  Spreading Covid 19 | Make staff vigilant  Provide parents/carers with up to date information  PPE provided – gloves, masks, aprons, goggles, antibacterial wipes/spray  Regular hand washing and cleaning  Toilets cleaned after use  Bins emptied on regular intervals  Reduce play equipment in setting  All soft furnishings and soft toys removed  Children’s mats cleaned after each use  Social distance/bubble  Ventilate setting  Covid 19 Emergency Bag  Testing done | Regular communication/messages to staff  Daily checks carried out  Social distancing – 2 metre line outside of setting for parents/carers  Daily conversation with parents/carers with regard to symptoms  Parents excluded from entering setting  Windows to be kept open/ door to office and rear doors to the setting open  Children taken into\out of setting by Manager  Monitor children for any signs of illness  Regular verbal reminders to staff  Only 2 members of staff allowed in office at one time  Staff cleaning/disinfecting toilets both children and adults after every use  Taps/soap dispensers and handles wiped after every use  Whole setting and toys/everything used by children and adults wiped with milton antibacterial spray at end of each session  Toilet floor cleaned with disinfectant  Outdoors – everything sprayed where possible  Whole setting is also cleaned by independent cleaners  Remain in close contact with parents/carers via email, text or phone calls  Contact RIDDOR if case confirmed | Daily at regular intervals by all staff and Manager  Door handles by all staff  Whole setting by Manager at end of session |

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| Covid 19 | Children  Staff  Parents | Becoming ill  Being Infected | Regular handwashing using soap and water  Antibacterial wipes used  Making staff vigilant  Provide PPE – gloves, masks, aprons, goggles  Social distancing/bubbles  Ventilation  Wearing PPE  Self isolate for 7 days | Childs parent/carers rung to collect  Adult sent home  To isolate adult/child away from other children and staff  Exclude parent from setting  Testing would be done if advised by NHS 111  Setting would be cleaned and disinfected  Excluded from work for 7 days (staff not fully able to work from home-however paperwork can be done)  Ring NHS 111  Be tested  Contact RIDDOR  Setting would close for 14 days and deep cleaning to take place  Keeping staff and parents/carers informed and up to date | Daily by Manager and staff  Manager to keep in contact  Manager and outside contractors |