

Activity assessed: Covid-19 re-opening

Assessment date: 29/05/2020

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 20/07/20

| 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 | Children, parents, staff - contact with a person with Covid-19 - varies from mild symptoms to death | H | Drop off at nursery gate by KS1 door (Bluebell) & garden gate (Sunflower). Both sets of parents will enter via the parents gate near the staff car park | | | | | | | L | Drop off at staggered times. Staff who may be more vulnerable will not greet parents and children at the gate | Staff / parents | Ongoing | | | |
| | | | 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 | | | |
| | | | Child to enter nursery - staff member will accompany them | | | | | | | | 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) | | | | | | | | Staff member and child wash hands in accessible bathroom upon child arriving and before entering the nursery setting. | Staff | Ongoing | | | |
| | | | End of session: Staff member brings child to gate - parent waits outside gate | | | | | | | | 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 | Staff / parents | Ongoing | | | |
| Social distancing | Children, parents, staff - contact with a person with Covid-19 - varies from mild symptoms to death | H | 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) | | | | | | | L | 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 | | | |
| | | | Numbers for holiday club will be increased to 32 per day, run from Bluebell room | | | | | | | | | Manager / room leaders | 20/07/2020 | | | |
| | | | Where possible small consistent groups of children and staff will be allocated in areas around the room | | | | | | | | | Limit numbers of children in each 'area' at any one time i.e in the home corner | Manager | 20/07/2020 | | |
| | | | Where possible bubbles should be used | | | | | | | | | Split into 2 groups where possible, one group inside and one outside | Manager / room leaders | 20/07/2020 | | |
| | | | Where possible Bubble B will be in friendship and age groups | | | | | | | | | | Manager / room leaders | 15/06/2020 | | |
| | | | 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 | | |
| | | | Ages of children will be 2 years - 11 years | | | | | | | | | | Allocation is based on nursery children, siblings of nursery children, school children, children in the local area | | 20/07/2020 | |
| | | | Children can not attend more than one setting (i.e SCC and another nursery or child minder) | | | | | | | | | | Reminder to parents that this also applies to grandparents | Parents | reminder to parents by 5/6/20 | |
| | | | Hours offered will be 8:00 - 6:00 and 9:00 - 3:30 | | | | | | | | | | No half day sessions will be offered to limit cross over between daily deep cleaning | | | |
| Staff members will be rota's onto set days each week over the holiday club period | | | | | | | | | Staff have been allocated set days and hours over the holiday club period although the children attending may vary due to the flexible nature of the club | Manager | 20/07/2020 | | | | | |

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| Isolation periods | Wider public | H | 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 | | 4 | | | | | M | Risk level 4 applies if a parent / staff member ignores stay-at-home advice - would otherwise be level 2 | Staff / parents | Ongoing | |
| | | | Confirmed cases should follow https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance | | 4 | | | | | | 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/ | | | | | 1 | | | 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 | H | 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 | | 4 | | | | | M | 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 | | | | 2 | | | | | Parents / manager | Ongoing | |
| | | | 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. | | | | 2 | | | | 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. | | | | 2 | | | | 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 | | | | 4 | | | | 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 | | | | 4 | | | | | | 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. | | | | | | 1 | | 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 | M | All emergency contracts are on the SCC system. Parents will be asked to check and confirm on first drop off | | | | | | | L | 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 | | | | 2 | | Level 2 due the risk of not being able to contact a parent | | Staff | Ongoing | | |
| | | | Parents MUST remain available to collect immediately if required | | | | | | 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) | | | | 2 | | 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 day and each week will be maintained to allow for track and trace if required | | | | 2 | | | | | Manager | Jul-20 | |
| | | | Ensure SCC holds most up to date emergency contact details for all staff | | | | | | 1 | | 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 | | | | | | | L | 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 | | | | 2 | | 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 | | | | | 1 | | | Staff | Ongoing | | |

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| | | | 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 | | | | | | | | 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 | |
| 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 | | | | | | | | Staff | Ongoing | | |
| | | | Toys and resources will be cleaned at the end of the day and taken out of the room | | | | | | | | Staff | Ongoing | | |
| | | | Bowls with milton will be in sinks and toys placed in for sterilising after use where practical | | | | | | | | As above | 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 | Staff | Ongoing | |
| | | | 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 | |

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| | Siblings of nursery children School children Children in local area | | Support families of current users Support of school children and those who would usually book the provision Support of local families and children | | | | | | | | Manager / trustees Jul-20 Manager / trustees Jul-20 Manager / trustees Jul-20 | | | |
| Building Maintenance | Fire | M | 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 | | 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 | M | Where possible staff ratios will be in line with guidance 1:8 | | | | | | | L | 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 | | At least one Paediatric First Aid trained staff member will be available in each room each day - See HSE guidance | | | | | | | | | With the exception of new recruits, all SCC staff have PFA certificate - online refresher to be sourced for anyone who needs renewal before September 2020. No medium or 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 | L | Learning packs will be shared | | | | | | | | L | Learning support to continue for all children not able to attend in person | Manager / staff | Ongoing |
| | Staying in touch | | Videos from key people will be emailed each week to maintain contact | | | | | | | | | Staff working off site to make weekly or fortnightly phone call to all children not currently offered provision | Staff | To commence 8/6/20 |
| | Support | | Twice weekly 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 |

*Planning guide for Early Years and Childcare setting 20 May 2020 - will be followed where questions arise. It is expected that this will be updated by the DfE early July