



Risk Assessment Form

Name of assessor	Terry Onions	Date	15/05/2020
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Time	N/A	Work area	City View Pre-School and Nursery Ltd Safe Working and Learning Environment
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What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action/monitored by whom?
				L	C	R		L	C	R	
Covid-19 (Coronavirus)	Staff, students, visitors and anyone else who comes into physical contact with an infected person or with infected surfaces	People can catch COVID-19 from others who have the virus. The virus can be spread through small respiratory droplets, especially if the infected person coughs or sneezes. These droplets can then be directly inhaled by someone else, or picked up on their hands from contaminated surfaces and transferred when the person touches their face.	<p>Social Distancing Ensuring a gap of 2 metres is kept between people within the school - as recommended by the Public Health England and UK Government</p> <p>Hand Washing/ Hygiene Hand washing facilities provided for staff, students and visitors to use which include soap and fresh water</p> <p>Disposable paper towels or electric hand dryers used to dry hands</p> <p>Alcohol based hand sanitising stations positioned at key locations within the premises to act as a bridge between frequent washing of hands with soap and water</p> <p>Traffic flow system</p>	4	5	20	<p>Staff/ Students Staff training regarding control measures will take place prior to the return of students</p> <p>Detailed procedures are in place for all Covid-19 risks</p> <p>Procedures are in place to risk assess whether any particular staff/student should be on site</p> <p>Social Distancing Review school layout to ensure 2 metre distancing is maintained and monitored</p> <p>Regular briefings to remind staff and students of the importance of adhering to the 2 metre distance</p>	2	5	10	<p>Senior staff to monitor that procedures laid out in this risk assessment are taking place</p> <p>Control measures are to be assessed each week at the Trust Executive meeting with changes to be enacted as required</p>



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			<p>Each building will have a one-way system introduced to avoid face to face incidents and therefore increased risk of Covid-19 infection</p> <p>First Aid A separate first aid room (with a separate toilet) is available for anyone that becomes unwell with symptoms of Covid-19</p> <p>Cleaning All rooms, corridors and social areas will be deep cleaned using Virucidal disinfectant each evening</p>			<p>Perspex screens installed to avoid contamination where face to face communication is required but a 2 metre distance is unlikely to be kept to</p> <p>There will be staggered start and finish times for staff and students to reduce staff, student and parental contact</p> <p>Staff will be scheduled in a way to minimise the number of staff on site at any given time to minimise any crossover between staff on different days</p> <p>Hand Washing/ Hygiene Staff and students to be reminded to wash hands for 20 seconds with soap and water before thoroughly drying with a paper towel</p> <p>Posters to be displayed at cleaning stations on how to effectively wash and dry hands</p> <p>Staff and students to be reminded to avoid touching their faces.</p> <p>Staff and students to be reminded of good respiratory hygiene practise – ‘Catch it, bin it, kill it’.</p>				
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						<p><u>Traffic flow system</u> Staff and students to be reminded to follow the one way systems</p> <p>Posters to be displayed re-enforcing 2 metre message</p> <p><u>First Aid</u> There will be a separate first aid room used specifically for staff/ students who display Covid-19 symptoms</p> <p>The first aid room will be deep cleaned after each time the room is used by a person with Covid-19 symptoms and those individuals sent home as soon as possible</p> <p>First aiders must wear PPE such as gloves, aprons and face visors when attending to a person with Covid-19 symptoms</p> <p>Public Health England guidance will be followed after a confirmed case of Covid-19.</p> <p><u>Cleaning</u> Where a class is to occupy a room that has been previously used by another class earlier that day, the</p>			
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Key

L = Likelihood

C = Consequence

R = Risk