

**Toy Box Pre-School**  
Castle Cary, Somerset

**RISK ASSESSMENT FOR SITE STAFF AND CLEANERS**

**Date of Risk Assessment: 9<sup>th</sup> 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 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. This risk assessment is specific for site staff and cleaners. There is an expectation that staff will work at a distance from each other and preferably in an area on their own.

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

- Staff
- 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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Controls Required	Additional Controls
<p><u>Building safety</u></p> <ul style="list-style-type: none"> <li>• The site team will continue with all compliance checks (fire safety etc).</li> <li>• Competent Contractors will continue to carry out specialist testing</li> <li>• Site team (or mobile team) will carry out and record flushing for water outlets not having normal use.</li> <li>• Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school.</li> </ul>	<p>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, a further risk assessment will be put in place if required.</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 to be prominently displayed</p>
<p><u>Staff Working</u></p> <p>Staff who are in vulnerable groups will not be expected to work in school during the current period</p>	<p>Leader will be aware of members of staff in these vulnerable groups and will keep in touch regarding appropriate work.</p>
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water will be in place.</li> <li>• Stringent hand washing will be taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Gel sanitisers will be available in any area where washing facilities are not readily available.</li> </ul>	<p>Employees to 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.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>

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<p><u>Cleaning</u> 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. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>Cleaning will happen after each session.</p> <p>Staff will be told to ventilate rooms well and leave doors open that are not fire doors</p>
<p><u>Social Distancing</u> Social Distancing: We will reduce the number of persons in any work area to comply with the 2- metre (6.5 foot) gap recommended by Public Health England the Public Health Agency <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>We will take steps to review work schedules including start &amp; finish times/shift patterns, etc. to reduce number of workers in any part of the premises at any one time. Also relocating workers to other tasks which may be different from normal day to day routine but which are commensurate with their job role.</p> <p>We will redesign processes where relevant to ensure social distancing in place. Some lifting and handling and working from height jobs requiring working in pairs will need to be reviewed and redesigned if possible or postponed unless urgent.</p> <p>Social distancing also to be adhered to in staff room and during any rest breaks.</p> <p>Staff and Caretaker are often required to meet and greet contractors as part of day to day essential work. Site staff must continue to following social distancing during these introductions, meeting out in open space where-ever possible. If documents need to change hands, care should be taken to wash hands afterwards.</p>	<p>To help reduce the spread of coronavirus (COVID- 19) we will be reminding everyone of the public health advice - <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p> <p>Posters, leaflets and other materials should be displayed prominently <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Checks need to be carried out by site managers, or other senior leader</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p>

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<p>Face-to-face meetings should only include “absolutely essential” participants, who should remain two metres apart at all times.</p>	
<p><u>PPE: gloves</u></p> <p>Cleaning staff should wear gloves and an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</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 (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>Supplies of disposable masks and washable masks will be available at the pre-school</p>
<p><u>Symptoms of Covid-19</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 <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>
<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>	<p>Senior leaders will seek advice prior to making Riddor reports.</p>

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<ul style="list-style-type: none"> <li>• An incident at work as led to possible or actual exposure to Covid-19</li> <li>• A member of staff has Covid-19 caused by exposure at work</li> </ul>	
<p><u>Mental Health</u> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Care First Helpline at any time 0800 174319 Other guidance: <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	<p>Leaders, as relevant to your school setting will be required to oversee this.</p> <p>Internal communication channels and cascading of messages through line managers 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)	