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**Coronavirus (COVID-19) - Risk Assessment**

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| **Entrance** | | | | | | |
| **Date** | **Identify Hazards** | **Decide who might be harmed and how** | **What are the risks?** | **What can be done to remove or lessen the risk?** | **Action taken** | **Recheck** |
| 07/09/2020 | Exit button | Staff | Potential to spread coronavirus via touch | 2 members of staff to walk down to the gate in their “bubble” but only one press the button | Disposable gloves purchased.  Button to be wiped down with anti-bacterial cleaner at the start and end of every day | Daily |
| 07/09/2020 | Main door handle | Staff and children | Potential to spread coronavirus via touch | 2 members of staff to walk down to the gate in their “bubble” but only one open the door | Disposable gloves purchased.  Handle to be wiped down with anti-bacterial cleaner at the start and end of every day | Daily |
| 07/09/2020 | Gate handle | Staff and children | Potential to spread coronavirus via touch | 2 members of staff to walk down to the gate in their “bubble” but only one open the gate | Disposable gloves purchased.  Button to be wiped down with anti-bacterial cleaner at the start and end of every day | Daily |

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| **Main Room** | | | | | | |
| **Date** | **Identify Hazards** | **Decide who might be harmed and how** | **What are the risks?** | **What can be done to remove or lessen the risk?** | **Action taken** | **Recheck** |
| 07/09/2020 | Tables | Staff and children | Potential to spread coronavirus via touch | Tables cleaned with anti-bacterial spray on a regular basis throughout the session | Keyworker/children groups arranged and allocated a table  Antibacterial spray and wipes purchased | Daily |
| 07/092020 | Chairs | Staff and children | Potential to spread coronavirus via touch | Chairs cleaned with anti-bacterial spray on a regular basis throughout the session | Keyworker/children groups arranged and allocated a chair  Removed chairs that will not be used  Antibacterial spray and wipes purchased | Daily |
| 07/09/2020 | Sitting donuts | Staff and children | Potential to spread coronavirus via touch | Donuts spaciously set out following distancing guidelines  Cleaned with anti-bacterial spray after use | Children allocated their donut and space  Antibacterial spray and wipes purchased | Daily |
| 07/09/2020 | Toys | Staff and children | Potential to spread coronavirus via touch | Chose toys that are easy to clean with no intricate parts | Removed all soft toys and furnishings  Selected toys put into individual boxes that can be easily cleaned after use | Daily |
| 07/09/2020 | Door handles | Staff and children | Potential to spread coronavirus via touch | Wiped down after every use | Antibacterial spray and wipes purchased | Daily |
| 07/09/2020 | Taps/sink | Staff and children | Potential to spread coronavirus via touch | Cleaned thoroughly after every use | Antibacterial spray and wipes purchased | Daily |

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| **Toilets** | | | | | | |
| **Date** | **Identify Hazards** | **Decide who might be harmed and how** | **What are the risks?** | **What can be done to remove or lessen the risk?** | **Action taken** | **Recheck** |
| 07/09/2020 | Door handles | Staff and children | Potential to spread coronavirus via touch | Wiped down after every use | Antibacterial spray and wipes purchased | Daily |
| 07/09/2020 | Toilet seat | Staff and children | Potential to spread coronavirus via touch | Cleaned after every use | Gloves, antibacterial spray and wipes purchased | Daily |
| 07/09/2020 | Flush handle | Staff and children | Potential to spread coronavirus via touch | Cleaned after every use | Gloves, antibacterial spray and wipes purchased | Daily |
| 07/09/2020 | Sink/taps | Staff and children | Potential to spread coronavirus via touch | Cleaned after every use | Antibacterial spray and wipes purchased | Daily |

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| **Kitchen** | | | | | | |
| **Date** | **Identify Hazards** | **Decide who might be harmed and how** | **What are the risks?** | **What can be done to remove or lessen the risk?** | **Action taken** | **Recheck** |
| 07/09/2020 | Sink/taps | Staff | Potential to spread coronavirus via touch | Cleaned after every use | Antibacterial spray and wipes purchased | Daily |
| 07/09/2020 | Worktops | Staff | Potential to spread coronavirus via touch | Cleaned after every use | Antibacterial spray and wipes purchased | Daily |
| 07/09/2020 | Kettle | Staff | Potential to spread coronavirus via touch | Wiped down after every use | Antibacterial spray and wipes purchased | Daily |
| 07/09/2020 | Cupboard handles | Staff | Potential to spread coronavirus via touch | Wiped down after every use | Antibacterial spray and wipes purchased | Daily |
| 07/09/2020 | Mugs/drinking glasses | Staff | Potential to spread coronavirus via touch | Remove access to mugs and drinking glasses | All staff requested to bring in their own mugs/water bottles | Daily |

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| **Outdoor/garden area** | | | | | | |
| **Date** | **Identify Hazards** | **Decide who might be harmed and how**  (Take account of age and stage of development) | **What are the risks?** | **What can be done to remove or lessen the risk?** | **Action taken** | **Recheck** |
| 07/09/2020 | Balance bikes | Staff and children | Potential to spread coronavirus via touch | Clean thoroughly after every use | Antibacterial spray and wipes purchased | Daily |
| 07/09/2020 | Scooters | Staff and children | Potential to spread coronavirus via touch | Clean thoroughly after every use | Antibacterial spray and wipes purchased | Daily |
| 07/09/2020 | Ride-on toys under the gazebo | Staff and children | Potential to spread coronavirus via touch | Restrict access to the play houses | Secured and taped off area | Daily – ensure tape is still in place |
| 07/09/2020 | Play house/ decking | Staff and children | Potential to spread coronavirus via touch  Tripping over or slipping on decking area | Restrict access to the play houses | Moved, secured and taped off area | Daily – ensure tape is still in place |

**Note:**  Hand sanitizer, antibacterial spray, antibacterial wipes and PPE equipment (disposable aprons, face masks, gloves) are always to hand and available for staff to see at any time during the day.

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| **Staff/children** | | | | | | |
| **Date** | **Identify Hazards** | **Decide who might be harmed and how**  (Take account of age and stage of development) | **What are the risks?** | **What can be done to remove or lessen the risk?** | **Action taken** | **Recheck** |
| 07/09/2020 | Staff | Staff and children | Staff catching virus from secondary contact through contact with parents and children | Staff to wear face shield at gate. | Antibacterial spray and wipes to be used | Daily |
| 07/09/2020 | Children | Staff and children | Children catching coronavirus through contact with staff | Staff and children to wash hands more frequently and use hand sanitiser | Antibacterial spray and wipes to be used | Daily |
| 07/09/2020 | Staff and children | Staff and children | Potential to spread coronavirus via secondary contact. | Restrict the amount of settings the child attends. | As per guidelines, child to only attend one setting. | Half termly. |