

# Risk Assessment

Risk Rating: 9 Adequate

Company: LC

Risk area: Athelstaneford Primary School Athelstaneford, EH39 5BE [Asset No 0064] ( HoE Vacant)

Risk Assessment Id: 418800

Date created: 12 August 2020

## What is being assessed?

Please enter the description of the activity being assessed.  
Nursery- Re-Opening and Covid-19 Response

## Hazards and Risk Ratings

Hazard(s)	Initial risk rating	Revised risk rating	Further actions
Snack Arrangements	6 - Adequate	3 - Acceptable	0
Physical Distancing	6 - Adequate	6 - Adequate	0
Writing and Drawing Table	3 - Acceptable	3 - Acceptable	0
Handwashing	6 - Adequate	6 - Adequate	0
Management of Resources and Loose Parts	6 - Adequate	6 - Adequate	0
Computer and Interactive Board	6 - Adequate	3 - Acceptable	0
Listening Center and Story Corner	6 - Adequate	3 - Acceptable	0
Dressing up	6 - Adequate	6 - Adequate	0
Wooden Blocks	6 - Adequate	6 - Adequate	0
Learning Stories	6 - Adequate	6 - Adequate	0
Junk and Art	6 - Adequate	6 - Adequate	0
Floorbook	6 - Adequate	6 - Adequate	0
Water tray	6 - Adequate	6 - Adequate	0
Toilets	6 - Adequate	6 - Adequate	0
Paints	6 - Adequate	6 - Adequate	0
"Welly Station"	6 - Adequate	6 - Adequate	0
Outdoor activities (Sand, Wendy House, Mudkitchen and bikes)	6 - Adequate	6 - Adequate	0
Parents entering the nursery	6 - Adequate	6 - Adequate	0
Provision and use of PPE	6 - Adequate	6 - Adequate	0
Pupils/ Staff becoming symptomatic	6 - Adequate	6 - Adequate	0
Fire Evacuation	6 - Adequate	6 - Adequate	0
First Aid/ Administration of Medicine	6 - Adequate	6 - Adequate	0
Personal Care e.g. changing or cleaning	6 - Adequate	6 - Adequate	0
Split Placements	6 - Adequate	6 - Adequate	0
Use of Playdoh	6 - Adequate	6 - Adequate	0
Surfaces and key touch points	9 - Adequate	None	0

## Related documents

None uploaded

## Review and sign off

Current status: Requires a review before: 19 February 2022

Date	User	Type
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9 Adequate

Nursery- Re-Opening and Covid-19 Response

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10 November 2020	Stewart Brown	Review
19 February 2021	Stewart Brown	Sign off

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### Safe Working Procedures

Is a safe system of work required?  
None selected

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## Step 1 – Identify the hazard and risks

Snack Arrangements

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### B: Risks

- Infection
- 

### C: Risk rating

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### D: Who may be harmed?

- Staff
  - Pupil
- 

### E : Existing control measures

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### F - H: Additional control measures

Snack handed directly to children. No communal foods accessed. Water jug used with lid on. Individual cups used for drinking. Once used they are placed directly in the dishwasher. All plates or cutlery used go directly in the dishwasher after use. Adults to avoid eating with the children. Adults to maintain physical distancing as much as possible during this time. Only one member of staff to be working in the kitchen area at a time.

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### I: Revised risk rating (after additional control measure are in place)

3 Acceptable

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Physical Distancing

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### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Staff
- 

### E : Existing control measures

Children do not need to socially distance from each other. Adults should attempt to maintain 2 metres distance from children when possible. Staff may use PPE if that makes them feel safer. Adults to maintain 2 metres distance from other adults. Nursery to be reorganised to allow that to happen more consistently. Face masks to be used in communal areas and when talking to another adult within close proximity.

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### F - H: Additional control measures

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Writing and Drawing Table

---

### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Staff
  - Pupil
- 

### E : Existing control measures

---

### F - H: Additional control measures

Washing hands is encourage before accessing this activity.If children are observed to place resource in their mouth this is to be removed and cleaned.Any art work will be stored or displayed. Major reduction of art being sent home with none doing so initially.

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### I: Revised risk rating (after additional control measure are in place)

3 Acceptable

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### J - K: Allocate tasks to responsible persons with target completion dates

None

---

## Step 1 – Identify the hazard and risks

Handwashing

---

### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Staff
  - Pupil
- 

### E : Existing control measures

Adults to wash and sanitize hands regularly. Everyone to clean hands when they enter the nursery, before and after toilet, before and after eating and before leaving the nursery. They will also be supported to this more frequently. Steps in place for small children to access water. Adult will supervise and support process at key times. Formal teaching and demonstrating of handwashing to take place in first weeks of returning. Encourage hand cleaning when moving from indoors to outdoors. Daily teaching of hand washing technique when required.

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### F - H: Additional control measures

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Management of Resources and Loose Parts

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### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Pupil
- 

### E : Existing control measures

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### F - H: Additional control measures

Blue crosses or Smiley faces used to identify which resources can be accessed. Staff will support children to understand this. All difficult to clean resources have been removed. Milton to be used to clean resources. Any resources observed to have been touched by my mouths are removed and cleaned.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Computer and Interactive Board

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### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Staff
  - Pupil
- 

### E : Existing control measures

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### F - H: Additional control measures

Hand sanitizer used before and after interacting with these. Board is wiped three times a day at regular intervals.

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### I: Revised risk rating (after additional control measure are in place)

3 Acceptable

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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**Step 1 – Identify the hazard and risks**

Listening Center and Story Corner

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**B: Risks**

- Infection
- 

**C: Risk rating**

---

**D: Who may be harmed?**

- Staff
  - Pupil
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Center is regularly wiped.All books will be changed weekly

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**I: Revised risk rating (after additional control measure are in place)**

3 Acceptable

---

**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

Dressing up

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**B: Risks**

- Infection
- 

**C: Risk rating**

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**D: Who may be harmed?**

- Pupil
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Regularly washed. Removed if there has been a potential positive test.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

Wooden Blocks

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**B: Risks**

- Infection
- 

**C: Risk rating**

---

**D: Who may be harmed?**

- Pupil
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Children are encouraged to wash their hands before and after using the blocks.Blocks to be left out to allow them to be sprayed with the fogging machine.Blocks are to be kept inside and within a close area as much as possible.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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## Step 1 – Identify the hazard and risks

Learning Stories

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### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Pupil
- 

### E : Existing control measures

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### F - H: Additional control measures

Photos to be placed on the spine to avoid children touching those of other children. Washing of hands before and after use.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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**Step 1 – Identify the hazard and risks**

Junk and Art

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**B: Risks**

- Infection
- 

**C: Risk rating**

---

**D: Who may be harmed?**

- Pupil
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Junk to be donated on a Friday and quarantined for 72 hours before use.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

Floorbook

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**B: Risks**

- Infection
- 

**C: Risk rating**

---

**D: Who may be harmed?**

- Pupil
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Staff and children to wash their hands before and after usage.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

Water tray

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**B: Risks**

- Infection
- 

**C: Risk rating**

---

**D: Who may be harmed?**

- Pupil
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Water to be changed every every two days and the tray wiped. Toys cleaned regularly.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

Toilets

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**B: Risks**

- Infection
- 

**C: Risk rating**

---

**D: Who may be harmed?**

- Pupil
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Handles and doors, seats, sinks, taps and floors to be wiped three times daily. Thorough clean to take place at the end of each day.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

Paints

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**B: Risks**

- Infection
- 

**C: Risk rating**

---

**D: Who may be harmed?**

- Staff
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Paint pots in use.Paintings not to be sent home daily.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

"Welly Station"

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**B: Risks**

- Infection
- 

**C: Risk rating**

---

**D: Who may be harmed?**

- Pupil
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Wellies to be removed in the outside area before entering the nursery building. Appropriate clothing to be encouraged from home to allow children to freely access the outdoors. Wet-suits available if needed. Wet-suits to be labelled with the child using it.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

Outdoor activities (Sand, Wendy House, Mudkitchen and bikes)

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**B: Risks**

None specified

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**C: Risk rating**

---

**D: Who may be harmed?**

- Pupil
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Children to clean hands before and after entering the outdoor area. Hand cleaning materials available outside and children encouraged to use these. Bikes to be wiped or cleaned daily.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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## Step 1 – Identify the hazard and risks

Parents entering the nursery

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### B: Risks

- Infection
- 

### C: Risk rating

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### D: Who may be harmed?

- Member of the public
  - Staff
  - Visitor
  - Pupil
- 

### E : Existing control measures

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### F - H: Additional control measures

Specific drop off and pick up times identified. Parents to drop off the children in the nursery garden and then leave via the one-way system. Parents are being reminded to keep 2 metres apart. If specific parents are still not following this, arrangements to be made for an individual time slot.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

---

## Step 1 – Identify the hazard and risks

Provision and use of PPE

---

### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Staff
- 

### E : Existing control measures

---

### F - H: Additional control measures

PPE should be used in accordance with the Education Dept PPE Guidance, including staff training.

PPE requirements for working with individual pupils is identified within their own risk assessments.

Staff may choose to wear a mask more than the compulsory if it helps them to feel safe at school.

PPE is stored partially in the quiet room and partially in the office. It should be reported when these are being used to the business support administrator to allow for stock to be monitored.

Used PPE must be placed in a bin bag and placed in the outdoor store. It will then be disposed of within 72 hours.

Schools will be provided with a monthly supply of PPE (gloves, masks and aprons), including Hand Sanitiser. The Business Support Administrator will monitor stocks and liaise with Judith Wood if additional stocks are required.

Requirements for other PPE eg Visors should be identified through Risk Assessments and obtained through liaison with Judith Wood. Initially this will be in the guise of two visors for specific children. If we find that spitting is a continued issue the school will organise more of these.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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## Step 1 – Identify the hazard and risks

Pupils/ Staff becoming symptomatic

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### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Staff
  - Pupil
- 

### E : Existing control measures

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### F - H: Additional control measures

People consider symptomatic if they have:

·continuous cough

Have a loss or change of taste or smell.

fever/high temperature (37.8C or greater)

Quiet room identified for a pupils who become symptomatic to wait to be collected. Windows/ door to be open. 2 metre distancing to be in place with symptomatic person sitting beside the door. Staff should wear a face mask if they are in the same room supervising. Suitable activity should be provided for the pupil such as a book or some music playing. Other PPE to be used as appropriate. Used PPE should be stored within the outdoor storage until it can be safely disposed of.

If a member of staff becomes symptomatic they should leave the school promptly and travel home. This should be done through private transportation.

The person should then arrange a test to take place. If negative they should return to school. If positive they should self-isolate for 10 days. The tracing element will then be completed by a team make those who have been in close contact aware. These people should isolate form 14 days.

If there are two confirmed cases the HT will liaise with QIOs and raise the issues to the local health protection team.

Education Department Guidance for Symptomatic Pupil should be followed.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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**Step 1 – Identify the hazard and risks**

Fire Evacuation

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**B: Risks**

- infection
- 

**C: Risk rating**

---

**D: Who may be harmed?**

- Staff
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Current Evacuation Procedures to be amended to meeting outside the village hall.  
2 metre distancing to be encouraged.  
One way system no longer in use in case of fire.  
Drills to take place weekly to help support this.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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## Step 1 – Identify the hazard and risks

First Aid/ Administration of Medicine

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### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Staff
  - Pupil
- 

### E : Existing control measures

---

### F - H: Additional control measures

Standard first aid/managing healthcare needs infection control procedures should be followed.

First aid to take place in a spacious area in the nursery or front entrance. This should ensure space to maintain Physical Distancing and with good ventilation.

Where possible staff should maintain distance and encourage the pupils/staff to do as much for themselves as possible. If there is a chance of sneezing, coughing, spitting etc. then a mask should be used. Gloves should be used if there are bodily fluids involved.

PPE Equipment is stored in the main office, disable toilets, staff room and quiet room.

As part of individual pupil risk assessment Care Plans/Health Care Needs will be considered.

First Aiders should be aware of the ELC Guidance on First Aid during COVID.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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**Step 1 – Identify the hazard and risks**

Personal Care e.g. changing or cleaning

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**B: Risks**

- Infection
- 

**C: Risk rating**

---

**D: Who may be harmed?**

- Staff
  - Pupil
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Personal care activities to be undertaken using gloves/aprons as currently required and in accordance with ELC guidance on Personal Care. Gloves and apron must be worn in all cases. Generally a face mask will be worn. Additional PPE may be identified in an individuals risk assessment.

The young person should be encouraged to carry out as much themselves as is possible.

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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**Step 1 – Identify the hazard and risks**

Split Placements

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**B: Risks**

- Infection
- 

**C: Risk rating**

---

**D: Who may be harmed?**

- Staff
  - Pupil
- 

**E : Existing control measures**

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**F - H: Additional control measures**

Nursery to have a clear understanding of which children are on split placement and who the other settings are. This information to be utilized in case of a positive testing for covid-19

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**I: Revised risk rating (after additional control measure are in place)**

6 Adequate

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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## Step 1 – Identify the hazard and risks

Use of Playdoh

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### B: Risks

- Infection
- 

### C: Risk rating

---

### D: Who may be harmed?

- Pupil
- 

### E : Existing control measures

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### F - H: Additional control measures

Where possible the children should wash their hands before and after use. Playdoh to be kept to a single area and not moved around the setting.

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### I: Revised risk rating (after additional control measure are in place)

6 Adequate

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### J - K: Allocate tasks to responsible persons with target completion dates

None

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**Step 1 – Identify the hazard and risks**

Surfaces and key touch points

---

**B: Risks**

- Infection
- 

**C: Risk rating**

---

**D: Who may be harmed?**

- Staff
  - Pupil
- 

**E : Existing control measures**

These key areas to be cleaned regularly through the day. This is especially door handles and key table surfaces. Thorough clean to happen at the end of each day. Any concerns to be raised to HT as quickly as possible.

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**F - H: Additional control measures**

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**I: Revised risk rating (after additional control measure are in place)**

None

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**J - K: Allocate tasks to responsible persons with target completion dates**

None

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