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| **What is the hazard or hazardous?** | **Who may be harmed?** | * **What are you already doing to lower the risk ?**
 | * **Do you need to be doing anything else to manage this risk?**
 |
| * Catching and spreading the Coronavirus
* Not following correct government/ early years advice and guidance
* Lack of effective communication
 | Families, parents, staff and children  | * Management have access to all up to date government, public health and early years advice websites and resources and continue to follow the government guidelines
* Children have been and will continue to be educated in the need for effective hand hygiene and catch it, kill it, bin it.
* Keeping parents informed on what the government are advising us to do and for them to be doing at home
* Staff who are pregnant or have been shielded are asked to work from home or self-isolate
* We have plans for our revised allocations criteria to be drafted by committee and communicated to parents by management. Questionnaire ensures no children who are classed as ECV or live with someone who is ECV will be able to attend setting
* We have planned for a maximum of 10 Pre-School aged children unless child is a critical workers child. 15 children maximum per bubble. Maximum 10 per session. Updated guidance suggests a maximum of 8 children per session but layout of building a room size allows for 10
* From September 2020 we will be one bubble but continue to keep the children separate by classroom as much as possible.
* As a setting we will ensure that we will engage with the system of controls stated in the action for early years and childcare providers during the coronavirus.
 | **From September 2020 – arrange to come and divide decking and garden over summer holidays.****Arrange divide for corridor near kitchen.****Look at fencing/divide for garden** |
| * Setting closure or isolation of a bubble of staff/children.
 |  | * We have identified children who are shielded, or need to be due to family members
* We have identified staff who are shielding, or live with someone who is shielding, and may not be able to return to the setting immediately on reopening
* We would follow guidelines from **implementing protective measures.** We have informed all staff and parents of process to follow in scenario of a confirmed case
* In the event of several staff becoming unwell or self-isolating and we could **NOT** maintain the statutory framework ratios or qualifications we have planned to close the setting the for safety of the children. We would follow our robust closure plan
* We are following government and will close on their say so.
* We have grouped staff and children into Social Bubbles
* Two bubbles to be based in the setting, depending on the needs of allocation numbers.
* One bubble to work from home and to continue the support of children home learning cohort and take on additional duties of staff based in setting.
* In the event of staff shortages due to absence, to maintain staffing levels, we have allocated staff from bubble three to be on standby to cover staff from bubbles one or two. That staff member would then transfer to Bubble one or two and continue to cover until original staff member returns.
* Management will ensure there is no cross over of bubbles and no contact between bubbles will occur.
* We have informed both parents and staff of procedure of events, following a confirmed case of COVID-19.
* We have made all staff aware that staff and students who are attending setting will have access to a test if they display symptoms of COVID-19 and are encouraged to get tested in this scenario.
* From September 2020 all staff are aware that they will follow the procedure for test and trace.
 | * In the event that a child or staff member is confirmed to have Covid-19 that particular bubble is to be isolated from the setting only to return to the setting once symptom free or 14 days isolation or confirmed Covid-19 free via government testing
 |
| * Safeguarding in the event of emergency closure due to illness of Staff/Children or government guidelines
 |  | * We have plans in place to ensure staff have telephone contact details for the DP
* From September 2020, DP will be back on site and the original child protection welfare policies will be followed.
* We have plans in place to ensure DP email to available on website to ensure parents and professionals can contact DP
* We have plans in place to ensure all staff have a clear guidance of procedures to follow regarding concerns for a child. Support and wellbeing websites for parents are on website and communication is happening via email phone and tapestry
 | * Source another setting to buddy up with in the event that the DP is unable to work due to illness
* Set up a secure email for DP to be contacted by staff and other professionals
 |
| * Outside contamination coming into the setting
 |  | * We have informed all parents and staff that no toys from a child’s home will be permitted into the setting.
* Parents have been informed are not permitted within the Pre School building.
* We have plans in place to ensure sure that lunch boxes are cleaned on arrival to setting by parents, using cleaning station situated at the bottom of the ramp, then placed on the trolley situated by the main door.Parents have been informed that children are to bring to own individual snack and water bottle in to setting.
* From September 2020 we will no longer continue to clean lunch boxes on arrival but staff will continue to wash hands after any contact with children’s belongings.
* We have ensured that parents do not bring children/s backpacks from home and staff are informed to use clothes within setting to change children if required.
* From September 2020 bags will be allowed into the setting and staff will wash hands after any contact with children’s belongings.
* We have informed staff that children’s coats will be stored in corridor outside of the classroom.
* We have plans in place to ensure children will be washing their hands-on arrival, and after every transition around pre-school.
* We have informed all staff that they MUST wash their hands when arriving at setting or after leaving the setting e.g. lunch breaks
* We have communicated with parents that they need to ensure their child is wearing freshly washed clothes each day.
 | * Water bottles and snack to be put in each individual child's tray (remove children’s trays that are not attending)
* Spillages procedure to be followed
* Cleaning supplies and PPE to be ordered in advance and ensure that supplies do not run low
 |
| * Maintaining a higher level of cleanliness within setting
 |  | * We have identified areas to be cleaned within the cleaning schedule: Cleaning schedule to be done at 12 and on exit of staff at end of day.
1. All worktops in rooms
2. Door handles
3. Tables
4. Kitchen sides and table
5. All remaining hard surface toys
6. Toilets, sinks and doors From September 10am,12pm,2pm
7. Lunch box cleaning station
8. Empty bins.
9. Replenish tissues, soap
10. Clean trays
11. Electronic devices
* A rota is in place to ensure tissues/bins around the setting will be frequently replenished and empty regularly throughout the day
* List has been created of toys safe to use because of ability to be cleaned thoroughly .
* From September 2020 we will split the continuous provision to allow cleaning of one half while the other half is in use, and avoid sharing between rooms.
* Plans have been made for:
1. Removal of soft toys and fabrics from rooms.
2. Areas of rooms to be stripped of multiple toys with small selection available for use.
3. Trolleys to be turned around so inaccessible to children.
4. Malleable play will not to be used (playdough, sand and water messy play). At staff meeting 23rd Sep we decided we would still not allow play dough or sand as lots of children have common colds but we will re discuss this again before half term.
5. Water play allowed on individual basis e.g. Paint pot and brush no tray for group water play.

Individual pots of playdough for each child. Children are to wash hand before and after play with playdough.1. Limited supply of toys and books available for children to use to ensure thorough cleaning.
* Water trays containing Milton will be set up with in rooms, in a place inaccessible to children, to allow for quick cleaning of items throughout the day as necessary
 |  |
| * Parents social distancing
 |  | * We have ensured individual times for collection and arrival of children
* From September 2020 we have staggered times for children to arrive for the first two days, we have also changed arrival time from 8.55am to 9.15am to allow a 20 minute window.
* Parents have been asked to wear masks for drop off and collection where possible.
* From January 2021 children can arrive from 9.05am to 9.30am
* We have ensured Two metre distancing will be implemented for arrival and pick up, using floor markings as guidance. We will ensure signs have been displayed around setting.
* We have advised Staff, where possible, to maintain 2 metre distancing from each other and children within their bubble.
* We have ensured measures are in place to ensure staff are greeting and getting children ready to leave on time.
* We have informed parents that only one parent/carer to drop off/pick up
* We have plans in place to ensure that parents and staff do not come into contact with each other. We have notified them that we are unable to physically support children into the setting, staff are to encourage the child to independently enter the session. Unfortunately, in the event a child refuses to enter without parent support they will be unable to attend that session.
* We have communicated to parents that they are expected to arrive and leave the site promptly and maintain social distancing and we discourage parents from gathering outside the setting
* We have ensured and communicated a clear list of parental responsibilities.
 |  |
| * Maintaining social distancing and personal hygiene.
 |  | * We have plans in place to ensure no small/large group gatherings. No registration or story time Children will be marked in as and when they arrive by person on register. Where children can be seated either inside or outside and socially distancing maintained, stories can be read to whole group.
* From September 2020 we will go back to doing story time on arrival followed by the learning walk in our classrooms.
* We have plans in place to ensure children and staff wash hands regularly thought the day, as well as before eating, and after coughing or sneezing.
* We have plans in place to ensure in place to ensure parents are to ensure child arrives at setting wearing sun cream with full protection for time at setting
* We have plans in place to ensure Snack is socially distanced- only 3 children at a time 2 at the end of the table and one in the middle with snack and water bottle from home
* We have plans in place to ensure lunchtime staffing structure is staggered to allow for two staff sitting with children while one member of staff on lunch in allocated area. Children will all eat together at lunch times with no more than three children
* From September 2020 we will have small lunch
* tables spread out in the room.
* Milk will not be served to children as guidance does not recommend we share crockery – children will bring own water bottles. We have a supply of disposable cups and spoons if needed for the children to use and a slip sent home to remind parents to send a water bottle and spoon for yoghurts etc.
* Children have been and will continue to be encouraged to catch coughs/sneezes in their arm and wash hands their hands after wiping their nose, coughing or sneezing. Hand washing will be under running water not in a bowl
* We have plans in place to support staff to adhere to social distancing especially from children and staff not in their bubble
* We have plans in place to ensure staff wear PPE when carrying out personal care, first aid or supporting a child with Covid-19 symptoms
* We have ensured that children are only attending one childcare provision to reduce the risk of cross contamination.
* From September 2020 we will encourage, wherever possible, families to only access one childcare provision, if it is essential for that child to attend 2 settings, we will ensure we have access to the 2nd setting risk assessments and ensure they are following excellent practise as we are.
* We have insured staff and children are informed that staff are unable to physically support children into the setting, staff to encourage children to independently enter their session. Unfortunately, in the event a child refusal they will be unable to attend that session.
* We have plans in place to ensure staff to supervise and support hand washing always to ensure they are all using soap and washing correctly
* Children are unable to sing in the rooms.
* We have plans in place to ensure only one staff member will be on register duty each week, to avoid multiple staff members touching files., writing up accidents and accidents forms are not to be given to parents to sign.
* From September 2020, staff will follow their weekly duties as we will be using Family, we are able to allocate all staff pairs their own Ipad which will be cleaned between use/daily.
* We have plans in place to use Tapestry to communicate accidents with parents as well as written form in accident book to be given to child to give to parents.
* We have ensured staff are mindful of folders and stationery they are coming into contact with throughout the day
* We have plans in place to ensure Staff to be allocated individual i-pad for use
* We have plans in place to ensure, as well a selection of toys available each session, books will be limited to low numbers and cleaned between use
* We will ensure where possible, all spaces will be well ventilated using natural ventilation
* We have plans in place to ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time
 | * If a child is potty training then they must use an individual potty, which is labelled with their name.
* Flow chart for when to use PPE.
* Correct PPE procedure in house training
* Visual aid for donning and offing displayed in setting.
 |
| * Visitors to setting
 |  | * We have plans in place to ensure visits to setting are avoided. Enquires will be redirected to website to view virtual tour.
* We have communicated to parents that they will be unable to enter the Pre School building
* We have plans in place to ensure any necessary visitors to building e.g. emergency repairs, will be expected to clean hands on arrival and contact with staff and children is to be avoided.
* We have plans in place to ensure signs are placed at bottom of ramp to warn potential visitors of restrictions and not to enter the building if they are displaying symptoms of COVID-19
* From 5/11/2020 all visitors will read our Systems of control information and agree to fully comply before entering the building.
 | * Create signs to be displayed
 |
| * Sectioning of building
* Reducing risk of spread in communal areas in setting
 |  | * We have plans in place to ensure segregation of building. Decking is for sole use of ladybird room. Garden is for sole use of Bumblebee room. With bubbles to be based in separate rooms and children to have use of separate toilet and outside area.
* From September 2020 the garden and decking area will be divided to allow classrooms divide.
* We have communicated to staff that they are to adhere to social distancing where possible but especially from children and staff not in their bubble
* We have plans in place to ensure communal areas such as Kitchen and toilet are to be used while wearing gloves which will be placed outside doors. Staff then to clean door handles and surface with Anti-bac after use.
* Toilet cleaning regime to stay the same from September, gloves not to be worn to go to the toilet.
* We have plans in place to ensure that the office area is only being used by acting manager on duty that day, at their designated desk and surfaces cleaned after use.
* From September an office rota will be in place to allow social distancing.
* We have plans in place to ensure resources are not shared between room – New resources need to be order if still the case
 |  |
| * Staff or child displaying symptoms of Covid-19
 |  | * We have plans in place to ensure that if a staff member or child arrives at the setting displaying symptoms of Covid-19 then they are to not enter the setting and be asked to return home.
* We have plans in place to use office as an area to isolate children with symptoms of COVID-19. One staff member to be with child, with hall window open and staff member to wear PPE. A facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of COVID-19. If contact is necessary, then gloves, an apron and a facemask should be worn.
* Goggles to be used if chance of splatter transfer from coughing, spitting, or vomiting
* We have ensured all staff are aware that if child needs the bathroom, the staff toilet is to be used to ensure it wouldn’t be used by others until it was fully cleaned
* We have plans in place to ensure staff follow PPE disposal procedure for hazardous waste using allocated bin provided.
* We have plans in place to ensure PPE to double bagged and placed securely outside in designated bin for 72hrs before disposal
* We have ensured a full PPE grab bag is kept in each room and the office
* Training has been instructed to be carried out by all staff for disposal of used PPE and staff will ensure this is done following relevant guidance. Staff member does not need to go home after caring for child displaying symptoms.
* We have plans in place to ensure parents urgently collect any child that shows COVID-19 related symptoms while at setting and follow advice from COVID-19: guidance for households with possible coronavirus infection guidance
* We have plans in place to ensure in the event of confirmed a case, bubble isolation is to be implemented and deep clean of setting is to be carried out
 | * In the event a staff member or child becomes extremely unwell 999 to be contacted
* The room used must be deep cleaned once they have gone
* Covid-19 reporting and monitoring procedure?
1. -contact parent
2. -contact management team
3. -inform public health
4. -request test
5. -Await results
* Record on a Covid-19 incident and monitoring form.
 |
| * Ensuring staff well-being and reducing anxieties
 |  | * We have plans in place to ensure that staff are and will be kept informed of any changes to current working practices
* A Staff meeting is scheduled to be held via Zoom prior to opening and after staff receive communications of staff bubble allocation, staff responsibilities, parental responsibilities and risk assessment.
* We have plans in place to ensure setting is open to just staff on first day of return. This for staff training on new practices and procedures.
* We have plans in place to ensure manager has contact within staffs first week back in setting.
* We have plans in place to ensure staff have undertaken any relevant training to assist them with working in the setting safely. Any future training that arises will be planned for promptly
* We have plans in place to ensure staff have clear guidance and procedures to follow to maintain safety
* We have plans in place to ensure staff meetings to be held frequently to ensure a consistent working team and to identify if any changes need to be made
* We have plans in place to ensure managers meet weekly via Zoom, Staff wellbeing, child wellbeing and risk assessment recurring item on agenda.
* We have notified all staff and students who are attending setting will have access to a test if they display symptoms of COVID-19 and are encouraged to get tested in this scenario.
* In this event we have plans in place to ensure guidelines from implementing protective measures are followed
* We have informed all staff and parents of the process to follow in scenario of confirmed a case
* From September 2020 we will support staff if they request to wear face coverings in work, those who choose to wear a mask must do so in writing and adhere to measures laid out- please see individual face covering agreement.
 | * Useful contact numbers for support to be given to staff
 |
| * Supporting transition need of children especially send
 |  | * We have plans in place to ensure contact is made with parents to discuss measures to settle individual child back and to ensure they are supported with any changes
* We have plans in place to ensure a visual time line, visual aid if staff are wearing masks are available.
* We have plans in place to ensure parents can discuss possible changes to setting with their child prior to their return
* We have plans in place to ensure risk assessments are reviewed prior to return but also throughout a child care
* We have made parents aware that any child that is not coping with measures in setting will have allocation and support reviewed.
 | * Contact to be made with parents of particular children who may need extra support
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| Children’s practices to be built on: | Staff training: | Parent responsibilities |
| * Washing hands correctly, 20secs
* Catch it, kill it, bin it
* PPE Superhero's
* Activities around social distancing
* Keep fit hand washing
* Uv soap hand washing
* Rubber ring around tummies
* Waving station
 | * Staff have received Staff information and responsibilities (see separate sheet)
* PPE training via video
* Complete online training-via teaching4early years
* Handwashing training
 | * See Parental information and responsibilities letter
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| Person completing:  | Job title:  | Completed on:  | Signed:  |
| Kerry O’Dell | Deputy Manager | 05/05/2020 |  |
| Kerry O’Dell | Deputy Manager | 17/05/2020- |  |
| Deborah Reeve | Manager | 20/05/2020 |  |
| Deborah Reeve | Manager | 02/06/2020 |  |
| Deborah Reeve | Manager | 14/06/2020 |  |
| Alison Macklin | Office Manager | 13/07/2020 |  |
| Alison Macklin | Office Manager | 04/11/2020 |  |