



Puddleducks Covid 19 Risk Assessment

Name of Setting	Puddleducks Nursery and Pre School
Name of Manager	Beverley Smith
Assessment completed by	Beverley Smith and Paula Fry (Health and safety officer)
Assessment date:	26th May 2020
1st Review date:	3rd September 2020

This risk assessment sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the setting and to reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
1. Maintaining Social distancing – external areas		
Numbers of parents and children at entrance and exit impede social distancing.	<ul style="list-style-type: none"> • Instructions for parents/carers on social distancing rules on site. • Staggered start/finish times for all families. • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard • Controlled entrance & exit routes clearly marked & ensure social distancing • Where possible only one parent/carer to accompany child/ren • Manager/Deputy manager on duty to supervise. • Signage. 	<ul style="list-style-type: none"> • Inform Parents where possible one adult only to drop off and pick up • Specified times given to parents/carers • Specified route for entrance and exit explained • Yellow paint markings on floor at 2m distance outside • Signage to make clear, letter/information booklet to parents giving specific details • Manager/Deputy Manager to manage in and out transitions
Changes to setting routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to school with children. • Stagger drop off / pick up times. • Encourage staff to walk/cycle to school. • Staff on duty to supervise. 	<ul style="list-style-type: none"> • Letter to encourage walk/bike to school. • Staggered times • Manager to observe

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2. Social distancing – internal areas and during breaks		
Child numbers and room sizes impede social distancing	<ul style="list-style-type: none"> • DFE advice from 20th July normal room sizes can apply. Room bubbles to be maintained. • Remove excess furniture to safe storage areas to increase space. • Social distancing to be explained to children with regular reminders. • Signage/Posters in each playroom • Consider the use of school garden to extend the range of teaching spaces available. • Allocate named staff to each room of children where necessary • Staff to supervise and enforce measures. 	<ul style="list-style-type: none"> • Removal of furniture • Signs/posters • Modified work • Use outdoors more • Named staff with groups if required • Explanation of rules and social distancing & hygiene model
Number of pupils and size of space impede social distancing when using toilets	<ul style="list-style-type: none"> • Children and staff have clear social distancing visual measures in place to assist with waiting. • Introduce an additional sink area (messy play sink) for hand washing to ease pressure and waiting times for children • Allocate staff toilets around the setting for different playrooms/staffing compliment 	<ul style="list-style-type: none"> • Use social distancing queuing system to manage wait times for toilets. • Utilise messy play sink for general hand washing • Allocate toilets around the setting for different playrooms: Pre-school – children’s toilets in room, staff use lobby toilet, Toddlers – children use disabled toilet, staff use main toilet no.2) Babies – staff use toilet no.2 • Office staff and isolation room use toilet no.1
Number of children and available space impede social distancing at break time and lunchtime	<ul style="list-style-type: none"> • Allocated play areas for each group. • Consider zoning of play areas using markings / cones to reinforce distancing. • Children staying for lunch to sit at tables for 2 or 3 only • Games which encourage social distancing. • Staff supervision to maintain standards. • Any crockery/cutlery used must be cleaned thoroughly. 	<ul style="list-style-type: none"> • Allocated play areas for each group. • Zone play areas using markings / cones to reinforce distancing between outside play for babies and pre-school • Lunch time table configuration to promote 2 or 3 children per table • Games which encourage social distancing. • Staff supervision to maintain standards.

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		<ul style="list-style-type: none"> Any crockery/cutlery used must be cleaned thoroughly using dishwasher.
<p>Number of staff and size of staff spaces impede social distancing.</p>	<ul style="list-style-type: none"> Removal of furniture to create more space. Removal of communal equipment (mugs etc) Staggered break times for staff. Repurpose unused spaces for additional staff rooms if required. Staff toilets allocated by room. 	<ul style="list-style-type: none"> Taping off of chairs to create distance in staff room if required. Ensure that all mugs and spoons go through dishwasher and are thoroughly cleaned. Staggered break times for staff.
<p>3. Hygiene and Cleaning</p>	<p><u>Guidance on cleaning non-healthcare settings</u></p>	
<p>Cleaning staff levels are insufficient to deliver enhanced cleaning regime.</p>	<ul style="list-style-type: none"> Agree the new cleaning requirements and time for this. PPE to be worn by cleaning staff as dictated by risk assessment to include gloves and apron. Leave resources to de-contaminate for 72 hours if possible when rotated. Deep clean of areas used by children daily Carpets hoovered daily All outside equipment to be sanitised daily 	<ul style="list-style-type: none"> Staff follow daily cleaning checklist ensuring all daily requirements are captured and recorded. Gloves and apron to be worn by staff when cleaning. Leave resources to de-contaminate for 72 hours when rotated – e.g books from book corner and sand for messy play. Deep clean of areas and resources used by children daily Carpeted areas hoovered night or mornings prior to children arriving.
<p>Insufficient handwashing and hygiene facilities increase the risk of transmission.</p>	<ul style="list-style-type: none"> Children to hand wash on entry to school, before and after each break and lunch, leaving school and after using toilet. Extra handwashing bowls in each classroom. Extra signage for washing hands. Supplies of tissues and lidded bins in each playroom/area. Ensure help is available for children who cannot clean their hands independently. Ensure supplies of suitable soap. 	<ul style="list-style-type: none"> Children to hand wash on entry to school, before and after each break and lunch, leaving school and after using toilet. Sinks are in every classroom already – provide soap and paper towels ensure these are filled regularly each day. Extra signage for washing hands. Supplies of tissues and lidded bins in each playroom/area Ensure help is available for children who cannot clean their hands independently. Adults doing this must be wearing gloves. Ensure supplies of suitable hand soap

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Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products.
4. Site and Buildings	<u>DfE Guidance on school premises management</u>	
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • Information/signage for visitors informing them of the infection control procedures. • Deliveries and visits outside of setting opening hours where possible. • Provision of hand wipes/sanitiser at setting entrance. • Process for the acceptance of deliveries required i.e. area where deliveries can be safely left. 	<ul style="list-style-type: none"> • Site visits only by pre-arrangement. • Information/signage for visitors informing them of the infection control procedures. • Glass screen to office to remain closed at all times • Hand wipes available for visitors and asked to use it. • Forehead temperature of visitors taken on entry to building. • Deliveries and visits outside of setting opening hours where possible. • Deliveries to be left outside until safe to transport inside by setting staff wearing PPE (gloves and aprons)
Changes affect normal emergency procedures.	<ul style="list-style-type: none"> • Redeployed or displaced staff and children will be briefed on evacuation procedures. • Review of fire assembly point to accommodate social distancing. • Fire drill practice to review any adjustments made. 	<ul style="list-style-type: none"> • All staff and children will be briefed on evacuation procedures and reminded of procedures as they have been away for a while and could be with different adults and different groups of children in different rooms. • Review of fire assembly points to accommodate social distancing. • Fire drill practice on first day to review any adjustments made.
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> • Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors). 	<ul style="list-style-type: none"> • Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors).

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	<ul style="list-style-type: none"> Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<ul style="list-style-type: none"> Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.
5. Equipment and furniture		
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> Soft toys, fabric, dressing up clothes and difficult to clean play equipment to be removed and stored safely. Individual items of play equipment to be cleaned daily. Social distancing barrier created between baby and pre-school gardens. Playhouse window made secure 	<ul style="list-style-type: none"> Soft toys, fabric, dressing up clothes and difficult to clean play equipment to be removed and stored safely. Individual items of play equipment to be cleaned daily. Visual barrier explained to children and staff to monitor and assist. Playhouse window opening made secure using fixed acrylic panel
Shared equipment, fittings and resources increase the risk of transmission.	<ul style="list-style-type: none"> Remove unnecessary items from the playrooms and store elsewhere. Cleaning regime for door handles, press to exit buttons, communal surfaces. Resources and surfaces to be cleaned each night. Limit the number of resources/books taken home. No show and tell items or toys from home permitted in the setting. 	<ul style="list-style-type: none"> Remove unnecessary items from the playrooms and store elsewhere. Cleaning regime for door handles, press to exit buttons, communal surfaces – designated member of staff responsibility after each use. Resources and surfaces to be cleaned each night and between the activities and swap around of activity stations. No reading books or any other resources to be taken home. No show and tell items brought in from home
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> Staff must not attempt to move large or heavy items unless they are fit to do so. 	Staff must not attempt to move large or heavy items unless they are fit to do so.
6. Health and Wellbeing		
Staffing levels (insufficient) cause supervision, ratio and safeguarding issues.	<ul style="list-style-type: none"> Carry out an audit of all staff availability and review it regularly. Introduce a process for staff to inform you if their health situation changes. 	<ul style="list-style-type: none"> Carry out an audit of all staff availability and review it daily. Staff to inform management if their health situation changes.
Volunteer and Student placements wellbeing (if applicable)	<ul style="list-style-type: none"> Volunteers and students will be treated in the same way as setting staff and provided with the 	<ul style="list-style-type: none"> We will not have volunteers or students in school until pandemic is under control. We will

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	<p>same information, instruction, training and equipment.</p> <ul style="list-style-type: none"> Volunteers and students will be included in regular communications and be given the opportunity to feedback any concerns. 	<p>review this decision at each review of this risk assessment. The rationale behind this is to limit additional risk factors entering the setting.</p>
<p>Vulnerable / Extremely vulnerable children at higher risk of infection.</p>	<ul style="list-style-type: none"> Parents should follow current medical/government advice if their child is in this category. 	<ul style="list-style-type: none"> Parents to be informed of current guidance and asked not to bring their children in.
<p>Person becomes unwell with Covid 19 symptoms in the setting.</p>	<ul style="list-style-type: none"> Move to a pre-designated room where person can be isolated, with adult supervision if a child. Ventilate the room if possible. PPE should be worn if contact is required. Inform parent/carer to arrange collection. Cleaning regime after each usage of the space. 	<ul style="list-style-type: none"> Move to Sensory room where person can be isolated, with adult supervision if a child. Ventilate the room PPE should be worn by adult if contact is required (gloves, apron & face mask) Inform parent/carer to arrange collection. Cleaning regime after each usage of the space. Use non-contact thermometer. Request child undertakes a test and keep in contact with parents. Child cannot return to setting unless test is negative or if positive correct isolation period has been adhered to. If positive, setting will notify PHE SW HPT as per Government guidelines and follow/ implement instructions issued to us.
<p>Staff wellbeing affected by the working experience.</p>	<ul style="list-style-type: none"> Application of national guidance in respect of shielding and at-risk groups. Include staff in risk assessment process. Staff meetings and communication. Defined wellbeing support measures for staff. Designated staff rest areas. 	<ul style="list-style-type: none"> Application of national guidance in respect of shielding and at-risk groups. Include staff in risk assessment process along with Government, Local Authority guidance Staff meetings and communication. Defined wellbeing support measures for staff.
<p>Pupil wellbeing is impacted by the current situation causing physical and mental ill health.</p>	<ul style="list-style-type: none"> Children to have allocated keyworker Curriculum to support children's well-being. Provide opportunities to talk about their experiences/concerns. 	<ul style="list-style-type: none"> Children to have allocated keyworker Curriculum to support children's well-being.

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		<ul style="list-style-type: none"> Provide opportunities to talk about their experiences/concerns. (age appropriate children only)
First aid provision	<ul style="list-style-type: none"> Ensure all staff know First Aiders on site if less than normal. If provision is less than usual, minimise hazardous activities which may result in injury. Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. 	<ul style="list-style-type: none"> All staff are currently First Aid Trained PPE kits (gloves, aprons face masks) available in sensory room plus a small supply in playrooms. Lidded bins for disposal and double bagging procedures to be used.
1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation.	<ul style="list-style-type: none"> Individual risk assessments of children with behavioural difficulties. Ensure a supply of PPE is available based on need. Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. 	<ul style="list-style-type: none"> Review Individual Risk Assessments for relevant children PPE is available – to be stored in Sensory room. Small quantities in each playroom also. Discuss provision EHCP children and how we can support and minimise risk to staff by reviewing their Risk Assessments

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything relevant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name & Signature of Manager	Beverley Smith	Date: 26/5/20
Name & Signature of Health and Safety officer	Paula Fry	Date: 26/5/20
Date of Review	3 rd September 2020	
Name & Signature of Manager	Beverley Smith	Date: 3/9/20
Name & Signature of Health and Safety officer	Paula Fry	Date: 3/9/20
Date of next review	11 th January 2021	
Name & Signature of Manager	Beverley Smith	Date: 11/1/21
Name & Signature of Health and Safety officer	Paula Fry	Date: 11/1/21
Date of next review	1/3/2021	