

HAZARD/RISK	ACTION REQUIRED
<p><b>Risk of coronavirus infection spreading to children and staff</b></p> <p><b>Effective communication to staff</b></p>	<ul style="list-style-type: none"> <li>• Ensure all staff have regular reference to Government guidelines on cleaning, hygiene, effective infection protection and control.</li> <li>• Supervisor to regularly check latest government advice and ensure up-to-date advice is shared and followed</li> <li>• Group sizes to be maintained at levels in line with Government guidance, and overall capacity of the Pre-school will be reduced to achieve this</li> <li>• Stress the importance to parents that if a member of their household develops Covid19 symptoms they must self-isolate and inform the Pre-school of this situation.</li> <li>• Insist that if a child is ill, they must not be brought into Pre-school</li> <li>• Deep clean of large hall, small hall, foyer, stage area, three available toilets and kitchen before re-opening (completed in Summer-20 Term)</li> <li>• Each member of staff to confirm they have read and understood this Risk Assessment</li> </ul>
<p><b>Adequate cleaning of frequently touched surfaces, play equipment and toys</b></p>	<p><b>Before opening each session:</b></p> <p><b>In large hall, small hall, foyer and three available toilets and kitchen</b></p> <ul style="list-style-type: none"> <li>• Clean all hard surfaces – Toys and equipment, tables, chairs, door handles, windowsills, window handles, toilets, sinks and light switches, barriers using bleach spray, and anti-bacterial wipes.</li> <li>• Ensure that all staff are aware of where cleaning products are stored</li> <li>• Open all windows to ensure adequate ventilation</li> <li>• Remove any soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> </ul> <p><b>During each session</b></p> <ul style="list-style-type: none"> <li>• Ensure that toys and play equipment that children are touching are appropriately cleaned between groups of children using it</li> <li>• Ensure multiple groups do not use toys or play equipment simultaneously</li> <li>• Regularly clean all other frequently touched surfaces</li> </ul> <p><b>After each session</b></p> <ul style="list-style-type: none"> <li>• Clean all toys and equipment and regularly touched surfaces.</li> <li>• Empty bins in main hall, small hall and toilets; dispose of these into the outside bins</li> </ul> <p><b>Other Cleaning</b></p> <ul style="list-style-type: none"> <li>• “Deep Clean” to be conducted by external firm prior to Pre-school re-opening (noted above)</li> <li>• Regular cleaning to be undertaken (over and above that noted above) by either external firm, Canon Roche Hall Cleaners, or Pre-school staff who will be paid extra to clean for a prolonged period.</li> </ul>

<p><b>Ensuring good respiratory hygiene</b>  <b>Promote “catch it, bin it, kill it” approach</b></p>	<p><b>On arrival at the setting</b></p> <ul style="list-style-type: none"> <li>• Staff and children to wash hands with soap and water for 20 seconds and dry thoroughly</li> <li>• Hand sanitiser will be available as an alternative</li> </ul> <p><b>Encourage children to frequently wash hands during the session: -</b></p> <ul style="list-style-type: none"> <li>• Before and after snacks</li> <li>• After using the toilet</li> <li>• After sneezing and coughing</li> <li>• Encourage children to use a tissue or elbow to cough or sneeze</li> <li>• Encourage children not to touch their mouth, eyes and nose.</li> <li>• Use bins for tissue waste (“catch it, bin it, kill it”)</li> <li>• Ensure bins for tissues are emptied regularly during the session.</li> <li>• Staff to use songs, rhymes, etc. to promote this</li> <li>• Advise staff there is no need for anything other than personal hygiene and washing of clothes following a session at Pre-school.</li> </ul>
<p><b>Adequate personal protection equipment (PPE) for staff</b></p>	<ul style="list-style-type: none"> <li>• Provision of protection that staff would normally wear for their work</li> <li>• Disposable aprons, and disposable gloves</li> <li>• Masks to be provided for staff who require them for peace of mind, or face coverings can be used</li> <li>• Ensure all staff are aware of where PPE is stored</li> <li>• Staff to regularly check supplies and request more supplies when necessary</li> </ul>
<p><b>In the event of a child displaying Covid 19 symptoms adequate provision of PPE for staff provided</b></p> <p><b>Effective communication to staff</b></p>	<ul style="list-style-type: none"> <li>• Provision of a fluid resistant surgical face mask for the supervising staff member to be worn as well as disposable apron and gloves.</li> <li>• Child to be isolated in the small hall behind a closed-door awaiting collection</li> <li>• When the child has left, the area should be cleaned with bleach spray or household disinfectant</li> <li>• Inform parents they and members of their household will be eligible for a Covid 19 test and they should self-isolate until a test result is received. Inform parents to engaged with the Government Tracing service.</li> <li>• If the test result is positive the other children and staff from their pod and members of their household will be asked to self-isolate for 14 days.</li> </ul>
<p><b>Adequate procedures in place to ensure social distancing, where possible, and minimal contact between children and staff and parents/carers</b></p> <p><b>Effective communication to staff</b></p>	<p>Communicate the following to all parents</p> <p><b>On arrival at Pre-school</b></p> <ul style="list-style-type: none"> <li>• Parents will be asked to remain in their cars until a Pre-school member of staff calls their child's name</li> <li>• Parent to approach main entrance and ask their child to walk the last 2 metres to the member of Pre-school staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• If a child becomes upset or distressed parent is asked not to enter the hall but to take their child home</li> </ul> <p><b>At pick up time</b></p> <ul style="list-style-type: none"> <li>• Member of staff will bring a child to the main Canon Roche Centre entrance door and call their name.</li> <li>• Parent to approach and their child be asked to walk the last 2 metres to them</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Large hall to be divided into sections using low level barriers</li> <li>• Small hall and garden will also be available</li> <li>• Groups of children will not be able to access areas simultaneously</li> <li>• Children will be kept in groups of no more than eight children and will remain in the same group each session, where possible. However, because of their pattern of attendance, some children may be in a group with different children on one or more of their sessions. We will minimize this as much as possible.</li> <li>• Staff will make children aware that they must limit contact with one another, and, in no circumstances, to socialise with children outside of their groups.</li> <li>• Staff to use songs, rhymes etc. to promote this</li> <li>• One member of staff will supervise the same group of children each session where possible.</li> <li>• Staggering of drop off and pick up times.</li> </ul>
<b>Parent / Carer Communication</b>	<ul style="list-style-type: none"> <li>• Write to parents and carers to explain the steps we are taking and the conditions under which we will be operating</li> <li>• Write to parents and carers to communicate the drop-off and pick-up arrangements</li> <li>• Write to parents and carers to confirm places and to outline the arrangements for their children</li> <li>• Ask parents and carers to confirm emergency contact details, as we must consider that some previous contacts might be shielding or vulnerable</li> </ul>
<b>Staff Wellbeing &amp; Safety</b>	<ul style="list-style-type: none"> <li>• PPE bought as outlined above, to be used as outlined above</li> <li>• Staff to be told not to come to work if they or a member of their household is ill with Covid-19 symptoms</li> <li>• Pregnant staff can work up until Week 28, but they must consult with their GP</li> <li>• Staff can work two jobs but must give assurance they will be able to maintain social distancing and will be provided with PPE, if necessary</li> </ul>
<b>Fire Evacuation</b>	<ul style="list-style-type: none"> <li>• Evacuation procedures to be followed as normal, but children are to be kept to their smaller groupings</li> </ul>
<b>Child re-orientation</b>	<ul style="list-style-type: none"> <li>• All parents and carers to be contacted with a survey (guidance from Early Years Alliance) to understand the impact of Covid-19 so far on their wellbeing, and highlight any issues or concerns the Pre-school might need to</li> </ul>

	<p>be aware of</p> <ul style="list-style-type: none"> <li>• Staggered start times and small groups to be used to help Pre-school staff communicate the changes to Pre-school due to Covid-19</li> <li>• Parents and carers to be encouraged to prepare children for things “being a bit different” at Pre-school from normal</li> </ul>
<b>Provision for children not attending pre-school</b>	<ul style="list-style-type: none"> <li>• Communication to be maintained with parents and careers via regular newsletters and Facebook updates, with suggestions of things to do at home and some well-loved pre-school songs</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Individual risk assessments in place for required children</li> <li>• Regular welfare check-ins with families who are not-attending</li> <li>• Work with other agencies or nursery settings where appropriate on any safeguarding issues (if necessary)</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Keep a regular watching brief on any revised guidelines on FEEE funding or CJRS</li> <li>• Keep a note of additional costs, in the hope that there might be further Government support for PPE / cleaning / etc costs incurred over-and-above the norm (as is the case for Schools)</li> </ul>
<b>Legal</b>	<ul style="list-style-type: none"> <li>• Confirm arrangements &amp; re-opening with insurance provider</li> <li>• Sign Disclaimer related to the use of the Canon Roche Hall</li> <li>• Continue to furlough certain staff members in line with Committee decisions, and according to guidelines from the Government</li> </ul>