**Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1st June 2020**

**Village Bears Day Nursery/Kindergarten/Out of School Clubs**

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| Assessment conducted by:  Clare Williams/Abbie Motherwell | Job title: Part Owners | Covered by this assessment: **Children/Staff/Parents/Visitors** |
| Date of assessment: 26th May 2020  Date Reviewed : 6th August 2020 | Date of next review: September 2020 |  |

The sole purpose of this risk assessment is to support early years and childcare settings, including childminders in preparing for the possibility of providing some face-to-face contact with children **while reducing the risk of coronavirus transmission**. The risk assessment has been written in collaboration with a number of local authorities and has been checked by DMBC L9egal, HR, Public Health and Health & Safety Team.

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| * For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). * This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to settings * For further reference, [https://www.gov.uk/government/latest?departments%5B%5D=department-for-education,](https://www.gov.uk/government/latest?departments%5B%5D=department-for-education) including the documents below.      * + [Coronavirus (COVID-19): guidance for schools and other educational settings](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings) o [Details on phased wider opening of schools, colleges and nurseries](https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries) o [Coronavirus (COVID-19): implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings) o [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020)   + [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers) |

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| **Key:** |  |
| Level of risk prior to control | Identifies the risk before any steps to reduce the risk have been taken |
| Risk Description: | Outlines the area of concern. |
| Risk Controls: | The measures that will be taken to minimise the risk. |
| Impact: | Low/Medium/High |
| Likelihood: | Low/Medium/High NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOLD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE. |
| Responsible person: | The identified staff member(s) responsible for implementing the risk controls. |
| Completion Date: | The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before children return to the setting. |
| Owner/ Manager Check: | Sign off to ensure that the risk has been minimised as far as possible. |

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| **Risk**  **Description/Area of Concern** | **Level of risk prior**  **to control**  **<>** | **Risk Controls** | **Level of risk**  **is now**  **<>** | **Likelihood <>** | **Responsible person** | **Planned completion**  **Date** | **Owner/**  **Manager Check** |
| The setting lapses in following national guidelines and advice,  putting everyone at  risk | Medium | To ensure that all relevant guidance is followed and communicated:   * The setting to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly * Information on the setting website is updated as appropriate. * Parents and carers updated via setting/email/text as necessary. * Any change in information to be shared with Owner/Manager and passed on to parents and carers and staff by email     As a result, the setting has the most recent information from the government, and this is distributed throughout the setting. | **Low** | **Low** | **Clare**  **Part Owner** | **29th May 2020** | CW 25.6.20  CW 25.6.20  CW 28.5.20  CW 28.5.20 |
| Poor communication with parents and carers | Medium | * All parents and children, where appropriate are aware of current actions and requirements and reminded frequently using settings usual communication channels * Owner/Manager to share risk assessment with all staff * Parents and carers notified of risk assessment plan and shared with parents and carers via website.     As a result, all staff working with children and parents and carers are adhering to current advice. | **Low** | **Low** | Manager of setting | **29th May 20** | CW 28.5.20 |

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| Lack of awareness of  policies and  procedures | Medium |    | Setting owners and managers will ensure that all policies impacted on by coronavirus controls are regularly updated All staff will make themselves aware of all relevant policies and procedures including, but not limited to, the following:   * Health and Safety Policy * Infection Control Policy * First Aid Policy * Intimate care policy * Behaviour policy * Staff absence reporting procedures | **Low** | **Low** | **Manager of setting ensure reviewed policies distributed**  **All Staff that are at work to ensure they have been read & sign declaration** | **29th May 20 & Ongoing dependent on changes**  **Send email. Staff sign declaration when next on shift** | CW 29.5.20  CW 29.5.20 |
|  | Medium |  | All staff have regard to all relevant guidance and legislation including, but not limited to, the following:   * The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 * The Health Protection (Notification) Regulations 2010 * Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ * DfE and PHE (2020) ‘COVID-19: guidance for   educational settings’ | Low | Low | Manager of setting  All staff | 29th May 2020 | CW 28.5.20 |

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|  | Medium  Medium  medium  High | * The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. * Staff are made aware of the settings infection control procedures in relation to coronavirus via email or in staff bulletin * Parents and carers are made aware of the settings infection control procedures in relation to coronavirus via letter/social media/poster at entrance to setting – they are informed that they must contact the setting as soon as possible if they believe they or their child has been exposed to coronavirus * Children are reminded of the settings infection control procedures in an age appropriate way in relation to coronavirus from staff each session. All children are informed that they must tell a member of staff if they begin to feel unwell     As a result, all staff and children are aware of the policies and procedures in place to keep themselves safe in the setting. | Low  Low  Low  Medium | Low  Low  Low  Medium | Named Staff  Manager of setting  Manager of setting  Keyworkers | 29th May 2020  29th May 2020  29th May 2020  29th May 2020 & Ongoing | CW 28.5.20  CW 28.5.20  CW 28.5.20 |

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| Poor hygiene practice  in setting - **general** | Medium |  | Posters are displayed including age appropriate for children at the entrance to the setting, around the setting and in every room reminding staff and children of the hygiene practice required in the setting (e.g. washing hands before entering and leaving the setting meal times/ after outdoor play/after toileting/after sneezing/coughing)  Children to wash their hands with soap regularly throughout the day and lunchtimes for no less than 20 seconds Younger children may require assistance when handwashing | **Low** | **Low** | Manager of setting | 29th May 2020 | CW 28.5.20  Ongoing CW |
|  | medium |  | Staff to reiterate key messages (as and when necessary) to key group children to:   * Cover coughs and sneezes with a tissue, * To throw all tissues in a bin * To avoid touching eyes, nose and mouth with unwashed hands. | low | low | Manager of setting | 29th May 2020 | Ongoing CW |
|  | medium |  | Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided in the setting reception area, rooms and other key locations for staff and children. | Low | Low | Manager of setting | 29th May 2020 | CW 28.5.20 |
|  | medium |  | Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance | Low | Low | All staff | 29th May 2020 | CW 28.5.20 |
|  | low |  | Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets, changing and kitchen areas | Low | Low | Manager of setting | 29th May 2020 | CW 28.5.20 |
|  | medium |  | Hand washing facilities are supervised by staff when children are washing their hands to avoid overcrowding in hand washing areas | Low | Low | All staff | 29th May 2020 | CW 28.5.20 |
|  | low |  | Children and staff do not share cutlery, cups or food. | Low | Low | All | 29th May 2020 | CW 28.5.20 |
|  | low |  | Staff to bring in their own cups and utensils | Low | Low | All staff | 29th May 2020 | CW 28.5.20 |
|  | low |  | All utensils are thoroughly cleaned before and after use | low | low | All staff | 29th May 2020 | CW 28.5.20 |
|  | Medium |  | Additional cleaning of door handles, doors, staff toilet and other surfaces throughout the day twice daily and paper/hand towels are refilled regularly twice daily. Children’s toilets cleaned after each use    As a result, all children and staff are adhering to high standards of hygiene to minimise risk of transmission. | low | low | All staff | 29th May 2020 | CW 28.5.20 |

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| Poor hygiene practice – **specific – setting entrance** | medium | * Clear signage in place regarding social distancing and safe spaces * Areas touched to be wiped down immediately * Discourage parents and carers from entering the setting * If possible, stagger start times for staff where possible.   As a result staff are protected. | **medium** | **low** | **Manager of setting**  **All staff** | 29th May 2020  & Ongoing | CW 28.5.20 |
| Poor hygiene practice – **specific – staff shared spaces.** | medium | * Start and end times for staff are staggered to support social distancing * Tissues/hand sanitiser to be available in all locations including office, kitchen and office * Staff to launder uniform daily, if using public transport travel to work in own clothes and change at setting on arrival. | **low** | **Low** | **Manager of Setting**  **All Staff** | 29th May 2020 | CW 28.5.20 |
|  | High | * If staff travelling to and from work on public transport then must wear PPE (masks and gloves) to be disposed of on entry to setting * Staff to wash hands on arrival at setting * Each individual is responsible for wiping down their own key group areas before and after use and regularly throughout the session. * Each individual is responsible for wiping down their own key group resources before and after use.   As a result, practice in shared spaces limits the risk of the spread of any infection. | Medium | Medium | All Staff | Ongoing | CW 28.5.20 |

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| Poor hygiene practice – **specific -** **spread of potential infection at the start of the day/session.** | Medium  High  Medium | In line with government advice:   * Issue information to parents and carers not to enter the setting if they or their children display any symptoms of coronavirus * Issue information to parents and carers about arrival and departure procedures, including staggered, safe drop-off and pick-up * Inform parents and carers of children’s key worker.   Drop off and collection times must be discussed and agreed with manager of setting. Parents must adhere to times. Site entrance to be used.   * School club children drop off and collection on school premises maintain social distancing. Staff and children to wash hands before leaving nursery premises and on arrival to nursery premises * Inform each key group and their parents and carers of the allocated entrance and exit points to the setting and where they should go on arrival. This will either be baby room entrance or Main entrance. * Children to be supervised in accessing hand-washing facilities on arrival. * All staff to wash hands on arrival in setting * Make it clear to parents and carers that they cannot congregate at the front of setting prior to the start of the day. * Issue information to parents and carers in relation to restrictions on their movement around the site * Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.     As a result, the risk of infection is reduced as children and staff arrive at the setting. | **Low**  Medium  Low | Low  Medium  Low | Manager of setting  Keyworker  All Staff  Parents during collecting and dropping off to maintain social distancing | Ongoing  Ongoing  Ongoing | CW 29.5.20  CW 29.5.20  CW 29.5.20  CW 29.5.20  CW 29.5.20  CW 29.5.20 |
| Poor hygiene practice – **specific - end of the day/session.** | Medium | * Issue information to parents and carers about departure procedures, including safe pick-up * Inform parents and carers of their allocated times for the end of their child’s day/session * Inform parents and carers of the allocated exit points and pick up points. This will be either baby room or main entrance. * Make it clear to parents and carers that they cannot congregate at the front of the setting or in the play area prior to the end of the day or session. If waiting to collect children parents and carers are to remain in cars and park safely As a result, the risk of infection is reduced as children and staff leave setting. | **Low** | **Low** | All Staff  Parents during collecting and dropping off to maintain social distancing | **ongoing** | CW 29.5.20 |

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| Poor hygiene practice  **– specific – toilet/ nappy changing facilities.** | Medium | * Staff to wear usual PPE when supporting children with toileting routines – gloves and aprons * All changing surfaces to be cleaned before and after each use * Nappies/soiled items to be disposed of in yellow bags * Any soiled clothes are put into a plastic bag (double bagged) and sent home.   As a result, safe practices are followed and the risk of infection is reduced for staff and children | **Low** | **Low** | **All staff** | **ongoing** | CW 28.5.20 |
| Ill health in setting. | medium | * Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature and loss of smell and taste, and are kept up-to date with national guidance about the signs, symptoms and transmission of coronavirus * Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a child or staff member becomes unwell | **low** | **low** | **Manager of setting** | **ongoing** | CW 28.5.20 |

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|  | medium |  | All staff are informed of the procedure in the setting relating to a child becoming unwell in the setting | low | low | Manager of setting | 29th May 2020. As staff return | CW 28.5.20 |
|  | medium |  | All staff advised of the procedure in the setting if a member of staff becomes unwell. | low | low | Manager of setting | 29th May 2020. | CW 28.5.20 |
|  | low |  | Ensure all staff absences are appropriately recorded. | low | low | Manager of setting | 29th May 2020. | CW 28.5.20 |
|  | high |  | Any child who displays signs of being unwell is immediately referred to Manager/Person in charge | medium | medium | Manager/person in charge | ongoing | CW 28.5.20 |
|  | high |  | Any staff member who displays signs of being unwell immediately refers themselves to Manager/person in charge and is sent home | medium | medium | Manager/person in charge | Ongoing | CW 28.5.20 |
|  | high |  | Where the named person is unavailable, staff ensure that any unwell children are moved to an empty room whilst they wait for their parent or carer to collect them. Setting to contact parents and carers. | medium | medium | All Staff | Ongoing | CW 28.5.20 |
|  | Medium |  | Parents and carers advised to follow the COVID-19: Guidance for households, including accessing testing | medium | medium | Manager of setting | 29th May 2020. | CW 28.5.20 |
|  | medium |  | If a child needs to use the toilet, they should use designated toilet to group which will be cleaned after use. | low | low | All staff | ongoing | CW 28.5.20 |
|  | High  High |  | Children displaying symptoms of coronavirus must not come in to contact with other children and as few staff as possible, whilst still ensuring the child is safe. A facemask should be worn by the staff member if a distance of 2 metres cannot be maintained   * If contact with a child is necessary, then gloves, an apron and a face mask should be work by the staff member. If there is a risk of splashing, eye protection should also be worn * The relevant member of staff calls for emergency assistance immediately if the child’s symptoms worsen * Unwell children who are waiting to go home are supervised in empty area where they can be at least two metres away from others * Areas used by unwell children who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.     As a result, any member of staff who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection. | Medium  Medium | Medium  Medium | All staff  All Staff | Ongoing  Ongoing | CW 28.5.20  CW 28.5.20 |

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| A child is tested and has a confirmed case of coronavirus. | Medium | In line with government advice:   * The parents and carers of the key group children should be advised to self-isolate the child for 14 days * The Owner/Manager will contact PHE. Then PHE’s local protection teams will conduct a rapid investigation and will advise setting on appropriate action.     As a result, owners and managers have taken appropriate action in the event of a confirmed case of coronavirus. | **Medium** | **Low** | **Manager/Deputy** | **ongoing** | CW 28.5.20 |
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| Poor management of child numbers reduces the ability of staff to practice safe distancing. | medium  medium | * Owners and managers to identify and communicate clearly to parents and carers who is to attend and the times they are to attend * Owners and managers to calculate capacities of rooms or spaces. Rooms or spaces allocated for provision are arranged so that children can have safe spaces where practicable * Daily timetable reviewed and refreshed and communicated to staff   Where possible, child movement to be limited to make safe distancing easier and for staff to move between allocated rooms and spaces  As a result, staff are clear about where they should be, the times that they should be there and what they are delivering. | **Low**  **Low** | **low**  Low | **Manager of setting and part owner**  Manager of setting | **29th May 2020**  **Review within week – make changes where necessary**  **29.5.20** | CW 28.5.20  CW 28.5.20  CW 28.5.20  CW 28.5.20 |

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| Insufficient staff to run face-to-sessions for children. | Medium | * Owners and managers to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable staff for their setting * Owners and managers to ensure that the clinically extremely vulnerable are not in attendance at setting * Owners and managers to ensure that the clinically vulnerable are working from home or offered the safest available in setting roles where possible * Protocols for staff to inform owners and managers if they need to self-isolate are clearly in place * Owners and managers ensure there is a rota in place for cover in the instance that staff have to self-isolate. To ensure EYFS staff : child ratios are maintained     As a result, sufficient staff cover in place to provide the face-to face sessions for children. | **Low** | **Low** | **Manager** | **1.6.20**  29.5.20 | CW 28.5.20  CW 28.5.20 |

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| Child movement, at mealtimes increases the risk of infection. | Medium | * Staggered starts to be put in place for mealtimes for key groups if necessary (Use of bathroom to wash hands) * Children to be supervised in washing hands before and after lunch * Tables in designated area/room to be cleaned before and after use at meal times * Catering staff, If used to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness   Children who bring a packed lunch, to eat in key group space to reduce movement and maintain safe distancing.     * As a result, the risk of infection during unstructured time is reduced | **Low** | **Low** | **Manager /Keyworkers** | **Ongoing** | CW 28.5.20 |

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| Spread of infection in rooms/shared spaces. | High | * All unnecessary items to be removed from rooms and learning environments and stored elsewhere * All soft furnishings and items such as cuddly toys and dressing up clothes that are hard to clean to be removed * Key groups reduced in size to ensure safe distancing can be adhered to, and group sizes remain small * Tissues and hand sanitiser to be located in each room/or space * Bins to be emptied at least twice daily in rooms. * Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open * Where possible, windows to be opened to provide ventilation. * Staff to clean IT equipment (especially keyboards) with antibacterial wipes before and after each use * Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use * Shared teaching resources to be cleaned prior to and after each use | **Low** | **Low** | **Manager/Part Owners & Keyworkers in assigned space/room** | **29.5.20** | CW 28.5.20 |
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|  | Medium | * If any bodily fluids come into contact with room equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned * Guidance issued to staff on the use of the office and staff toilet area, including maximum numbers at any one time. One Person in office at any one time. Staff to be reminded to adhere to social distancing at all times * Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc.   As a result, the risk of infection to staff and children in rooms and spaces is reduced. | Low | Low | Keyworker | Ongoing | CW 28.5.20 |
| Poor child behaviour increases the risk of the spread of the infection. | Medium | * Children are reminded of the age appropriate behaviour policy on their return to setting * Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to children and parents and carers. Behaviour policy is adjusted as a consequence * Children’s individual behaviour plans are reviewed and specific control measures identified and shared with parents and carers and staff where necessary.   As a result, children and staff understand the behaviour policy/individual plans in context. | **Medium** | **Medium** | **Manager/ Keyworkers** | **ongoing** | CW 29.5.20 |

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| Children with complex needs are not adequately prepared for a return to the setting or safely supported. | Medium | * Owners and managers and staff should review individual child’s handling plans, including the use of PPE * Parents and carers should be informed of any changes to the child’s handling or other plans, including the use of PPE * Additional advice should be sought from external agencies where appropriate in relation to moving and handling children   (physiotherapy, occupational therapy)   * Review individual communication plans where close proximity is expected e.g. on-body signing * Plans should be understood, shared and followed consistently by all staff working with those children   As a result, children with complex needs are well supported. | **Low** | **Low** | **Manager of setting** | **Assessed as when required** | CW 28.5.20 |
| Vulnerable children and children with SEND do not receive appropriate support. | Medium | * Appropriate planning is in place to support the mental health of children returning to the setting * Agree what returning support is available to children with SEND in conjunction with their parents and carers and other agencies.     As a result, children with SEND are well supported. | **Medium** | **Medium** | **Manager of setting** | **Ongoing** | CW 29.5.20 |

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| Increased number of safeguarding concerns reported after lockdown. | Medium | * Agree safeguarding provision to be put in place to support returning children * Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns * Follow up any referrals made by staff swiftly, while maintaining social distancing.     As a result, safeguarding remains of the highest priority and practice. | **Medium** | **Medium** | **Manager/**  **Keyworkers** | **Ongoing upon Children returning to setting & throughout attending** | CW 28.5.20 |
| Emergency evacuation due to fire etc. | Medium | * Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing and safe spaces can be maintained * Owners and managers to communicate procedures to all staff * Staff to check and confirm understanding of emergency evacuation procedures at the beginning of each day.     As a result, social distancing is maintained in the event of an emergency evacuation. | **Low** | **Low** | **Manager/ All Staff** | **29.5.20**  **Daily** | CW 29.5.20 |

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| **Risk**  **Description/Area of Concern** | **Level of risk prior**  **to control**  **<>** | **Risk Controls** | **Level of risk**  **is now**  **<>** | **Likelihood <>** | **Responsible person** | **Planned completion**  **Date** | **Owner/**  **Manager Check** |
| Cleaning is not sufficiently comprehensive. | Medium  High | Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening the setting   * The Manager of setting will monitor the standards of cleaning in the setting and identify any additional cleaning measures * Disposable gloves/wipes/sprays are next to photocopiers/printers etc * Staff to ensure that daily cleaning is completed as part of their daily procedures (i.e. cleaning of resources used in session/day, door handles, tables, work surfaces ) in their designated work area/room   Bathroom & Sluice Cleaned twice daily & Bins emptied twice daily by staff on rota and initialised  The Cook is responsible for the cleaning of the kitchen each day at nursery. Cleaning of Kitchen after tea is completed by staff member who washes up after tea. Closing of the Kitchen Checklist to be adhered to    As a result, high standards of cleanliness are maintained in the setting. | Low  Medium | Low  Medium | **Manager/**  **Keyworker in assigned areas/rooms**  Manager/ All Staff | Ongoing  Ongoing | CW 28.5.20  CW 28.5.20 |
| **Risk**  **Description/Area of Concern** | **Level of risk prior**  **to control**  **<>** |  | **Level of risk**  **is now**  **<>** | **Likelihood <>** | **Responsible person** | **Planned completion**  **Date** | **Owner/**  **Manager Check** |
| Contractors, deliveries and visitors increase the risk of infection. | High | * No Viewings of settings to take place currently – share a virtual video with parents * All contractors and visitors to be checked to ensure that they are essential visitors prior to entry to the setting * Agree arrival and departure times with contractors and visitors to ensure that there is no contact with staff or children * All contractors and visitors to wear PPE on entry to the setting * All contractors and visitors to wash hands or use antibacterial gel either prior to or on entry to the setting * Contractors and visitors are directed to specific/designated handwashing facilities * All areas in which contractors and visitors work are cleaned in line with government guidance * Contractors and visitors to bring own food, drink and utensils onto site. * Staff who receive deliveries to the setting to wash hands in line with government guidance after handling * Where possible, identify safe/designated places for delivery without need for contact with staff. Drivers are not permitted to enter the setting premises when making deliveries * If drivers have to enter the setting site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building * Surfaces to be cleaned after any deliveries have been made.     As a result, any external visitors/contactors are kept safe and the risk to other members of the setting is minimised. | **Medium** | **Medium** | **Manager/ Deputy** | **Ongoing** | CW 28.5.20 |

**Setting specific arrangements relating to risk assessment that may need additional detail:**

**Capacity and organisation of key group spaces**

Rooms have been split or assigned to accommodate small groups in accordance with the EYFS child: Staff Ratio

Baby Room - Used currently to meet new children and their parents on first settling in session for one hour.

As of 1st September 2020: One Group- Children aged 0-18months (5 children Max)

Bouncy Room- Used Currently for Under 2’s (9 Children Max)

As of 1st September 2020: One Group – 18 months -2 years 5 months years (9 children Max)

Busy Bears

Split in two- social distancing measures applied to keep groups separate

Used Currently- Group 1- Children aged 2-3 years (8 children Max)

Group 2 – Holiday Club Children (8 Children Max)

As of 1st September 2020:

Group 1 – Children aged 2 years 6 months – 3 years and or funded 2 year olds (8 children Max)

Group 2 Before & After School Club (8 Max )

Kindergarten – Children split into 2 groups– (8 children Max in each group per day)

Community Centre– Currently Closed

Scout Hut- Setting has been closed down, Children will attend before and after school club at the day nursery from September

**Arrival to and departure from the setting**

Staff arrive wash hands, Change into Uniform where necessary (MUST change if used public transport)

Parents dropping off and collecting;

To maintain social distancing drop off and collection times to be agreed and adhered to. If Parents are going to be late must ring to adjust time accordingly

At nursery Two Entrances ( Baby Room & Main Entrance) Parent informed which entrance to use.

Kindergarten -All Children use same entrance, social distancing must be adhered to outside

Children will was hands on arrival- staff assistance given where needed.

**Movement around the setting**

Children have allocated spaces indoors and outdoors. Staff will maintain social distancing with each other

**Timetable arrangements**

Routines are able to stay the same, except outdoor use has to be accommodated to ensure groups are able to access their assigned space outdoors. Resources used whether used indoors or outdoors MUST be cleaned after each use. Creative resources i.e pencil crayons/brushes must be cleaned at the end of each session/day children attend

**Role of staff**

To adhere to policies and procedures in place

To carry out routine in their designated area – inclusive of planning and carrying out the activities for the children in their care

To have a clear understanding of risk assessment and if they are unsure to ask

To ensure children are happy and stimulated in their environment

Report any issues/ concerns about a child to Manager/Deputy (safeguarding/ development/general)

If they have any issues or if a procedure is not working in practice – be solution focused – how can we make it better- Speak to Manager

**Snack & Mealtimes plan**

Children have Meals in their own key groups in their own areas.

Hands to be washed before and after Meals/Snacks

Tables cleaned before and after lunch

Children with packed lunches will have to sit at separate table

**Catering**

Meals freshly prepared or cooked ready for next day to be reheated onsite by nursery cook unless child brings packed lunch

Food brought weekly using supermarket by Part owner

**Cleaning**

Undertaken by staff assigned in individual areas throughout the day

Handles/tables/touch points cleaned regularly throughout the day and initialised

Bathroom & Sluice Cleaned twice daily & Bins emptied twice daily by staff on rota and initialised

**Toilets/Nappy Changing Area**

Each group has assigned toilet/changing area to use. These are cleaned after every use

Staff Toilet cleaned twice daily

**Kitchen**

The Cook is responsible for the meal preparation and cleaning of the kitchen each day at nursery. Cleaning of Kitchen after tea is completed by staff member who washes up after tea. Closing of the Kitchen Checklist would be adhered to

**Staffroom and offices**

Only one person permitted in office at any one time. If Manager working in office she will vacate where necessary to enable staff to access

**Useful links:**

* Safeguarding: [https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schoolscolleges-and-other-providers](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers)
* Prevention and control-<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
* Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
* Vulnerable: [https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-onvulnerable-children-and-young-people](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people)
* Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
* SEND [- https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance)
* Children’s mental health support: [https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-andwellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helpingchildren-and-young-people-cope-with-stressP](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress)arents:<https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
* Parents with children with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
* Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
* Financial support: [https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid19-financial-support-for-education-early-years-and-childrens-social-care](https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care)
* Social distancing: [https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19implementing-social-distancing-in-education-and-childcare-settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings)
* PPE:<https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
* Public health England <https://www.gov.uk/government/organisations/public-health-england>
* NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
* Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
* DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>