



Risk Assessment Form – Managing Health and Safety

Ref. No:

	Completed by: Juliet levingstone	
Activity and workplace: School learning indoors / outdoors- Bentilee Nursery school	Update Jan 21	

What are the hazards? (i.e. what might cause harm)	Who is affected and how?	What are you already doing to control the hazards?	Risk		Further action required?	By whom	By when	Done
			No.	L/M/H				
Corona virus being spread	Children Parents Staff visitors	<p>No parents/ carers to enter the school- only in entrance.</p> <p>new starter parents on induction are allowed in with mask for limited times according to child's needs- max 1 hour</p> <p>2 classroom areas set up which children will stay in for the days they are in school</p> <p>Classrooms to be well ventilated- windows open and doors ajar-as needed. This includes literacy, numeracy and 2 yr old conservatory room</p> <p>Same staff to work with children in the groups for the days in school. 3 /4 yr old area and 2 yr old area</p> <p>If staff are required to cross bubbles in the day, hygiene maintained before contact with other children/ adults in the 2nd bubble (handwashing,masks,aprons)</p> <p>All children to wear school uniform. To be encouraged to be washed daily. Lots of second hand spares at school to support families that need help.</p> <p>Staff to arrive and wash hands thoroughly Area to have been thoroughly cleaned- floor, tables chairs, doors, toilets, etc before children arrive</p> <p>Classroom space maximized with small bays / learning stations</p> <p>Toys to be chosen that are able to be washed / sanitized after each session- before other class starts</p> <p>3/3 4 yr old children - to bring change of clothes into school, to be left at school. They will be put in a school bag on peg. If your child brings home soiled clothes in the afternoon, please bring replacements in the next day</p> <p>Nappies and wipes to be brought in and kept in the school bag on the child's peg</p>		M	<p>Sign outside to remind all visitors to wear a mask</p> <p>Gvt COVID compliance certificate in foyer- signed by headteacher</p> <p>Regular hand washing of both staff and children.</p> <p>Hand washing pictures in bathrooms. Songs used/ music to reinforce 20 seconds rule</p> <p>Depending on children/activity – staff to wear appropriate PPE e.g. gloves, plastic disposable aprons, visors. Staff to refer to training video / & public health guidance on putting on and taking off PPE</p> <p>Toys will be linked to learning and appropriate</p> <p>Anti-bacterial spray, hand gel, sun cream, wipes, disposable gloves to be safely placed out of child reach for constant use by staff. Child's own sun cream to have name clearly labelled</p> <p>Named asthma inhalers to be stored in groups bathroom</p> <p>Signs to support safe play and distancing rules</p> <p>All employees are requested to follow strict hygiene requirements and wash hands-on arrival at work, before they eat or drink, before and after going to the toilet and before you leave to go home. Also it is advised you wash your hands as soon as you get back home</p> <p>Staff advised to wear long hair tied back.</p>	All staff	Jan 21	yes

Injury Severity

1. Minor injury (first aid only)
2. Serious injury (medical attention, time off work)
3. Major injury (broken bones etc)
4. Death

X Likelihood

1. Rare
2. Unlikely
3. Likely
4. Very likely

=

Risk rating

- 1-3. Low : no further action needed – keep under review
 4-8. Medium: implement reasonable measures as per action plan
 9-16. High: work cannot start until risk has been reduced

Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
Review 1	Review 2	Review 3	Review 4	Review 5
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Corona virus being spread	Children Parents Staff Visitors	<p>Snack will be in each area. Staff to have separate times in kitchen to prepare and wash down. Food stored in clean cupboards and fridge.</p> <p>Staff to make own drinks. Bring own food, prepared food from home.</p> <p>Drinks to be given to children each hour or when asked for.</p> <p>Children taken to toilet / asked if they want to go to toilet every hour.</p> <p>Water play- Limited to 4 in a 3 / 4 yr old bubble. Separate in a 2 year old bubble session</p> <p>Dough to be freshly made daily. Used in separate 3 / 4 yr old bubble and separate 2 yr old bubble only. Disposed of at end of day</p> <p>Lunches will be school prepared packed lunch on a Wednesday for full timers. Cooked dinners on site daily – L Foden and another member of staff with children. Separate bubbles for 2 yr olds and 3yr olds.</p> <p>When children have left at end of day, staff to thoroughly clean own area. 1 person to do kitchen</p> <p>Ventilate room well- prop doors open or open windows as is safe to do so without compromising safety of children</p> <p>Janitor to tie bin bags at end of day and take to skips outside. Any containing hazardous waste to be double bagged.</p> <p>Aprons to be used per class and washed between change overs e.g Wed and Fri</p> <p>3 / 4 yr old room staff to sanitise changing table/ area in 2 yr old room after each child. Maintain presence with child at all times due to crossing of bubble.</p>	.	M	<p>PPE worn- gloves, aprons, masks as appropriate</p> <p>All reminded constantly about “catch it, bin it, kill it” rules for sneezes and wiping noses</p> <p>Staff to monitor kitchen cleanliness regularly, all through day. Wash own plates, cups etc immediately or put in dishwasher. Dishwasher put on and emptied at least once a day. Kitchen surfaces to be cleared asap</p> <p>Sign up in kitchen to remind staff</p> <p>Children to be supervised. 2yr olds given own cup to drink from/ plate from breakfast, then put in soapy water. Staff to take to dishwasher.</p> <p>If children being changed- mat to be sanitised after each use. Use PPE- masks or visor..</p> <p>Staff to supervise all activities where cross contamination could occur. Remember light switches, doors, chairs, tables, coat pegs</p> <p>Local authority cleaning staff to clean nursery again each morning before any nursery staff site7</p>	All staff	Jan 21	yes

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Corona virus being spread	Children Parents Staff Visitors	<p><u>Outdoor learning</u></p> <p>Outdoor learning areas / equipment to be rotated weekly where possible between classes in 3 /4 year old room</p> <p>Toys will be limited to small numbers that can be thoroughly cleaned after each use</p> <p>Children must not bring in sun hats. Schools to provide these and washed daily</p>		M	<p>Planning to be mapped and tracked to ensure all areas of learning covered over the 2.5 days- indoors or outdoors</p> <p>Children's interests to be taken into account</p> <p>Characteristics of learning to be thought about- what is possible with the limitations?</p> <p>School to have enough supplies of anti- bacterial spray, tissues, hand santising gel, plastic gloves</p> <p>Accident books for group to be used for own group of children. Staff to sign when parent told at door or over phone at end of session.</p> <p>No access to sand</p> <p>Water play - Limited to bubbles. 3 / 4 yr olds and 2 yr olds—all to have own bowls</p> <p>Fire drill to be practiced</p>	Staff in area. Teacher to oversee	Jan 21	Yes

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Parents to informed by letter of plans

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