



## Visitor Risk Assessment

January 2022

### Keeping Caversham Heights Pre-school Safe

- Attendance to the setting should be restricted to only children and staff as far as practically possible and visitors should not be permitted to the pre-school unless essential and strictly by appointment only (e.g. essential building maintenance).
- Where essential visits are required these should be made outside of the usual pre-school operational hours where possible.
- As far as possible parents and carers should not enter the premises unless there is an emergency.

### If you are visiting our pre-school with an appointment, please make sure that:

- You sign in on arrival leaving your contact details so that we can contact you for track and trace.
- You wash and/or sanitise your hands when you arrive and as necessary during your visit.
- You wear a face mask or face covering
- You maintain a safe distance (at least 1 metre, and ideally two metres) from other people at all times.

### How can you help us

- Washing your hands frequently, with soap and water
- Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
- Staying away from pre-school if you have symptoms, have tested positive for COVID-19, or have been in close contact with a confirmed case, in line with Government guidance.