# COVID – 19 Risk assessment Sydenham Road Under Fives

This risk assessment conforms with government guidelines. This risk assessment directly addresses risks associated with coronavirus that sensible measures are put in place to control those risks for children and adults.

| Ref. No. | Hazard | Persons at risk and how they might be harmed | Current controls | Current risk level | Further controls recommended | Action by whom | Action by date | Completed date |
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| 1 | Staff could become infectious from other staff. | Staff could develop coronavirus from other staff | Staff to maintain social distancing where possible.<br><br>Regular handwashing | Medium risk | With full quota of staff:<br>Wash hands on arrival and regularly throughout session.<br><br>Maintain **2 metre social** distancing from other staff where possible.<br><br>Limit numbers in kitchen, parlour etc. | All staff<br><br>All team | September 2020 | |
| 2 | Staff become infected by parents. | Staff develop coronavirus from parents. | Parents will drop off and collect from bottom of steps/ramp, with minimal contact. Using staggered pick up and collection times to avoid | Medium risk | Minimal handover, Information and updates shared by phone and email.<br>No parent or child to come to pre-school if they are showing any symptoms of Covid 19.<br><br>Parents advised to social distance while waiting to drop off or collect their child. | All team | September 2020 | |

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| | | | larger gatherings. | | | | | |
| 3 | Children could become infected from staff or possibly other children. | Scientists believe that children are at extremely low risk of contracting coronavirus. | Staff encourage and support regular hand washing.<br><br>Resources downsized and cleaned regular times throughout day. | Low risk | Children are not expected to social distance.<br><br>Staff will not pick up children/hold hands etc unless necessary.<br><br>Snack time and lunch in small groups not sharing food or water jugs.<br><br>Any child becoming unwell and showing signs of Covid 19 will be sent home. While waiting to be collected child will be taken to quiet area with a member of staff.<br><br>Children will not be able to attend pre-school if anybody in their household is showing symptoms.<br><br>Toilets and areas of contact will be cleaned frequently throughout session. Resources, space and equipment will be cleaned after each session.<br><br>Wash stations cleaned and updated throughout session. | All team | September 2020 | |

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| | | | | | Windows will be kept open where possible, to encourage air flow.<br><br>If a child starts to display symptoms and is taken to a quiet area whilst waiting to be picked up, the staff member with them will try to maintain social distancing and a window will be opened. | | September 2020 | |
| 4 | Staff and Children becoming infected from visitors to the setting. | Extra potential for covid 19 spreading the more people visiting the hall. | Limited visitors into setting and only pre-arranged and essential visits | High/Medium | All visits will be pre-arranged and only if absolutely necessary. Visitors will remove outside clothes, wash hands and maintain social distancing at all times.<br><br>Other agency face-face meetings will be in parlour. Visitors come in through side door and use hand sanitiser, Parlour to be deep cleaned before and after meeting. Social distancing will be maintained throughout. Virtual meetings should be used if possible. | Staff | Sept 2020 | |
| 5 | Deliveries | Virus shared through delivery. | Deliveries left outside. No contact. | Low/medium | Hand wash after each delivery. | All staff | Sept 2020 | |

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| 6 | Sickness/illness of staff or children while at pre-school. | Could have contracted coronavirus. | Staff or child sent home if becoming unwell. If showing signs of coronavirus arrange test and self isolate. Keep pre-school updated on results | Low/medium | .<br><br>Child will wait with keyworker in separate area, keyworker will wear PPE whilst waiting for parent to collect.<br><br>Once child/staff member gone home, room to be cleaned thoroughly. | All team | | |
| 7 | Resources and equipment. Virus can remain on some surfaces for up to 72hours. | Staff and children at risk of virus on surfaces. | Surfaces frequently touched and toilets cleaned throughout session. | Low/medium | Resources, equipment and areas cleaned every evening. Toys and resources planned for following week washed and kept in closed boxes.<br><br>Children not to bring in toys from home.<br><br>All contact areas and toilets cleaned regularly.<br><br>Fewer resources out for children. Staff remove most soft furnishing such as cushions. | All team | Sept 2020 | |

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| 8 | Visiting outside. Contact with others spread infection. | In public areas it is difficult to be sure staff and children can social distance from other users. | | Low/medium | Children's bags/lunch bags to be taken home every day.<br><br>Staff to wear limited jewellery.<br><br>Staff and parents to inform manager if travelling on public transport.<br><br>Staff wear clean clothes each day.<br><br>New cleaning rotas for staff.<br><br>Children and staff wash hands before holding rope/hands and when they return to setting. Take hand sanitiser to use after children and team explore/touch areas.<br><br>Visit the cemetery where there is a lot of open space and using quieter areas.<br><br>Encourage children to stop and move to side to allow social distancing while passing others. | All team | Sept 2020 | |

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| 9 | Parents not being kept informed. | Children and staff are at risk if information not being shared. | Parents given setting email and phone number. Keyworkers update parents by phone or email. | | Photocopy accident form to pass onto parent, follow up with call.<br><br>Share phone numbers and email addresses.<br><br>Share policies and procedures online with parents. | Keyworker<br><br>Maria<br><br>Maria | Sept 2020 | |

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