**Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from Tuesday 9th June 2020**

**Fairhaven Under Fives Centre**

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| Assessment conducted by: Mrs Carter Date of assessment: 03/06/2020Reviewed/Updated 15/6/2020Reviewed/Updated 22/6/2020Reviewed/Updated 29/06/2020Reviewed 19/08/2020 Reviewed 27/08/2020Reviewed/Updated 13/09/2020Reviewed/Updated 28/09/2020Reviewed/Updated 02/11/20 Reviewed/Updated 11/01/21Reviewed/Updated 12/03/21 | Job title: Nursery Manager Date of next review:(Daily risk assessment will take place).To be reviewed weekly or sooner in response to local needs or government changes in legislation. Revisions will be highlighted when updates/changes are made. | Covered by this assessment:Policies and Procedures Communication Hygiene Ill Health Social Distancing Vulnerable Children and Staff Provision for Children with SEND Behaviour linked to social distancing Controlling the spread of Infection Insufficient Staffing Safeguarding Cleaning Emergency Evacuation Contractors on Site |
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The sole purpose of this risk assessment is to support early years and childcare settings 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).

Settings must ensure that this risk assessment reflects their setting. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including any other adult on site as well as your permanent staff). * This risk assessment is not exhaustive and is issued to settings as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the setting**.
* 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. This list is not exhaustive, and settings should add/amend/delete where appropriate e.g. risks for child complex needs.  |
| Risk Controls:  | The measures that will be taken to minimise the risk.  |
| Impact:  | Could be Low/Medium/High or numeric, depending on what is used in the setting.  |
| Likelihood:  | Could be Low/Medium/High or numeric, depending on what is used in the setting. 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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| **The setting lapses in following national guidelines and advice,** **putting everyone at** **risk**  |  **H** | 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 settings website is updated as appropriate.
* Parents and carers updated via setting email as necessary.
* Any change in information to be shared with Managers 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. |  **L** |  **L**  | **D Carter** **J Lewis** | **Ongoing****Reviewed weekly**  | **D Carter**  |
| **Poor communication with parents and carers**  | **H** | * All staff, parents and children, where appropriate, are aware of current actions and requirements and reminded frequently using settings usual communication channels.
* Manager to share risk assessment with all staff.
* Parents and carers notified of the risk assessment plan and shared with parents and carers via website and/or email.

As a result, all staff working with children and parents and carers are adhering to current advice.  | **L**  | **L**  | **D Carter** **J Lewis** | **29/8/20 updated on website and signposted to parents/staff** | **D Carter**  |

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| **Lack of awareness of** **policies and** **procedures**  | **H** | * Managers will ensure that all policies impacted on by coronavirus are regularly updated
* All staff will make themselves aware of relevant policies and procedures, including, but not limited to, the following:
* **Health and Safety Policy**
* **Infection Control Policy**
* **First Aid Policy (CPR)**
* **Intimate care policy**
* **Behaviour policy**

**- Staff absence reporting procedures** **- Fire Evacuation Procedures** * 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**
* The relevant staff receive any necessary training that helps minimise the spread of infection, e.g., infection control training.
 | **L** | **L** | **D Carter****J Lewis****All Staff**  |  | **D Carter** |

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|  |  | * Staff are made aware of the settings, infection control procedures in relation to coronavirus via email, displayed information in the setting and COVID bulletins produced by the early years team.
* Parents and carers are made aware of the settings, infection control procedures in relation to coronavirus via letter/social media/poster at the entrance to school site – 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.  |  |  |  |  |  |
| **Poor hygiene practice** **in setting - general**   | **H** | * 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)
* Children to wash their hands with soap regularly throughout the day and snack times for no less than 20 seconds.
 | **L** | **L** | **D Carter****J Lewis****All Staff**  |  | **D Carter**  |

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|  |  | * Staff to reiterate key messages (as and when necessary) to key groups of 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** * Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided in the settings main room and other key locations for staff and children.
* Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance
* 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.
* Hand washing facilities are supervised by staff when children are washing their hands to avoid overcrowding in hand washing areas.
* Children and staff do not share cutlery, cups or food
* Staff to use their own cups and utensils
* All utensils are thoroughly cleaned before and after use
* Additional cleaning of door handles, doors, toilets and other surfaces throughout the day, including before opening after closing and paper towels are refilled regularly

As a result, all children and staff are adhering to high standards of hygiene to minimise risk of transmission. |  |  |  |  |  |

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| **Poor hygiene practice – specific – setting entrance** | **H** | * Clear signage in place regarding social distancing and safe spaces
* Areas touched to be wiped down
* Discourage parents and carers from entering the setting
* Use garden area for children to enter and leave to better facilitate social distancing
* Parents to wear face coverings

As a result, staff are further protected.  | **L** | **L** | **D Carter****J Lewis****All Staff**  |  | **D Carter** |
| **Poor hygiene practice – specific – staff shared spaces.** | **H** | * Staff will aim to arrive separately and leave within a social distancing manner
* Tissues/handwash/sanitiser to be available in all locations including office, kitchen and main room.
* Staff travelling to/from work on public transport must wear PPE (masks and gloves) to be disposed of on entry to setting
* Staff to wash hands on arrival at setting
* Outdoor/indoor toys will be rotated or cleaned
* All staff responsible for wiping down their areas before and after use and regularly throughout the session.
* The lending library will be reduced to every two weeks, to enable all books and bags to be left out of reach for a full week following return.
* All staff are responsible for wiping down resources before and after use. Large boxes will be provided for temp storage. Some resources will be quarantined for a required period of time.

As a result, practice in shared spaces limits the risk of the spread of any infection.  | **L** | **L** | **D Carter****J Lewis****All Staff**  |  | **D Carter** |

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| **Poor hygiene practice – specific - spread of potential infection at the start of the day/session.** | **H** | 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. Parent guidance will be issued and emailed
* Issue information to parents and carers about arrival and departure procedures, including, safe drop-off and pick-up.
* Inform and remind parents that only one parent/adult will be allowed on site at any one time.
* Inform group and their parents and carers of the allocated entrance and exit points to the setting and where they should go on arrival. See details at end of risk assessment.
* Children to be supervised in accessing hand-washing facilities on arrival, ensuring that children queue while maintaining safe distancing
* Children with complex needs should continue

to be helped to clean their hands properly.* All staff to wash hands on arrival in setting. Hand sanitiser

should not be used as a substitute for handwashing where possible. * 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. See details at end of risk assessment
* Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day
* Parents asked to wear face coverings when coming onto school site.

Staff to wear face coverings when supervising the side gate and playground area as parents/children arrive and leave. Staff to wear face coverings when opening the front door to parents/carers collecting. As a result, the risk of infection is reduced as children and staff arrive at the setting. | **L** | **L** | **D Carter****J Lewis****All Staff**  |  | **D Carter** |

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| **Poor hygiene practice****– specific – toilet/ nappy changing facilities.** | **H** | * 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 as normal
* New staff members will be given clear instructions on cleaning schedules already in place as per induction process, frequently touch surfaces will be marked out with stickers initially for easy/quick reference.
* Nappies/soiled items to be disposed of in nappy sacks and double bagged as normal
* 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 | **L** | **L** | **D Carter** **J Lewis****All Staff**  |  | **D Carter**  |
| **Poor hygiene practice – specific - end of the day/session.** | **H** | * Issue information to parents and carers about departure procedures, including safe pick-up
* One-way entry/exit system with social distance marking to be implemented. Inform parents and carers of the allocated exit points and pick-up points see details at the end of risk assessment.
* Make it clear to parents and carers that they cannot congregate at the front of the setting/school 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.
* Parents are asked to wear face coverings when coming on to the site.
* Staff to wear face coverings when supervising the side gate and playground area as parents/children arrive and leave.

As a result, the risk of infection is reduced as children and staff leave the school.  | **L** | **L** | **D Carter****J Lewis****All Staff**  |  | **D Carter**  |

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| **Ill health in setting**.Missed opportunities for testing |  **H****H** | * 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. Details displayed in setting
* 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.
* PPE box will be located in the designated isolation area, this will be checked and replenished as necessary.
* All staff are informed of the procedure in the setting relating to a child becoming unwell in the setting.
* All staff advised of the procedure in the setting if a member of staff becomes unwell. Ensure all staff absences are appropriately recorded in daily message book and diary.
* Any child who displays signs of being unwell is reported to D Carter or J Lewis
* Any staff member who displays signs of being unwell immediately refers themselves to D Carter or J Lewis
* Staff ensure that any unwell children are moved to the designated isolation area whilst they wait for their parent or carer to collect them.
* A child 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 comfortable and safe. A quick decision as to who will be designed to the child will be made according to staff on rota.
* A facemask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained
* If there is concern regarding bodily fluids and splashing the supervising adult should wear eye protection.
* D Carter or J Lewis will call for emergency assistance immediately if the child’s symptoms worsen

• Parents and carers will be advised to follow the COVID-19: Guidance for households, including accessing testing • If a child needs to use the toilet, it should be cleaned after use. • Areas used by an unwell child who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.As a result, any member of the setting who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection. | **L** | **L** | **D Carter****J Lewis****All Staff**  |  |  **D Carter**  |
| Children and staff should book a PCR test if they have any of the following presenting symptoms: • Loss of appetite • Extreme tiredness• Headache• Joint pain / muscle ache• Nausea / sickness / diarrhoea• Sore throat• Runny nose / congestion • SneezingStaff will have access to LFD test kits FROM 22nd March 2021 and advised to test themselves at home using LFDs, following current guidance. Staff who have access to LFD should self-test and report results to either Mrs Carter or Mrs Lewis, SOPS will be followed accordingly. The lateral flow device (LFD) test kits should be stored securely at a temperature between 2˚C and 30˚C and so must not be stored outside. | **L** | **L** | D CarterJ LewisAll Staff  |  | D Carter |

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| **Poor management of child numbers reduces the ability of staff to practice safe distancing.** |  **H** | •Managers to identify and communicate clearly with parents and carers who is to attend and the times/days they are to attend • 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, use of the outdoor area will be maximised. As a result, staff are clear about where they should be, the times that they should be there and what they are delivering. | **L** | **L** | **D Carter****J Lewis****All Staff**  |  | **D Carter**  |
| **A child is tested and has a confirmed case of coronavirus.** | **H** | In line with government advice: * The rest of the group of children and staff should be advised to self-isolate for 10 days.
* Ensure Childcare Support Officer is informed of any suspect cases in children
* Action must not be taken regarding notifying bubbles until contact with and advise has been given by the DfE helpline.

Refer to the Standard Operating Procedure (SOP). * Manager on duty will contact the DfE. Then DfE will advise on appropriate action to take.

As a result, owners and managers have taken appropriate action in the event of a confirmed case of coronavirus. | **L** | **L** | **D Carter****J Lewis****All Staff**  |  |  **D Carter** |
| **Insufficient staff to run face-to-sessions for children.** | **H** | * Managers to ensure that the clinically vulnerable offered the safest available on-site roles where possible
* Staff to inform managers if they need to self-isolate, as per normal sickness reporting arrangements
* Staff will be required to cover sessions where there are staff absences, as per normal sickness absences arrangements
* EYFS staff ratios will be maintained at all times.
* Staffing shortages – Places will be prioritised according to level of need (vulnerable children, key workers, critical workers, working parents)
* Additional temporary staff will be sourced via recruitment if required

As a result, sufficient staff cover in place to provide the sessions for children. | **L** | **L** | **D Carter****J Lewis****All Staff**  |  |  **D Carter** |

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| **Child movement, at snack time/lunch time increases the risk of infection.** | **H** | * Children to be supervised in washing hands before and after snack/lunch
* Tables and chairs to be identified for each key group at snack times and cleaned before and after use
* Maintain strict levels of hygiene in food preparation area
* Snack will be served to children they will not be able to help themselves from the serving tray
* During lunch time children will access their own lunch boxes prepared at home
* Water jugs and cups to be removed following lunch time for full washing

As a result, the risk of infection during unstructured time is reduced. | **L** | **L** | **D Carter****J Lewis****All Staff**  |  |  **D Carter** |

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| **Spread of infection in rooms/shared spaces.**  |  **H** | * 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
* Tissues and hand sanitiser to be located in each room/or space
* Contact with communal surfaces, such as door handles, etc. to be minimised.
* 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/after use
* 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
* Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc.
* Staff must wash and dry cups, plates and utensils, using disposable towels.

As a result, the risk of infection to staff and children in rooms and spaces is reduced. | **L** | **L** | **D Carter****J Lewis****All Staff**  |  |  **D Carter** |

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| **Poor child behaviour increases the risk of the spread of the infection.** | **H** | * Children are reminded of age-appropriate behaviour practices on their return to setting. Behaviour policy is amended
* Behaviours and how they will be applied in the context of social distancing are clearly communicated to children and parents and carers. Behaviour policy is amended
* Children’s individual behaviour/SEND 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. | **L** | **L** | **D Carter****J Lewis****All Staff**  |  |  **D Carter** |
| **Children with complex needs are not adequately prepared for a return to the setting or safely supported.** | **H** | * 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. | **L** | **L** | **D Carter****J Lewis****All Staff**  |  | **D Carter** |

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| **Vulnerable children and children with SEND do not receive appropriate support.** | **H** | * 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.  | **L** | **L** | **D Carter****J Lewis** **All Staff**  |  | **D Carter** |
| **Increased number of safeguarding concerns reported after lockdown.** | **H** | * Agree safeguarding provision to be put in place to support returning children
* Amended Safeguarding policy directives to be put in place
* Ensure that key staff (DSL and deputies) have the 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. | **L** | **L** | **D Carter****J Lewis****All Staff**  |  | **D Carter** |

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| **Emergency evacuation due to fire etc.** | **H** | * Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing and safe spaces can be maintained.
* Managers to communicate procedures to all staff

As a result, social distancing is maintained in the event of an emergency evacuation.  | **L** | **L** |  **D Carter****J Lewis****All Staff**  |  |  **D Carter** |
| **Cleaning is not sufficiently comprehensive.** | **H** |  Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening the setting * Health and Safety Officer monitors the standards of cleaning in the setting and identifies any additional cleaning measures.
* Staff will be required to work their full shift to accommodate any additional cleaning that maybe required at the end of each day (3.40pm).
* Disposable gloves/wipes/sprays are easily accessible indoors outdoors.
* Staff to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. bathrooms, kitchen).
* Health and Safety policy amendments added and shared with staff

As a result, high standards of cleanliness are maintained in the setting.  | **L** | **L** |  **D Carter****J Lewis****All Staff**  |  |  **D Carter** |

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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**  |
| **Contractors, deliveries and visitors increase the risk of infection.** | **H** | * 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 wash hands either prior to or on entry to the setting
* All pre-booked visitors complete COVID-19 information sheet to confirm contact details
* All visitors to the setting should be recorded, including their name and contact details in case of a confirmed case in 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 the 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 the 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
* Parents and carers keen to visit the setting will be booked in at the end of the day or limited to the outside play area. They will be informed of the system of controls before arrival

As a result, any external visitors/contractors are kept safe and the risk to other members of the setting is minimised.  | **L** | **L** | **D Carter****J Lewis****All Staff**  |  |  **D Carter** |
| **Mental health and** **wellbeing affected** **through isolation or** **anxiety about** **coronavirus** | **H** | Follow HSE guidance on stress and mental health • Regular keep in touch calls will be held with staff shielding or isolating at home, information about the general functioning of the setting will be shared. * Counselling and Therapeutic Support Line for Early Years Staff and parent’s will be shared/ provided via email with links added at end of this risk assessment.
* Help and support information for families shared with parents and staff via email and added at end of this risk assessment.
* Coronavirus and coping at work during a pandemic - New

MIND have developed a webpage for employers and employees with advice and support to help you to manage your wellbeing. See link below.https://www.mind.org.uk/workplace/coronavirus-and-work/ | **L** | **L** | **D Carter****J Lewis****All Staff**  |  | **D Carter**  |

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

**Capacity and organisation of key group spaces**

From 9th June vulnerable and key workers children will form the first bubble/group. This bubble/group will be allocated to Mrs Carter and Mrs Lewis.

From 23rd June the second bubble/group will be formed, allocated staff members will be confirmed.

Following this any other children will be allocated places if/when capacity allows.

From 3rd September all children including knew starters will return, normal session times will resume

**Entry**

Entry will be via a controlled, one-way system entering via the pedestrian gate from the alleyway as normal, parents will then be required to drop children at the nursery garden gate, where Mrs Carter will be waiting/signposting.

Upon arrival to the nursery garden the ground will be marked indicating a one-way pathway round and back out.

Parents arriving to drop children at 8.30am and to collect children at 3.15pm will need to use the school sites one-way system to exit, which is marked and signed, leaving via the site vehicle gate exit. Exit at other times will be via the pedestrian gate, where flow will be much slower.

Signage will be placed in the alleyway marking the start of the one-way system and throughout the system.

Additional signage will indicate where parents need to stop and wait before they can continue forwards.

**Exit**

At the end of each session, parents will enter the pedestrian gate, they will then be required to wait in the nursery garden area using the marked bays until their child is brought to them, Mrs Carter will be on hand waiting for parents to arrive.

At the end of the morning session parents will need to exit the nursery garden back through the pedestrian gate, as the school site will be locked in line with safeguarding procedures.

At the end of the afternoon session parents will need to exit the nursery garden then continue to follow the whole site one-way system back out.

Mrs Carter will be on hand to ensure this is managed effectively.

**Timetable arrangements**

Free play indoors and outdoors will be facilitated with consistent key groups taking turns to play either indoors/outdoors creating some form of natural distancing

Snack time will take place with seating spaced out, children are required to bring along a piece of fruit each day, which can be placed into the ‘fruit bowl’ upon arrival.

**Cleaning**

High contact areas will be wiped clean during and throughout each session. Cleaning of resources, frequently-touched surfaces/ equipment/tables/chairs/door handles, etc will be constant throughout the day. Deep cleaning will take place at the end of each session.

**Toilets**

Children will have access to the toilets during the session, we will try and limited the number of children in the toilet area at any one time, however this cannot be guaranteed. Children must come to nursery in clean clothing which they can adjust themselves. The toilets/sink areas will be cleaned frequently and a deep clean will take place at the end of every session.



Additional Links Updated 02/11/20

New National restrictions come in to force at 00.01am on Thursday 5 November 2020. Please see link below to new national guidance. https://www.gov.uk/guidance/new-national-restrictions-from-5-november

Link to the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and about what to do if you or anyone in your household has possible or confirmed coronavirus. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stayat-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#ifyou-live-with-someone-with-covid-19-symptoms-or-a-positive-test-result>

What parents need to know about early years providers during the coronavirus (COVID-19) outbreak –

Includes changes to information on self-isolation and shielding and who needs to get a test for coronavirus (COVID-19). https://www.gov.uk/government/publications/what-parents-and-carers-need-to-knowabout-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19- outbreak/what-parents-and-carers-need-to-know-about-early-years-providersschools-and-colleges-in-the-autumn-term

Additional Links Updates 11/01/21

On Monday 4 January 2021, the Prime Minister announced a national lockdown, which came into force on Tuesday 5 January 2021, to control the spread of coronavirus (COVID-19). During this period, local restriction tiers will not apply. The government continues to prioritise the wellbeing and long-term futures of our young children. Early years provision should remain open and continue to allow all children to attend full time or their usual timetable hours. This includes early years registered nurseries and childminders, maintained nursery schools, as well as nursery classes in schools and other pre-reception provision on school sites. This is the default position for all areas irrespective of national lockdown restrictions.

Education and childcare settings: national lockdown from 5 January 2021 Guidance for all early years settings and local authorities in England [Education and childcare settings: national lockdown from 5 January 2021 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950653/Education_and_childcare_settings_-_national_lockdown_from_5_January_2021_.pdf)

Guidance Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak Updated 7 January 2021 <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Mental Health Support Guidance’s

<https://www.dudley.gov.uk/media/16872/mental-health-guide-v1.pdf>

<https://www.dudley.gov.uk/media/16754/counselling-and-therapeutic-support-line-for-early-years-staff-and-parents.pdf>

<https://www.dudley.gov.uk/media/16873/help-and-support-information-whole-borough.pdf>

https://www.dudley.gov.uk/media/16358/wearing-a-face-mask-dos-and-donts.pdf