

Activity assessed: Covid-19 re-opening

Breakfast and OOSC Risk Assessment
Risk Assessment is in line with Early Years and OOSC guidance

Assessment date: 02/09/2020

Name of assessor: Carolyn Eyre / Paula Wilson

Review date: As required in line with new guidance or information from HM Gov, DfE or LCC

RA Completed: 03/06/2020 Updated 08/03/2021

Hazard	Persons at Risk and How They Might be Harmed	Risk rating	Controls Currently in Place	Current Risk Level						Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				5	4	3	2	1	Residual risk rating				
Drop off / collection - Breakfast club and OOSC	Children, parents, staff - contact with a person with Covid-19 - varies from mild symptoms to death		Breakfast club - Bluebell Nursery children, Classes 2-6. Drop off at nursery gate by KS1 door (Bluebell). Parents will enter via the pedestrian school parents gate near the staff car park and queue on markers on the pathway. They will exit around the side of the building and via KS1 playground gate. Sunflower Nursery children and Reception and Class one - will enter via the pedestrian gate and walk to Sunflower room. Markers are on the floor indicating 2m marks. They will exit via the pedestrian gate.							Drop off between 7.30 -8.55am. Staff who may be more vulnerable will not greet parents and children at the gate	Staff / parents	08/03/2021	
			No parents / carers can enter the building							Markers to show 2m waiting spaces	Staff / parents	08/06/2020	
			Parents hand care of child to staff at gate (both rooms)							Only one member of staff at gate at any one time - maintain 2m distance unless there are exceptional reasons. Staff who may be more vulnerable will not greet parents and children at the gate		Ongoing	
		H	Child to enter nursery - staff member will accompany them						L	Any child who is upset will need settling by parents, staff can take reasonable measures to accept the child using distancing guidance	Staff	Ongoing	
			Children to wash their hands upon arrival with assistance of staff (20 seconds, anti bac soap) Breakfast club - hands will be washed in the accessible toilet before entering the building.							Staff member and child wash hands in accessible bathroom upon child arriving and before entering the nursery setting.		02/09/2020	
		End of session		OOSC: Bluebell Nursery, Classes 2-6. Parents will enter via the school pedestrian gate, queue on markers along the path / sheds and collect via the gate near red KS1 leaving via KS1 playground gate. Sunflower Nursery children, Reception, Class one are to be collected from Sunflower room using the pedestrian gate, waiting on allocated markers for staff to assist.						Only one member of staff at gate at any one time / staggered collection times / markers to show 2m spaces. Staff who may be more vulnerable will not greet parents and children at the gate		02/09/2020	
		Breakfast club transfer to school	H	SCC Staff to take children to school: R - 8.50am Y6 - 8.55am Y4 - 8.55am Y3 - 9.05am Y5 - 9.05am Children to remain away from others as much as possible. Children to line up on designated markers to enter the school with their class teacher						Bluebell staff will take Classes 2,3,4,5,6 and wait for teachers to arrive and children to line up. Sunflower Staff will take Reception and Class one to the shared triangle and wait until allocated times and teachers arrive		02/09/2020	
		School transfer to OOSC		School children are staggering leaving times from school. School to bring children children from classes 2-6 to OOSC via KS1 door at 3.30, not before. Teachers will bring reception and class one to Sunflower gate. Children will wash hands in accessible bathroom before entering the setting						OOSC school children can not enter nursery setting until after 3.30 when all nursery children have left. Hands must be washed before entering the setting		08/03/2021	
Children, parents, staff - contact with a			Guidance states that best endeavours to remain at 2m but this is unlikely in early years and 'children in the early years cannot be expected to remain 2m apart from each other or staff' (DfE planning guidance 24/5/20)							Staff to maintain 2m distance from colleagues and implement social hygiene measures - immediate disposal of tissues, cough / sneeze into elbow rather than hand, wash hands immediately with soap for at least 20secs, etc	Staff	Ongoing	
			Where possible small consistent groups of children and staff will be allocated in areas around the room - School children will be kept separate from nursery where possible							Limit numbers of children inn each 'area' at any one time i.e in the home corner School children and nursery children to sit at separate tables and use different areas of the setting	Manager	08/03/2021	
			Where possible bubbles should be used upto 15 per bubble. Where possible children will be kept in bubbles of nursery children, KS1 and KS2 (Reception and class one are in separate rooms to Claases2-6)							Split into 2 groups where possible, one group inside and one outside, this is dependent on numbers of children in per day and the weather conditions being suitable.	Manager / room leaders	08/03/2021	
		H	Where possible registration, carpet time / activities should be in bubbles.						L		Manager / room leaders	15/06/2020	

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Social distancing	person with Covid-19 - varies from mild symptoms to death		To ensure the experience is a positive one, careful interaction will be allowed between those within each bubble (see hygiene processes for further guidance)								Staff	Ongoing		
			Children will be allocated more than the proposed space within the guidance of 2.3m squared per 3-5 year old child								Manager / room leaders	Ongoing		
			In Breakfast club and OOSC ages of children will be 2 years - 11 years							Children have allocated days and session booked in advance		20/07/2020		
			Only one parent to drop off and if possible with no other siblings in attendance.											
			Hours offered will be 7.30 - 8:55 and 3:30 - 6:00											
			Staff members will be rota's onto set days each week							Staff have been allocated set days and hours although the children attending may vary due to the flexible nature of the sessions	Manager	20/07/2020		
Isolation periods	Wider public		Suspected cases should follow 7 day isolation period https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance and 14 days for families							Risk level 4 applies if a parent / staff member ignores stay-at-home advice - would otherwise be level 2	Staff / parents	Ongoing		
		H	Confirmed cases should follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance						M	Risk level 4 applies if a parent / staff member ignores stay-at-home advice - would otherwise be level 2	Staff / parents	Ongoing		
			The main symptoms can be found on https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/							Display symptoms poster at both gates and on SCC website (risk level 1 relates to info on symptoms - not risk of COVID)	Staff / parents	Ongoing		
Sickness/illness (staff & children)	Children, staff, contract cleaner - contact with a person who may have Covid-19 - varies from mild symptoms to death		If a child becomes unwell at home with symptoms linked to Covid-19, isolation processes will be followed as per the guidance - parent to notify SCC manager without delay							Parent to contact 111 - Coronavirus test will be arranged in line with PHE arrangements	Parents	Ongoing		
			If a child becomes unwell at home with other symptoms parents should follow the sickness policy (available on the website) Please call the manager before bringing a child to the setting								Parents / manager	Ongoing		
		H	If a child becomes unwell at SCC with symptoms linked to Covid-19 the child will be removed to a safe space with closed door / away from other children & staff without delay. Room leader / colleague to call parent / carer immediately.							M	A register will be kept of all staff and children in each group. Staff member does not need to go home unless they later develop symptoms. Staff who may be more vulnerable will not be asked to care for the child with symptoms	Room leaders	Ongoing	
			Staff member to wear PPE (including face mask if there is risk of droplets e.g. if child is coughing, vomiting), take child's temperature & record this with time taken, and any other significant information, maintaining 2m distance as much as possible.								Safe area: Bluebell - office Safe area: Sunflower kitchen Window to be opened if possible	Staff / manager	Ongoing	
			Any tissues, wipes, paper towels to be double bagged with tied top and disposed of safely. Parent to contact 111 in line with PHE guidelines to request test - parent to notify manager of result as soon as available								Display notice on door of room to inform staff and cleaners that the room will be closed for 72 hours; LCC to follow cleaning RA.	Manager / staff	8-15/6/20	
			If a staff member becomes unwell with symptoms linked to Covid-19, they will alert the manager and / or room leader and go home at once. Staff member to contact 111 to arrange testing and inform manager of result as soon as available										Ongoing	
			If a staff member becomes unwell (definitely not COVID related) they will follow the employee sickness policy; they will not attend the setting without speaking to the manager first.								Staff who may be more vulnerable will be informed so that they can take advice from their GP or specialist	Staff	Ongoing	
Emergency contact	Children & staff - varies from distress /		All emergency contracts are on the SCC system. Parents will be asked to check and confirm on first drop off							check emergency contact details before first drop off to minimise risk of long queues	Staff / parents	08/06/2020		
			Staff will following PHE guidance if a child becomes unwell & contact parent / carer immediately							Level 2 due the risk of not being able to contact a parent	Staff	Ongoing		
		M	Parents MUST remain available to collect immediately if required						L	If a child is seriously ill, staff will call 999 regardless of whether the parent is able to come immediately	Parents	Ongoing		

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anxiety of child to unnecessary or extended exposure of staff to Covid-19	anxiety of child to unnecessary or extended exposure of staff to Covid-19		A register of all children attending each different session, day and each week will be maintained to allow for track and trace if required								Manager	Jul-20			
			Ensure SCC holds most up to date emergency contact details for all staff							Ask staff to confirm or update their emergency contact details (e.g. if their next of kin is currently working from home, etc)	Manager	08/06/2020			
Handwashing Provision	Children & staff - exposure to potential Covid-19 on surfaces / objects	M	Antibac soap is available around the setting including upon arrival / departure in the accessible bathroom, in 2 sinks in BB, one sink in SF and both staff rooms / kitchens							Staff who may be more vulnerable are advised to be particularly rigorous with their handwashing	Staff	Ongoing			
			Paper towels are available for drying and should be carefully disposed of in the bins provided							Purchase lidded bins to reduce risk level to 1	Staff / manager	Ongoing			
			Children also have access to 3 sinks with anti bac soap in their bathrooms as well as access to the provision sinks							L		Staff	Ongoing		
			Handwashing will take place each hour (around a schedule for arrival, breaks, lunch, pick up) and when using the bathroom									Staff	Ongoing		
			Anti bac gel is available if required									Staff / manager	Ongoing		
Cleaning of equipment	Children & staff - exposure to potential Covid-19 on surfaces / objects	H	LCC to clean each room thoroughly each evening using antibacterial products, including tables, chairs, handles, floors, bathrooms							See LCC (contractor) RA for further details	LCC	Ongoing			
			Staff will disinfect wipe the accessible bathroom upon arrival and after use. LCC will deep clean each evening							See LCC (contractor) RA for further details	Staff / LCC	Ongoing			
			Handles, tables, chairs, all surfaces, doors to be cleaned upon arrival using antibac									Staff	Ongoing		
			Milton to be set up in sinks									Staff	Ongoing		
			Toys and resources to be chosen for the day from the sterilised items. Where possible to be rewiped									Staff	Ongoing		
			All bedding used or flannels etc to be cleaned on a hot wash each evening if needed								Children in bubbles A & B do not routinely have naps at SCC so bedding would only be used if a child was ill / under the weather (not Covid-related). Flannels will not be used in any circumstances - disposable wipes are available.	Staff	Ongoing		
			All cups, plates to be placed in milton after use at snack time								L	Children to be encouraged to bring their own water bottle if possible	Staff / parents	Ongoing	
			Windows to remain open as much as possible									Children to play outside if weather permits - bike handles, etc to be cleaned with antibac during change overs	Staff / room leaders	Ongoing	
			Wherever possible, use wipeable books									Select a small number of books to be put out for the children in a basket or similar - at the end of the session, that basket to be put away for at least 3 days and replaced with a new selection for the next day	Staff	Ongoing	
			Children CANNOT bring their own toys into nursery									Parents to be reminded to check their child has no toys at drop off	Parents	Parents to be reminded before 8/6/20	
			Where practical all soft furnishings / resources will be removed and all toys with intricate parts that are difficult to clean							Items that can not be removed will be cleaned each evening with a hot wash or milton bowls	Manager / room leaders		Apr-20		

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Sharing of resources	Children & staff - exposure to potential Covid-19 on surfaces / objects		Carpets / rugs								Carpets will be hoovered each evening and sprayed with anti bac disinfectant. Rugs will be removed before 8/6/20. If a child with Covid-19 related symptoms has urinated, vomited, coughed on the carpet, area will be closed off for the rest of the session and cleaned with antibac	Manager / LCC	Ongoing. Rugs to be removed by 8/6/20		
			Toys and resources will be removed from the setting where possible and a selection brought in each morning									Label baskets with relevant day - toys that are difficult to sterilise to be put away for at least 3 days	Staff	Ongoing	
		H	Toys and resources will be cleaned with Milton / antibac / wipes as appropriate throughout the day								L	As above	Staff	Ongoing	
			Toys and resources will be cleaned at the end of the day and taken out of the room									As above	Staff	Ongoing	
			Bowls with milton will be in sinks and toys placed in for sterilising after use where practical										Staff	Ongoing	
			Contact with sun protection containers, etc									Wherever possible, parents will be asked to apply long lasting sun cream at or before drop off to reduce the need for staff and parents to handle containers			
			Children who place items in their mouth to be encouraged / reminded not to - staff to closely observe these children									Items that a child has placed in their mouth to be cleaned & placed in Milton immediately	Staff	Ongoing	
Using outdoor space and equipment	Children & staff - exposure to person with Covid-19 or potential Covid-19 on surfaces		Space will be allocated above the suggested guidance								Ensure daily numbers in each bubble remain under 16 (max 2 x 8 children)	Manager / room leaders	Ongoing		
			Mud kitchen and sand tray will not be used									Manager / room leaders	Ongoing		
		H	Playdough and water tray only to be used with agreement of manager and in compliance with additional guidance and stand-alone risk assessment								L	Playdough may be used if packaged separately for each individual child. Water tray may be used if water is soapy - sides to be wiped down immediately after use.	Manager / staff	Ongoing	
			Bikes / trikes and outside vehicles will be wiped after use										Staff	Ongoing	
			Resources and toys will be stored away after cleaning										Staff	Ongoing	
			A small selection bought out each day									Label by day & put resources away for at least 24 hours after cleaning	Staff	Ongoing	
Supply of PPE	Staff - exposure to infection, bacteria including Covid-19 during intimate or personal care		Aprons and gloves are available to use for any intimate care or accidents								Staff to be briefed on correct use of gloves & face masks - online tutorial. Staff who may be more vulnerable will not be asked to undertake intimate care unless absolutely necessary - and will not be placed in a bubble together	Manager		In stock and available. Held on site	
		H	PPE is not advised in early years setting other than what is normally used as part of the standard daily routine								M/L	Face masks not be worn day to day but must be available for suspected cases while waiting for the child to be collected	Manager	Ongoing	
			Bags re available for all waste and other products to be safely contained and stored immediately outside in sealed bags									Purchase lidded bins	Manager / staff	Ongoing	
			Staff should follow the intimate care policy and take all reasonable measures to ensure they do not come into contact with any bodily fluids									Staff to wear single use gloves & aprons while cleaning a child who has soiled or needs first aid (body fluids) and to then clean their own hands thoroughly before rejoining the bubble. Staff who may be more vulnerable will not be asked to undertake intimate care or deal with body fluids unless absolutely necessary - and will not be placed in a bubble together	Staff	Ongoing	
Meals		M	A meal will continue to be provided. Children will sit at alternate seats where possible and tables will be spread apart as best possible ensuring safety of children / management of staff								Meal will be displayed in window for parents information	Staff	Ongoing		

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	Drinks		Water will be provided in sterilised cups throughout the day and at meal times.								Parents / staff	Ongoing		
Transport	Children / parents - exposure to Covid-19 on public transport	L	Where possible parents are asked to walk to drop off / collect children. If not please park carefully around the nursery							L	Parents	8/6/20		
Chemicals e.g. disinfectant, bleach	All - COSHH	H	All items to be stored in the locked cleaning cupboard or in the kitchen cupboard with safety gate locked. Additional items to be stored in outside shed until needed							L	Ensure reliable supply / adequate stock levels	Staff / LCC	Ongoing	
Allocation of sessions	Addmissions Policy		Sessions will be offered in line with SCC admission policies								SCC	02/09/2020		
Building Maintenance	Fire		Fire alarm has been tested in line with policy								Risk assessment to be reviewed & discussed with staff - it may not be possible to keep the bubbles separate in a fire	Shadwell school / manager		May-20
	Water	M	Water has been tested in line with policy including for legionnaires							L	All taps have been run regularly during partial closure; legionella testing has been completed - clear	Shadwell school / manager		May-20
	Contractors		Contractors not to be permitted into building - in case of essential works, they will be asked to attend when setting is closed and to provide written information regarding their risk assessment / Covid-19 arrangements									Shadwell school / manager	Ongoing	
	Building		Risk assessment check lists are to be completed upon opening, throughout the day and at closing in line with policy guidance								RAs have all been reviewed - all staff to be reminded of the importance of reading & providing feedback on any areas that are not clear or become unworkable	Manager / room leaders	TBC with Shadwell Primary School	
Staff qualifications	Ratios		. Where possible staff ratios will be in line with guidance 1:8								It is anticipated that we will exceed 1:8 to provide cover / assistance. Floating staff will not travel between the two rooms	Manager / trustees	Ongoing	
	First Aid	M	At least one Paediatric First Aid trained staff member will be available in each room each day - See HSE guidance							L	With the exception of new recruits, all SCC staff have PFA certificate - No high risk activities / trips to be undertaken	Manager / trustees	Ongoing	
	Qualifications		At least one level 3 qualified member of staff will be available in each bubble where possible and in each room at minimum								Bank staff to be used if necessary to maintain L3 cover in each bubble	Manager	Ongoing	
	Information		Information on the website is updated regularly									Manager	Ongoing	
	Well being		Well being and safeguarding information will be shared via email, blogs and on the website.									Manager	Ongoing	

In line with Government and Public Health England guidance