



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					
			Staff members will be rostered to set days each week over except Friday OOSC on rolling rota							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 <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> 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 <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>						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 <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a>								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 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 details/procedures	Children & staff - varies from distress / anxiety of child to unnecessary or extended exposure of staff to Covid-19		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	
			If a child does not attend when expected, parent to contact SCC by 9.30am to confirm reason (i.e. not COVID related)								If a child does not attend when expected & there is no communication from parent, staff will contact parent to confirm child is safe & well	Parents	Ongoing	
			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	

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					
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	02/09/2020		
			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 regularly				
Sharing of resources	Children & staff - exposure to potential Covid-19 on surfaces / objects	H	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	
			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	
			Toys and resources will be cleaned with Milton / antibac / wipes as appropriate throughout the day							L		Staff	Ongoing	
			Toys and resources will be cleaned at the end of the day and taken out of the room								As above	Staff	Ongoing	

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					
			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	
			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	02/09/2020	
			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	
			Lateral flow testing (LFT) kits will be available to all PVI staff who wish to use them. Testing to be completed at home 2 x per week; results to be reported on NHS app. If LFT is positive, MoS inform manager & arranges for PCR test.								If LFT is positive, household must isolate until PCR test. If PCR is positive, staff member informs manager; bubble closes. If negative, member of staff may return to work.	Staff	commences 22/3/21	
Supply of food	Lunches		Children will be provided snacks mid morning and mid afternoon. A lunch will be provided by school LCC in a grab bag.							Meals and snacks will be displayed on a board / window for parents to see and lunches on the website or shared via First Steps	Staff	Ongoing		
		M	Children will sit at alternate seats at snack time and lunch time tables will be spread apart as best possible ensuring safety of children / management of staff						L		Staff	Ongoing		
	Snacks		Snacks will be provide by SCC - fruit or breadsticks. Where relevant, food will be washed in advance. All bowls / cups will be sterilised before and after use using milton.							Maximum of one member of staff in kitchen area at any time - counters, handles to be wiped with anti-bac before & after use	Staff	Ongoing		
	Drinks		Water will be provided in sterilised cups throughout the day and at snack and meal times. Milk is also provided at snack								Parents / staff	Ongoing		

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				
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	Parents to be reminded by 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	Admissions 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	Ongoing	Each term
	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	Ongoing	Each term
	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	
Supporting children not able to attend nursery	Learning		Learning will be in line with EYFS and development matters where possible as per current Covid-19/ Ofsted guidance							Planning and moderation will be planned for each room and shared with staff with regular progression checks	Manager / staff	Ongoing	
	Daily Communication	L	Staff will continue to communicate with parents via First Steps trackers, emails, newsletters and telephone. Activities will be shared via a butchers board each day. At pick up and drop off interaction should be limited where possible except for where necessary i.e accident forms						L	Where possible verbal communication at pick up and drop off with parents should be limited	Staff	Ongoing	
	Staying in touch	L	Staff will share learning packs if a child is due to be away from nursery for a prolonged period						L		Staff	Ongoing	
	Support		Blogs will be shared with learning, support and ideas								Staff	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	