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|  |  | **Completed by:Juliet levingstone** |  |  |  |
| **Activity and workplace:** | **End of day procedures- Bentilee Nursery school** | **Updated Jan 21** |  |
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| **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 | ChildrenParentsStaffvisitors | Staggered collection times of 15minsAll children to be collected from classroomChildren to be ready with coats/bags, having washed handsSocial distance markings on floor 2 metres apart outside on pathways into school and inside on corridorsOne parent/ carer to bring and collect child/ children onlyparent/ carer must not collect child from school if they develop symptomsOur parents/ carers with a buggy / pram to enter from carpark. Ensure Tiny Toez parents and children are not in way as they go in via their playground or side staff entrance. Bentilee Nursery school parents to wait until clear then walk round to main entrance keeping to social distance markers. |  | M | Staff to wash hands after taking children Staff to wear mask or visor if necessaryMember of staff to initially be outside supporting parents with directions and social distancingKey person’s to take new 2yr old children to parents if possible to build up relationship | Head, office staff | Jan 21 | yes |
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| **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 | ChildrenParentsStaffvisitors | Parents / children without buggies or prams to enter via school steps adhering to social distancing markers.Children brought to parents in turn.Parent/ child/ carer to exit into staff carpark and use ramp. Again respecting social distancing of Tiny Toez parents. Use cut through between shed and skip shed and go over grass to drive, if necessary.Any communication needed by parents, to be off site by telephone when children have left whenever possible..Office staff to text parents before collection regarding any information needed to be reported to them if possible. |  | M | Head to inform parents of procedures in letter / direct to risk assessments on websiteStaff to wear mask or visorWarning poster on large cone outside entrance warning parents of mask wearing | Head | Jan 21 | yes |
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