



# COVID19 MEASURES, RISK ASSESSMENT and POLICY

## The Ark Pre-school

This is the statement of general policy and arrangements for:	<b>The Ark Pre-school</b>
<b>Eve James Manager</b>	<b>has overall and final responsibility for health and safety and has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	
To reduce the risk of COVID19 transmission in the workplace to the best of our ability.	
To provide clear instructions and information to ensure employees, children, parents and visitors are able to cooperate with the measures.	
To engage and consult with employees on day-to-day health and safety conditions regarding COVID19.	
To implement emergency procedures if a child or employee becomes symptomatic on site.	

To maintain, to the best of our ability, safe and healthy working conditions, provide PPE equipment and to outline cleaning and hygiene routines

The Risk level is assessed as moderate based upon government figures (1 in 400 have the virus, the transmission level being between 0.7 and 0.9) and the number of people within the setting environment and the measures that will be implemented.	Risk assessment to be used in conjunction with operating procedures.
---	--

Signed: *Eve James	Date: 01/06/20
--------------------	----------------

Health and safety law and COVID19 poster is displayed at (location)	In the kitchen adjacent to the snack area, main preschool room, garden, Foyer
First-aid box is located:	In the kitchen near the entrance to the bathroom
Accident book is located:	On the front desk at the pre-school door entrance

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)  
<http://www.hse.gov.uk/riddor>

The Ark Pre-school

Date of risk assessment: **18<sup>th</sup> May 20** Reviewed Ongoing as new advice issued

What are the hazards?	Who might be harmed and how?	What will you do to reduce transmission risk?	Do you need to do anything else to control this risk?	Action by who?	Action by when?
Transmission of COVID19 virus	Staff Children Parents Visitors  These groups of people may transmit or become infected with COVID19.	<ul style="list-style-type: none"> <li>Follow government guidelines regarding this</li> <li>Reduce number of children, staff and visitors to setting</li> <li>Increase hygiene measures within the setting</li> <li>Clean resources, surfaces more frequently with antibacterial spray, soap and hot water</li> <li>Staff to wear appropriate PPE equipment, (masks, aprons, gloves)</li> <li>Split smaller groups of children into bubbles in specific areas</li> <li>Allocated staff will stay with the same bubble of children</li> <li>Each bubble of children will be</li> </ul>	<ul style="list-style-type: none"> <li>Keep alert to updated government advice and to apply as necessary</li> <li>To be prepared to apply flexibility in all areas to incorporate guidelines to the best of our ability.</li> <li>To assess how procedures are working weekly, tweak as necessary</li> <li>To keep cleaning, supplies fully stocked</li> <li>To consult with early years team regarding changes to practices etc within the local area</li> <li>Communicate fully with other building users. A copy of the risk assessment will be sent to all relevant parties</li> </ul>	Manager and all staff, parents where applicable and visitors	Presently and ongoing

		<ul style="list-style-type: none"> <li>- Each bubble of children will be allocated one sink and one toilet that only they will use</li> <li>• Social distancing between staff, children, parents and visitors to be observed <b>where</b> possible. (Whilst understanding that this may not always be possible in a preschool environment)</li> <li>• Drop off/Pick up times will be staggered, parents will be allocated slots</li> <li>• Areas will be marked to show 2 m gaps at pick up/drop off times</li> <li>• Walk ways will be marked out to limit contact into bubbles</li> <li>• Children or staff will not be permitted to enter the building if they show any symptoms. They will be asked to follow the guidelines for self isolating.</li> <li>• Frequent communication regarding advice, hygiene practices, symptoms to be given</li> <li>• Daily routines will be changed as needed to suit the emerging situation</li> <li>• .To ensure that all emergency contacts are up to date and that they do not include shielded or vulnerable people</li> </ul>	<p>regular parties</p>		
		<ul style="list-style-type: none"> <li>• To immediately send any child or adult home if they begin to show symptoms during a session</li> <li>• Undertake training about COVID19</li> <li>• Manager/Room leader will be 'floating' staff. They will use full PPE as they move between areas</li> <li>• Visitors to the setting will be strictly limited. All meetings will be undertaken by phone or alternative media where possible.</li> <li>• Access to the storage cupboard by other people in the building will be by prior appointment only and when no children or staff are present</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>.Dena James</p>	

