

## Coronavirus (COVID-19) protective measures risk assessment

<b>Name of setting:</b>	Harcourt Pre-school	<b>Date of this risk assessment:</b> <b>Version:</b>	22.05.2020
<b>Risk being accessed:</b>	This risk assessment will assist Harcourt Pre-school in preventing the transmission of Coronavirus (Covid-19) in the setting.		
<b>Aim:</b>	To support the health and safety of all children, families, staff and visitors.		
<b>Risk assessment to be reviewed on:</b>	<b>Guidelines:</b>  Coronavirus (COVID-19): guidance for schools and other educational settings: <a href="#">Here</a>  Actions for education and childcare settings to prepare for wider opening from 1 June 2020: <a href="#">Here</a>  Coronavirus (COVID-19): implementing protective measures in education and childcare settings: <a href="#">Here</a>  COVID-19: cleaning in non-healthcare settings: <a href="#">Here</a>		
<b>What are the main methods of limiting the transmission of Coronavirus (COVID-19) at Harcourt Pre-school:</b>	1. Infection prevention and control through frequent hand cleaning and good respiratory hygiene practices 2. Infection prevention and control through regular cleaning practices 3. Infection prevention and control through minimising contact and mixing (social distancing) 4. Infection prevention and control by responding to individuals who are unwell with coronavirus symptoms and avoiding contact with anyone with symptoms		
<b>People at Risk:</b>	Staff Children Parents & carers Visitors Contractors Vulnerable groups	<b>Building size and Description:</b> <b>Wells room:</b> 1 room <b>Hall:</b> 1 room <b>Garden</b>	

## What is the Hazard: Risk of Covid-19 transmission through poor hygiene practices

Control measures	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing These Control measures?
Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.	<p>Upon entry to the building staff, parents, carers, children and visitors must use antibacterial hand gel available at entry and exit points.</p> <p>Hand washing facilities with running water are in place and fully stocked with soap. Everyone reminded to wash hands more often and for 20 seconds with running water, soap and dry hands thoroughly.</p> <p>Staff teams will supervise young children to ensure they wash their hands more frequently and thoroughly and remind them to wash their hands more often throughout the session, for example before starting a new play activity and before and after eating.</p> <p>Everyone is encouraged to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>We will remind everyone to cover their mouth and nose with a disposable tissue (not their hands) when they cough or sneeze and throw the tissue straight away in the nearest hands free bin. Tissues will be available in all 3 teaching areas ( Wells room, Church Hall, Garden). The bins will be emptied before each group bubble change at a rate of 4 times a day.</p> <p>Staff teams will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>We will use signs and posters (for adults and children) to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching the face and to cough or sneeze into a tissue which is binned safely. These posters and signs will be displayed in entrance lobby, in the cloakroom and in the Wells room</p> <p><a href="#"><u>Coronavirus (COVID-19): guidance for educational settings poster</u></a></p> <p>All the adults and children have been instructed on how to hand wash effectively and for the correct duration.</p>	<p>Veronique Blanc will ensure that soap dispensers and antibacterial hand gels are full from the start of each day.</p> <p>All staff are informed to direct everyone to use hand sanitiser upon entering the building.</p> <p>Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.</p>

	We will provide learning opportunities for children to learn and practise good hygiene through games, songs and repetition. We will aid children's understanding of good hygiene by using age appropriate visuals.		
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**What is the Hazard:** Risk of Covid-19 transmission through poor hygiene practices

**Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above?** Yes

**What is the risk rating:** Low

## 1. Regular cleaning practices

**What is the hazard:** Risk of Covid-19 transmission through poor cleaning practices

Control measures	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Who is Responsible For Implementing
Control measures are actions and/or activities			

that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.			<b>These Control measures?</b>
Surface cleaning	<p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, light switches, chairs, sinks, bannisters and toilets.</p> <p>Limiting or restricting use of high-touch items and non-easily washable/hard to clean items such as malleable materials.</p> <p><i>Pens, Paper and hard to clean items will be kept in boxes used only by the same group bubble.</i></p> <p>Play resources and equipment will be regularly washed and disinfected at the end of each day using our standard cleaning products.</p> <p>Play resources and equipment will also be cleaned between different groups of children and we will help make sure that multiple groups of children do not use play equipment simultaneously.</p> <p>We will remove all soft toys, carpets and cushions that cannot be cleaned. Children will not be able to bring items from home unless absolutely necessary for their well being. They will have to be cleaned daily and kept in the child's bag.</p>	<p>We will follow the guidelines: <a href="#"><u>COVID-19: cleaning in non-healthcare settings</u></a></p>	Cathy Wheadon, Helped by: Veronique Blanc Elena Tostado Lucy Ekaney Raj Lonergan
Sanitation	<p>One unlidded bin in toilet area, in Wells room.</p> <p>One unlidded bin in toilet area in the Hall</p> <p>One unlid ed bin in the garden by toy shed.</p>	<p><i>Floor and toilet cleaning will be done at the end of the day by staff.</i></p> <p>An external cleaning contractor, employed by the Church, our landlord will clean all the other areas.</p>	Cathy Wheadon/ Veronique Blanc/ Elena Tostado

**What is the Hazard:** Risk of Covid-19 transmission through poor cleaning practices

**Is the hazard adequately controlled by implementing the hygiene and cleaning control measures detailed above? Yes**

**What is the risk rating:** Low

## 2. Minimising contact and mixing (Social distancing)

**What is the Hazard:** Risk of Covid-19 transmission through close contact with others

<b>Control measures</b>  Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.	<b>What is being done to control this risk now?</b>	<b>Can you do anything else to lower the risk further?</b>	<b>Who is Responsible For Implementing These Control measures?</b>
Shielded and clinically vulnerable children and young people	<Please refer to guidelines: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> >		Veronique
Shielded and clinically vulnerable adults	<Please refer to guidelines: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> >		Veronique
	We will consider how staff, parents, carers and children travel to and from our setting and discourage travel on public transport where possible. We will signpost these people to the COVID-19 safer travel	We will encourage families and staff to walk or cycle to the setting where possible.	Veronique

Traveling to and from the setting	guidance for passengers: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>		
Drop off/pick up times	<p>We will use signage at entry points to remind parents, carers, children or any member of the household that if they have the symptoms of Covid-19 (high temperature or a persistent cough) they will not be allowed to leave their child at the setting.</p> <p>Where possible we will stagger drop off and pick up times. We will have two entrances for drop off and pick up. Each family will be given a time to drop off and pick up. Distance marker will be drawn on the ground by each entrance. Should the Hall be unavailable on a day, entrance will be by the back garden gate. Markers will be on the ground leading to the gate.</p> <p>We will provide clear instructions for parents and carers during drop-off and pick-up times that minimise adult to adult contact. One person to go inside the allocated drop off/ pick up point to settle in their child. Siblings will not be allowed inside the building.</p> <p>Where possible we will encourage one parent or carer to drop off/pick up their child.</p> <p>Where parents and carers are waiting to drop off or collect their child we will remind them to adhere to social distance guidelines by standing on the distance marker.</p> <p>If a parent/carer urgently need to talk to a member of staff and it can not be done by phone, the meeting will take place outside at a safe 2 metres distance.</p>		

Small groups or 'bubbles' of children together throughout the session	Children will stay within small groups throughout the session to avoid larger groups of children mixing. Each bubble will remain the same until we have been advised that we can relax the rule. 3 bubbles have been created with a maximum of 2 bubbles per day. Children will rotate after lunch between indoor and outdoor space. A 10 minutes break, with children staying outside or in the hall in case of adverse weather, will enable us to clean tables, chairs and other surfaces which are commonly shared. We will empty the bins and disinfect the toilets and washbasins.		<b>Veronique</b>
Lunches/breaks	Staff lunch and break times will be staggered so as to minimise contact. Staff will have their break in the kitchen area or outside if weather permitting. They should stay on site in order to prevent infection by going home. Where possible we will encourage staff to use a designated space outdoors for lunch and break times Bench outside the office.  Children's lunch/break times will be held within their room/or staggered so as to minimise movement around the setting at the same time. Children will have their own named water bottle from home and bring a piece of fruit for their snack. We have reordered milk cartons and drinking from cups will not be allowed. If it is necessary the cups will be disinfected with Milton tablets.  Where space allows staff room seating and tables are to be reconfigured to maintain spacing and reduce face-to-face interactions.	Staff will bring their pack lunch as useful. Biscuits and other snacks will not be shared. Staff will be responsible for washing and sanitising their own mugs, spoons, etc... and should bring in their own water bottles	<b>Veronique</b> <b>All staff</b>
	2 separate entrance for pick up/ drop off. One parent and child in, one out. Parents will say goodbye at the bottom of the stairs and stand back while a member of staff takes them upstairs. Pick up at the		<b>Veronique</b> <b>All staff</b>

Building/premises	<p>bottom of the stairs. Parents need to ensure that they leave the premises as soon as possible.</p> <p>Areas will be kept well ventilated by keeping windows open where possible.</p> <p>We will limit the number of children who use toilet facilities at one time to ensure that toilets do not become crowded.</p> <p>Should we need to evacuate the building in the event of a fire, we will do so in our bubbles, using the separate entrance we have used at drop off. The register will be taken as normal. We will call 999 and proceed to the far end of the garden, the Berkeley road side</p>		
Meetings	<p>We will use remote working tools to avoid in-person and face to face meetings. zoom conference calling to hold staff meetings, social distanced meeting in the garden or What's app video calls.</p> <p>Where meetings cannot be undertaken remotely, participants attending meetings will maintain a 2m separation throughout. Where possible we will hold meetings outdoors or in well-ventilated rooms.</p> <p>Everyone will be discouraged from hand shaking and general personal greetings.</p>		<b>Veronique All staff</b>
Visitors	We will Stop all non-essential visitors from visiting the setting, and where possible use remote conference calling instead. Where visitors and contractors are required to visit on site they will be instructed to follow the control measures within this risk assessment.		<b>Veronique Suzanne Croucher</b>
Play activities/curriculum	<p>Where possible we will utilise our outdoor space by planning activities outdoors whenever possible.</p> <p>Each bubble will either spend the morning or the afternoon in the garden.</p> <p>Children will continue to stay in their groups or 'bubbles' during outdoor play activities.</p>	Stop germs spreading with e-Bug resources: <a href="https://campaignresources.phe.gov.uk/schools">https://campaignresources.phe.gov.uk/schools</a>	<b>Veronique All staff</b>

	<p>Within the physical environment we will move chairs and tables further apart where possible.</p>		
Wellbeing	<p>Management will promote mental health &amp; wellbeing awareness to staff, children and families during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p><a href="#">MIND Coronavirus and your wellbeing</a></p> <p><a href="#">Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</a></p> <p><a href="#">Young minds child's mental health during the coronavirus (COVID-19) pandemic</a></p>		<b>Veronique</b>

**What is the Hazard:** Transmission of Covid-19 through close contact with others

**Is the hazard adequately controlled by implementing the social distancing control measures detailed above?** Yes

**What is the risk rating:** Low

### 3. Individuals who are unwell/avoiding contact with anyone with symptoms

**What is the Hazard:** Transmission of Covid-19 by contact with an individual who is unwell

<b>Control measures</b>	<b>What is being done to control this risk now?</b>	<b>Can you do anything else to lower the risk further?</b>	<b>Who is Responsible For Implementing These Control measures?</b>
Control measures are actions and/or activities that are taken to prevent, eliminate or reduce the occurrence of a hazard that you have identified.			
Recognising the symptoms of coronavirus	<p>Ensure that all staff recognise the signs of Coronavirus.</p> <p>The most common symptoms of coronavirus (COVID-19) are a new, continuous cough , a high temperature (over 37.8 degrees), or loss of taste and smell.</p>	<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a>	Veronique
An adult develops symptoms of coronavirus whilst on the premises	<p>If an adult becomes unwell with a new, continuous cough or a high temperature they must be sent home and advised to follow the staying at home guidance.</p> <p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> <li>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ol> <p>Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>Full guidance on what to do if someone develops symptoms of Covid-19 can be found here: <a href="#">What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</a></p>		Veronique

	If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the guidelines.  If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.  If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.  In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.  Cleaning with normal disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.  <a href="#"><u>What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting</u></a>	.	<b>Veronique</b>
If a child develops symptoms of coronavirus whilst on the premises			

**What is the Hazard:** Transmission of Covid-19 by contact with an individual who is unwell

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**What is the risk rating:** Low

<b>Risk assessment method of circulation</b>			
<b>Staff : email</b>	<b>Parents and carers: email/website/</b>	<b>LA/Ofsted: website</b>	<b>Other: Notice board outside gates</b>

<b>Risk assessment completed by</b> Veronique Blanc			
<b>Name:</b> <b>Veronique Blanc</b>	<b>Role:</b> Manager	<b>Signature:</b>	
<b>Risk assessment authorised by</b>			
<b>Name:</b> <b>Veronique Blanc</b>	<b>Role:</b> Manager	<b>Signature:</b>	