

Toy Box Pre-School
Castle Cary, Somerset

RISK ASSESSMENT for pre-school re-opening.

Date of Risk Assessment: 9th June 2020

Signed: Lianne Bourgoin

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. Staff who are unable to work at home or who are supervising pupils can continue in their work place provided it is safe to do so and this means taking precautions against the transmission of Covid-19 and following the Government's "Social Distancing" guidelines and *Coronavirus (COVID-19): Implementing protective measures in education and childcare*

settings. This risk assessment is for teaching and support staff. Specialist staff, eg site and cleaning staff, will have a separate risk assessment. expectation that staff will work at a distance from each other.

HAZARD: Spread of Covid-19 Coronavirus Who Might be harmed:

- Staff
- Children
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

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Risk topics	Additional Controls
<p><u>Building safety</u></p> <ul style="list-style-type: none"> • The site team (or mobile team) will continue with all compliance checks (fire safety etc). • Competent Contractors will continue to carry out specialist testing • Caretaker will carry out and record flushing for water outlets not having normal use. • Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school. 	<p>The delegated senior leader will inspect health and safety records to confirm that compliance checks have been carried out.</p> <p>Where the school has not been able to organise external competent contractor inspections, further risk assessment will be put in place if required.</p> <p>We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required we will undertake a drill of new arrangements as soon as possible.</p>
<p><u>First Aid</u></p> <p>The senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day.</p>	<p>First aider list will be prominently displayed in the office.</p> <p>First aiders will be briefed on handling suspected Covid19 illness that occurs in pre-school.</p> <p>PPE will be available for first aiders including face masks and gloves. These will be stored on the First Aid cupboard.</p> <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid-19 illness.</p>
<p><u>Staff working</u></p> <p>Staff who are in vulnerable groups (extremely clinically vulnerable) will not be expected to work in school during the current period. Staff who are clinically vulnerable will only work if sufficient safeguards are in place. Schools will follow the government guidelines.</p>	<p>The appropriate leader will be aware of members of staff in these vulnerable groups and will keep in touch regarding appropriate work at home or in school where safeguards are in place.</p>
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water will be in place. • Stringent hand washing will be taking place. • See hand washing guidance. 	<p>All staff will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and</p>

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<ul style="list-style-type: none"> • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands will be with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available. 	<p>sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> • Posters are displayed throughout the pre-school reminding children to wash their hands for 20 seconds • Children must wash their hands on arrival, before and after break and having lunch, after sneezing/using tissue. • There will be support for the children who have trouble washing their hands independently. • We will encourage children to learn and practise these habits through games, songs and repetition.
<p><u>Cleaning</u> We will follow the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>The senior leader to check that cleaners are aware of guidance and have an appropriate regime.</p> <p>Where possible, the leader will organise cleaning during the session so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently.</p> <p>The leader to prepare a checklist which can be ticked and monitored by the senior leader responsible.</p>
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will reduce the number of persons in any area to comply with the 2-metre (6.5 foot) gap recommended by Public Health England the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<p>To help reduce the spread of coronavirus (COVID- 19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p>

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<p>We will ensure that the same staff are assigned to each group.</p> <p>We will take steps to review work schedules including start and finish times where this is possible for staff.</p> <p>Staff who are able to fulfil their duties from home will be encouraged to do so.</p> <p>We will take steps to review work schedules including start & finish times where this is possible for support staff. As far as possible, desks, telephones and computers will not be shared.</p> <p>Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p>	<p>Posters, leaflets and other materials will be displayed prominently https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Checks need to be carried out by headteacher or other senior</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks will take place to ensure this is adhered to by Lin Norman.</p> <p>There will be one bubble of 8 per session, using the entire setting. Morning sessions the children will go home for lunch and afternoon sessions the children will arrive after lunch.</p> <p>Clear guidance will be given to staff working from home.</p> <p>If desks and computers must be share, these should be wiped between users with alcohol based wipe or other appropriate cleaner.</p> <p>Staff will not invite parents or other agencies to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line.</p>
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<p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p> <p>Staff to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on arrival and should be used by all visitors to the pre-school.</p>	<p>All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place.</p>
<p><u>Social Distancing and reduction of mixing – children</u></p> <p>We will follow the guidance set out in <i>Coronavirus (Covid-19): implementing protective measures in education and childcare settings</i>.</p> <p>There will be no more than 8 children per small group and two staff members.</p> <p>We will ensure that children only mix in a small, consistent group and that small groups will stay away from other people and groups.</p> <p>As much as possible we will prevent the sharing of food, drink, utensils, equipment and toys.</p> <p>Soft toys and items that are difficult to clean will be removed from classrooms.</p> <p>Sessions will have the risk assessment reviewed to identify if necessary cleaning of equipment can be managed.</p>	<p>Social distancing for settings with very young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.</p> <p>Coats/ bags will be hung by parents on moveable coat rack, located outside the back (exit) door on arrival. All surfaces will be totally clear. If any equipment is used in class it must be cleaned after each session.</p> <p>All bubbles will be separate and equipment, toys and surfaces will be cleaned and disinfected after each session.</p> <p>Lunch will not be eaten at the setting. Drinks and snack will be provided, ensuring the preparation and clearing away is conducted wearing PPE, and all cups, plates and utensils to be cleaned.</p> <p>All soft toys and equipment that cannot be cleaned will be removed from classrooms</p> <p>If equipment is used it will be the equipment for that bubble and will be cleaned after the session.</p>
<p><u>Arrival at pre-school</u></p> <p>To support social distancing, the children will be dropped off and collected via the back (exit) door.</p>	<p>Staff will greet the children at the back door and the children will be collected at the back door. There will be 2m floor markings.</p>

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<p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p> <p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p>	<p>Contractors will use the main entrance for grounds contractors. Doors/ gates will be wiped after visits.</p>
<p><u>Use of toilets</u></p> <p>Toilet use will be monitored to ensure social distancing insofar as it is possible. All children will be required to wash hands for 20 seconds after using the toilet.</p>	<p>Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating), as well as avoiding touching their own face whilst at work.</p>
<p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment should not be used unless the school can clean appropriately between groups of children and multiple groups do not use it simultaneously.</p>	<p>All sessions to have daily access to outside space should it be needed.</p>
<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p>
<p><u>PPE: Face masks</u></p> <p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required</p>	<p>Cotton masks are available for any staff that wish to wear them. They will need to be washed daily. Disposable masks are available for first aid/ changing of nappies/ toileting.</p>

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<p>(in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>	<p>Aprons, face masks, gloves, face visors are available should we have to deal with a child displaying COVID symptoms.</p>
<p><u>Symptoms of Covid-19 – staff</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Staff who work in our schools are eligible for testing and this should take place when appropriate. Here is the guidance to access testing</p> <p>Line managers will maintain regular contact with staff members during this time. Government guidelines will be followed in relation to return to work.</p>	<p>Lin Norman will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>The person who has shown symptoms will need to self-isolate for 7 days.</p> <p>Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days</p>
<p><u>Symptoms of Covid-19 – children</u></p> <ul style="list-style-type: none"> • The pre-school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19 • Any child who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring the child is safe). • Areas used by unwell children who need to go home will be thoroughly cleaned once vacated. • Unwell children waiting to go home, should use different toilets (if possible) to the rest of the pre-school to minimise the spread of infection. These facilities should then be cleaned prior to use by others. 	<p>If a child/adult shows symptoms they will be isolated until collected. This area will have been cleared prior to the pre-school opening. All staff with the child will wear full PPE. The area will be deep cleaned once the child has left. If the child needs to use the toilet they will use the disabled toilet.</p> <p>The child who has shown symptoms will need to self-isolate for 7 days.</p> <p>Where Covid-19 is confirmed, the rest of the class or group will be sent home and advised to self-isolate for 14 days.</p>

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<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> • An incident at work as led to possible or actual exposure to Covid-19 • A member of staff has Covid-19 caused by exposure at work 	<p>The senior leader will seek advice prior to making Riddor reports. If reports are needed these will be made.</p>
<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p>	<p>This will be done in communications to parents</p>
<p><u>Communications</u></p> <p>The pre-school will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend pre-school.</p> <p>The pre-school will effectively communicate local arrangements for school regarding arrival/departure times</p> <p>The pre-school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p> <p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>The pre-school communicates regularly with parents and staff</p> <p>Information to parents via: website; facebook page & phone calls</p> <p>Information to parents via: website; facebook page & phone calls</p> <p>Information to parents via: website; facebook page & phone calls</p>

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<p><u>Environmental issues</u></p> <p>Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	<p>Staff to keep windows and doors open as appropriate. Lights to stay on during the day.</p>
<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call Care First 0800174319 at any time. Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Internal communication channels and cascading of messages through SLT will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>

The above risk assessments were conducted by Lin Norman: Manager and Lianne Bourgoin: Committee Chair on 09/06/2020, and will be continued to be applied to ToyBox Pre-School thereafter.

This policy was adopted by Toy Box Pre-School	Date:
Signed on behalf of the management committee	
Name of signatory	
Role of signatory (e.g. chair/owner)	