



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

RISK ASSESSMENT CORONAVIRUS POLICY & PROCEDURE

Risk Rating: If left with High or Medium after the controls, use Action Plan

High – current controls totally inadequate with serious consequences, death(s) serious injury, long-term illness health, or there is a very high frequency of the hazard/hazardous event occurring immediate action required, may require task to be suspended until issue resolved.

Medium – current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects. Action required in specific timeframe, normally 3/6 months, may be sooner dependent on how serious an issue it is

Low – current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

No	Issue/hazard and what can go wrong	People at risk	Risk rating before controls H/M/L	Control measures / mitigations to be implemented	Risk rating after controls H/M/L
1	Some staff or pupils may be more vulnerable to complications associated with COVID 19	Staff Pupils	M/H	Staff/parents of pupils have been asked to let the nursery know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: NHS list of high risk and moderate risk conditions For those with “high risk” medical conditions, they need to stay at home (working from home where technology allows) and shield. Where staff have “moderate risk” medical conditions they should work from home where they can. If they can’t work	L

				<p>from home, but are usually fit and well, they can come to work – but they should not do particular activities including provision of first aid or dealing with bodily fluids. They need to stay 2 meters away from others. A risk assessment approach is take in considering the tasks they do.</p> <p>Where possible, those with “moderate risk” conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle etc.</p>	
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2	People with symptoms of COVID 19 creating potential for transmission from person to person	Staff Pupils Visitors Contractors	H	<p>Government guidance for schools provides specific advice in relation to those moderate risk, ask follows:</p> <p>“Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <u>staying at home and away from others (social distancing) guidance</u> have been advised to take extra care in observing social distancing and should work from home where possible.</p> <p>Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID 19.</p> <p>If anyone becomes unwell in nursery with a new, continuing cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow the <u>staying at home guidance</u>. The arrangements for this are discussed in detail in the section of this risk assessment called “someone develops COVID 19 symptoms whilst at nursery”</p>	
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3	Stress and anxiety for staff who are asked to return and who are worried about the risks to their health and the health of their family (particularly living with those who are currently shielding)	Staff	M/H	<p>Return to work based upon necessity, how many staff are needed and whether appropriate for individuals in line with our detailed and advice in the row above this one, and in line with Public Health guidance. Link <u>NHS list of high risk and moderate risk conditions</u></p> <p>Plans are discussed with staff including on a one to one basis to enable people to speak about their own situation</p> <p>Managers discuss with their staff individually – to include consideration as to how working will affect them and what, if any, additional measures are needed.</p> <p>Nursery regularly receives updates from Council affiliated teams such as the Educational teams etc.</p> <p>Staff and school have access to official guidance from DfE and Public Health England.</p>	
4	The potential for transmission of virus droplets from surfaces to the hands and then to the face-	Staff Pupils Visitors Contractors	M/H	<p>On arriving at nursery, all staff and pupils are required to wash their hands and apply hand sanitiser.</p> <p>On arrival at nursery, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or, in event of neither being available using a very local sink allocated to visitors</p> <p>All staff and children are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes.</p>	

				<p>Where a sink is not nearby, hand sanitiser is provided in the hall.</p> <p>Link : Guidelines on hand hygiene</p> <p>Ensuring good respiratory hygiene – promoting catch it, bin it, kill it.</p> <p>Staff are encouraged to close toilet seats before the children flush.</p> <p>First aiders have access to local handwashing facilities/hand sanitiser.</p> <p>Staff, pupils and contractors use their own pens and stationary where possible, not sharing items with others.</p> <p>Increased cleaning of frequently touched surfaces using standard cleaning products.</p>	
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5	Social Distancing –	Staff Pupils Visitors	M/H	<p>Visitors to the centre have been greatly reduced to only those people who need to undertake essential work. Once the centre allows the nursery will be able to have senco and education back to visit.</p> <p>Where possible and appropriate, outside space is utilised for most of the day, it's better to be outside than inside.</p>	
6	Cleaning/classroom	Staff		<p>Sanitising wipes and bowls of Milton are placed around the hall, when a child leaves an activity, use these to wipe the toy/equipment over each time.</p> <p>Open all windows in hall</p> <p>Quality not quantity toys wise, no soft toys, pillows or rugs, no small world, large construction etc that can be cleaned.</p>	

7	Social Distancing – Collection times		M	<p>Parents are discouraged from gathering at the nursery gates</p> <p>Drop off and collection are at separate gates and separate times.</p> <p>If parents have other children on them, collect/drop off the child from the gate/car</p> <p>The school regularly checks the government advice</p>	
7	Social distancing – Lunch time	staff Pupils	M/H	<p>Eat lunch in groups of 5 children, spaced out with one teacher.</p>	

8	Medication	Staff	H	<p>Staff administering medication, must use PPE, and minimise contact.</p> <p>Wash hands before and after thoroughly with soap and water for 20 seconds or more.</p> <p>I</p>	
9	Someone develops COVID 19 symptoms whilst at school.	Staff Pupils	M/H	<p>f anyone becomes unwell with a new continuous cough or high temperature they will be sent home, their parents contacted to collect them and they will be advised to follow the <u>staying at home guidance</u></p> <p>Whilst a child is awaiting collection they need to be moved to the photocopy room with a member of staff in full PPE</p> <p>Where possible a window must be opened for ventilation</p> <p>If the child needs the toilet during this time, they must use a toilet that isn't being used. This then needs to be deep cleaned after.</p> <p>The staff dealing with the child does not need to go home, only if they develop a temperature and a continuous cough.</p> <p>Hands need to be washed thoroughly for at least 20 seconds after they have been in contact with the child.</p>	

10	Staff nappies	changing	Staff	M/H	<p>The areas the child has used need to be disinfected to reduce the risk of infection.</p> <p>Staff to wear disposable gloves to change nappies.</p> <p>Following the task, staff wash their hands and dispose of used equipment, gloves, nappies and paper towels appropriately</p> <p>Changing mat etc, to be cleaned after and before each use.</p>	
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11	Routine cleaning of communal areas of the nursery	Staff	M	<p>For routine cleaning (i.e not cleaning in the event of significant contamination by someone suspected of having COVID 19) the following are in place:</p> <p>Disposable gloves are provided for staff</p> <p>Staff to wear their usual washable uniform/clothing</p> <p>Mops are used for the tasks/ buckets on the window sill full of Milton for immediate cleaning of toys etc.</p> <p>Staff wash their hands when they have finished their task and dispose of the gloves/aprons etc</p> <p>Clothing such as trousers, t-shirts etc can be washed each evening as normal.</p>	
12	Ventilation	All	M	<p>Reference has been made in this risk assessment to having some windows open in various areas, including the hall corridors and toilets to help create general natural ventilation. Stair gates have been bought to put against the fire exits so the doors can still be open for ventilation during rainy days.</p>	

13	The potential for transmission of virus droplets from surfaces to the hands and then the face –	All		<p>Staff to use their own pens and stationary where possible, not sharing items with others, including when signing in. if sharing a pen, wipe it clean afterwards.</p> <p>Consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</p> <p>Easily cleanable toys should be used. Toys such as those with intricate parts, soft furnishing or bedding which cannot be easily cleaned should not be used.</p> <p>Clean toys regularly, marigold or similar gloves are suitable for this work. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others.</p>	
14	Fire Evacuation	All	M	<p>Review fire evacuation, if no one else in the building just take children straight out main exit doors. Ring fire brigade on the way.</p>	

15	Food and Drink	All		<p>Staff to make own drinks and not to share. Foodstuffs, cutlery and cups etc.</p> <p>Children are not allowed to swap food from their lunch boxes.</p>	
16	Communicating with staff and parents	All		<p>Keep parents informed of the general arrangements made and explain what is expected of them in terms of dropping off and collecting children and any other local procedures you feel are important.</p> <p>Do this privately on each parents whatsapp</p>	

17	Other groups using the centre	All	M/H	<p>An allocated sink in the kitchen is available just for H.D</p> <p>Deep Clean Daily in shared halls</p> <p>Bevan hall exclusive to Humpty Dumpty whilst COVID 19 is going on. We will do our own cleaning in this hall.</p> <p>Once hall is starting to be shared by other users, each user will do their own cleaning.</p> <p>Sterilising units all around the centre</p> <p>Exclusive use of garden. If someone is using the other two halls, go in to them through their fire exits so not too many people using the hall way and garden.</p> <p>Cleaning and signing in station in the lobby for track and trace</p>	
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18	Coming back in September 2021 COVID ready	Staff Centre Parents		<p>Parents will be allowed back in the hall, but will only be allowed into the centre at 9.20 and will wash their child's hands, bring them into the hall and leave through the exit doors on the right into the garden and out the side gate.</p> <p>Children are always taken to the toilet so will be monitored etc, if anyone else is using the toilets we will take the children to the disabled toilet or vice versa.</p> <p>Parents will wait in the car and will ring us if they have arrived early to pick up their child. We will bring their child out to the parent.</p> <p>The hall exit doors will be open for ventilation along with the green doors into the kitchen and the windows.</p> <p>We will have 25/30 children per day in the hall, we will be using the garden as much as possible.</p>	
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