




<b>Risk assessment name</b>	Covid Secure Risk Assessment - Nurseries & Early Years Provisions	<b>Assessment type</b>	 General
<b>Assessor name</b>	Helen Hobbs	<b>Affected site(s)</b>	Wellies Day Nursery Ltd (MK16 9HH)
<b>Assessment date</b>	18/11/2020	<b>Review period</b>	Monthly
<b>Approved by</b>	Helen Hobbs	<b>Review date</b>	18/12/2020
<b>Approved date</b>	18/11/2020	<b>Reference</b>	WEL1014014

### Description








This Risk Assessment is an example only and must be reviewed/ amended to suit your own business practices and working environment.








Due to the emerging evidence and changes to Government Guidance, it is vital that the most up to date guidance is referred to. This can be found at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

It should be noted that wherever possible people should still be encouraged to work from home.








This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.





Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning the setting.</p>	<p>All staff, Contractors</p> <p>Visitors, Cleaners, Children, Parents</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<p> <b>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</b> Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <p> <b>Cleaning Of Setting Before Work Commences</b> Assessment of cleaning requirements will be carried out prior to the setting opening and appropriate cleaning will take place.</p> <p> <b>Cleaning Regime For Personal Care In Place</b> In line with existing policies and procedures for providing personal care to the children - cleaning of changing and toileting areas will be carried out accordingly using the appropriate PPE.</p> <p> <b>Correct Guidance Will Be Followed For Cleaning Areas Of Higher Risk</b> Based on current Government Guidance for Non-clinical Settings. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> <p> <b>Increased Cleaning Frequency Of Cleaning Throughout Setting</b> Increased cleaning regime in place throughout setting.</p> <p>Particular focus on commonly touched areas, equipment, surfaces and common shared areas and food preparation areas and dining areas.</p> <p>Cleaning materials will be stored safely in line with COSHH assessment for the setting and be available for cleaning toys and equipment used by the children.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>






Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> <b>Increased Cleaning Of Toys And Play Equipment</b> Follow toy rotation - 72 hours between use.</p> <p>Toys that are hard to clean such as soft material based items or those with small parts may not be used unless they can be cleaned effectively and regularly.</p> <p>Easy-clean toys and equipment will be used and cleaned frequently - including after use and at the start/end of the day.</p> <p>Unnecessary items and equipment will be removed from the rooms where possible.</p> <p> <b>The Setting Will Be Cleared Of Waste Frequently</b> Personal items removed at the end of the day and increased waste collection in place in all rooms throughout the setting.</p>	
 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors</p> <p>Visitors, Children, Parents</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p> <b>Employees Must Wash Clothing After Work</b> Employees must launder clothes as soon as is possible when they return home.</p> <p> <b>Good Hand Hygiene Established With Children</b> Through use of songs, games, posters and age-appropriate resources, the children will be encouraged to carry out regular hand washing as part of the daily routines.</p> <p>All parents and children will be required to wash hands / sanitise upon arrival.</p> <p> <b>Good Respiratory Hygiene</b> Staff and children to practice good respiratory hygiene with immediate disposal of tissues into the bin with regular collections.</p> <p>Through games, songs and age-appropriate resources children will be supported to carry out good hygiene when they cough or sneeze.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="801 316 891 406"> </div> <p><b>High Standards Of Food Safety Standards In Place</b>  In line with existing food safety and hygiene standards for the setting, there will be high standards of hygiene at all times.</p> <p>This includes hand washing, cleaning of deliveries upon arrival, cleaning of utensils and plates etc.</p> <p>There will be limited movement of people to issue food with the same person delivering the food to the rooms to the designated drop off location to avoid mixing with the groups and staff in the rooms.</p> <p>Food preparation and dining areas will be subject to thorough cleaning.</p> <div data-bbox="801 683 891 774"> </div> <p><b>Increased Hand Washing Facilities Provided</b>  Increased hand washing facilities provided throughout the setting.</p> <p>Where this is not possible sanitiser will be provided - at entrances, exits, in each room and in common areas.</p> <div data-bbox="1361 683 1451 774"> </div> <p><b>Increased Waste Management</b>  Additional waste facilities will be available throughout the setting with more frequent collections and removal - especially in changing and toileting areas for the children.</p> <div data-bbox="801 970 891 1061"> </div> <p><b>Laundering Of Items Carried Out</b>  Nursery items will be laundered in accordance with NHS laundry guidelines:  -Wash items in accordance with the manufacturer's instructions.  -Use the warmest water setting and dry items completely. -Dirty laundry that has been in contact with an unwell person can be washed with other people's items.  -Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.  -Clean and disinfect anything used for transporting laundry with your usual products.</p> <div data-bbox="801 1193 891 1284"> </div> <p><b>PPE Stock Managed</b>  In order to maintain the correct stock for PPE for personal care, cleaning etc PPE stock will be carefully monitored and managed.</p> <p>Contingency plans will be in place for replenishing stocks, use of reusable items that can be laundered correctly such as tabbards.</p>	



Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> <b>Signs And Posters In Use To Remind To Practise Good Hygiene</b> Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> <p> <b>Use Of Face Coverings If required</b> If employees choose to wear face coverings then they will be supported in the workplace.</p>	
 <p>3. Movement Of People In The Setting (Including Employees, Parents and Children) -The attendance of people in the setting will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors, Children and Parents</p> <p>How? Increased risk of transmission of Covid-19.</p>	<p> <b>Controlled Movement Of People Throughout The Setting.</b> Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.</p> <p>Use of signs and markings to indicate the direction of movement and 2m distances in place where appropriate.</p> <p> <b>Emergency Plans Updated And Communicated</b> People do not have to adhere to the 2m social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> <p> <b>Information, Instruction and Training Provided To Employees</b> Employees consulted on risks and controls in the work place.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive training through the use of training courses, posters, signs, announcements and briefings.</p> <p>This will include Covid-Specific training and further support for hygiene and infection control.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> <b>Minimal Employees To Attend The Setting.</b>  Work organised so that minimal people are required to attend the setting (maintaining the required ratios for safety) whilst supporting social distancing.</p> <p>Where possible this will be limited to the same people to prevent mixing of groups.</p> <p>Staff will be grouped for working patterns where possible to avoid the mixing of groups.</p> <p> <b>Outings Stopped Where Possible</b>  Outings to public settings will be avoided where possible unless it is required to access open spaces that the setting does not have.</p> <p>This will be limited to areas where social distancing can be maintained.</p> <p> <b>Pro-active Monitoring In Place</b>  Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> <p> <b>Restrict Movement Of Employees Throughout The Setting</b>  Employees discouraged from carrying out non-essential trips within the premises- use of phones, emails or radios to communicate with others elsewhere.</p> <p>Staff to remain working in their designated room and not mix with other rooms or other groups and not access other areas such as office or kitchen where possible.</p> <p>Drop off and collection areas designated for exchanging of documents, materials, or equipment.</p> <p>Job rotation reduced to prevent moving between locations where at all possible. Staff not to rotate between rooms.</p>	


Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="801 316 891 405"></div> <p><b>Restriction On The Movement Of Children And Parents Throughout The Site</b>  Children to be grouped in cohorts / 'bubbles' who do not mix during the day.</p> <p>Groups to remain fixed where at all possible to prevent mixing.</p> <p>Groups remain in their room and do not rotate to other rooms.</p> <p>Where possible these groups will eat and toilet in their own rooms away from the other groups.</p> <p>Outside spaces that may be shared - will be shared at different times with cleaning of equipment and surfaces in between.</p> <p>Shared use of communal inside areas will be avoided where possible.</p> <p>Parents to drop off/ pick up the child at setting entrance or door to avoid the need to come into the setting (unless 'settling in' is required to prevent distress).</p> <p>Only 1 parent to attend where possible.</p> <p>The same member of staff from that grouping to be used where at all possible.</p> <div data-bbox="801 935 891 1024"></div> <p><b>Restrictions On The Number Of Children Attending The Setting</b>  Numbers of those attending the setting restricted - priority given to vulnerable children and those of key workers as identified by the Government.</p> <p>Review of the numbers to attend the setting based on room capacity, EYFS age-based space requirements, the ratio of staff needed and the numbers advised by the Government to be able to support social distancing where possible.</p> <p>Children grouped into cohort or 'bubbles' and these kept fixed where possible to reduce mixing- the staff to remain fixed to this group too with no rotation to other rooms.</p>	











Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> <b>Signage And Floor Markings In Place</b> Posters and signs to be used to remind people of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> <p>Age-appropriate posters, floor markings, use of mats, resources to support children to follow social distancing, hand hygiene as much as possible.</p> <p>Use of games, songs and activities to encourage hand hygiene and social distancing.</p> <p> <b>Sleeping Arrangements To Be Organised To Be Socially Distant</b> Where possible cots and beds will be spaced 2m apart.</p> <p> <b>Staggered Work Patterns</b> Working patterns organised to reduce the number of persons on-site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over at setting entrances, locker rooms and staff rooms.</p> <p>Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts.</p> <p> <b>Touch-based Devices Disabled Where Possible</b> Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled.</p> <p>For machines/ equipment that relies on touch screen - this will be limited to as few people as possible with increased cleaning carried out before and after use and hand hygiene practised before and after use.</p> <p> <b>Use Of Outside Spaces For Breaks Where Possible</b> Safe outside places will be available for breaks- with social distancing in place through layout and use of signs and markings.</p> <p>Monitoring of these spaces to be carried out to ensure adherence to social distancing.</p>	













Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> <b>Ventilation On Site Increased As Much As Possible.</b>            Windows and doors opened as much as possible to increase ventilation - where this does not increase any risks to the safety and security of the children.</p> <p>Use of extraction fans may be used to increase ventilation, where safe to use.</p> <p>Adjustments to be made to ensure adequate ventilation remains in place.</p> <p>Fire doors will not be propped open.</p> <p>Guidance on use of Shared Air Conditioning will be taken with a competent engineer.</p> <p> <b>Vulnerable Persons Protected</b>            Further assessment of the specific risks will be carried out on a case by case basis.</p> <p>Those classed as clinically extremely vulnerable are advised not to work outside of the home .</p> <p>Those classed as clinically vulnerable are advised to work 2m away from other persons where they cannot work from home.</p> <p>For those households where someone is shielding as they are clinically extremely vulnerable and the child is not able to maintain social distancing then they will be discouraged from attending the setting.</p>	






## Risk assessment for : Wellies Day Nursery Ltd








Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p><b>Workstations Will Be Organised To Support Social Distancing</b>  for office staff- workstations will be arranged so that social distancing can be adhered to.</p> <p>Markers or floor plans to demonstrate social distancing.</p> <p>Desks will be spaced out to maintain distance between people.</p> <p>Hot-desking will be prevented where at all possible- if this is not possible thorough cleaning will take place before and after use of all equipment.</p> <p>Where possible use of own peripherals such as mouse and keyboards and headsets will be in place.</p> <p>Where social distancing cannot be maintained further controls will be in place:  Desks to allow people to work side by side or facing away from each other.  Use of screens to separate people.  Increased cleaning of areas.</p>	







Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p><b>4. Social Distancing Guidelines Cannot Be Met</b> -Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity. This includes entrances, exits and common areas as well as the main setting. It is recognised that it will be hard to ensure that younger children or those with additional needs may not be able to adhere to social distancing.</p>	<p>All staff</p> <p>How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<div>  <p><b>1.Increased Cleaning Carried Out</b> Increased cleaning of surfaces where people are operating within the 2m social distancing to be carried out.</p> </div> <div>  <p><b>2.Increased Handwashing Carried Out</b> Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.</p> </div> <div>  <p><b>3.Time Spent Within 2m To Be Kept To A Minimum</b> The time where persons are within 2m will be kept to as short a time as practicable possible.</p> </div> <div>  <p><b>4.Physical Barriers or Screens In Use</b> To screen people from each other physical barriers or screens will be used and cleaned frequently.</p> </div> <div>  <p><b>5.Employees To Avoid Face To Face Work Where Possible</b> Where possible employees will work side by side or back to back to avoid working face to face.</p> </div> <div>  <p><b>6. Staff Teams / Groups Will Be Kept Fixed Where Possible</b> To reduce the number of different people working within the 2m fixed teams and partners will be place where at all possible to reduce the level of possible transmission</p> </div> <div>  <p><b>7.Work Activity Will Not Go Ahead</b> Where social distancing cannot be maintained and cannot be limited to a small group of fixed people then the activity will be assessed to decide if it can go ahead safely.</p> </div> <div>  <p><b>8. Use of Personal Protective Equipment (PPE)</b> Additional PPE beyond what is normally worn to control workplace risk, for management of COVID infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged.</p> <p>However where the risk assessment identifies high risk transmission due to difficulties implementing controls then PPE will be considered as a further control measure.</p> <p>Appropriate PPE will be selected and employees trained in its safe and effective use.</p> </div>	<p>5 x 7</p>  <p>High</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		storage and disposal in line with PPE risk assessments.	
 <p>5. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People developing on-set of symptoms within the setting.</p>	<p>All staff, Contractors</p> <p>Visitors, Children and Parents</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work and increased risk of transmission of the Covid-19 virus.</p>	<p> <b>Cases Recorded and Investigated.</b> Records maintained of those who are isolating or who develop symptoms at the setting.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p> <b>Communication With Parents</b> Setting to communicate with parents on the procedure if anyone in their household has any symptoms that they cannot attend and what the procedure is if someone develops symptoms on site.</p> <p>Return to setting questionnaire/communication carried out to establish why the child was not present.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed</b> Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> <b>Health Status Of People Monitored</b> Return to setting health questionnaire in place for those children and staff who have been absent.</p> <p> <b>People Not To Return To The Setting And Should Self-Isolate</b> For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> <b>Person To Go Home Immediately</b>  The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>For those such as children who require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected.</p> <p>Any windows will be kept open to increase ventilation.</p> <p>Any person waiting with the symptomatic person should be from their group and PPE may be considered if 2m distance cannot be maintained. This may include use of face mask and eye protection if risk of splashing to the eyes from coughing or spitting.</p> <p>If the person requires the toilet they will use a different toilet that will then not be used by others for 72 hours or until it has been cleaned thoroughly in line with guidelines.</p> <p>This area will then be left closed for 72 hours or if this is not possible it will require thorough cleaning afterwards in accordance with the guidance, with the person then carrying out through hand hygiene afterwards.</p> <p>Persons with symptoms should not be attending the nursery to pick up or drop off children.</p> <p> <b>Positive Tests Will Trigger Self Isolation For Group</b>  Where a staff member or child tests positive for Covid-19 the rest of the room/ group will be sent home and advised to self isolate for 14 days.</p> <p>The rest of the setting and their households do not need to self isolate unless their household develops symptoms.</p> <p>The local public health team will be consulted for further required action in the event of positive tests confirmed for the setting.</p> <p> <b>Waste Disposed Of With Care With Local Guidelines.</b>  Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p>	






Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> <b>Will Follow Government Advice On Testing</b>  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>Staff and children are entitled to request a test if they develop symptoms.</p> <p> <b>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines.</b>  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, fluid-resistant mask in addition to the disposable gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	
 <p>Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<p> <b>Safer Travel Supported</b>  Car sharing with people from different households will be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged and where it cannot be avoided- current guidance should be followed.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Common Areas (Including Kitchen and Welfare Facilities and Entrances To The Setting). - Due to areas being frequently utilised, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas. This also includes entrance areas such as foyers, porches and hallways where people arrive and leave.</p>	<p>All staff, Contractors</p> <p>Visitors, Children and Parents</p> <p>How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often. This increases the risk of transmission of Covid-19 virus.</p>	<p> <b>Access To Toilets / Showers/ Changing Rooms Controlled</b> Restrictions on the number of people using facilities at any one time to allow for social distancing.</p> <p>Use of markings and posters to indicate the social distancing requirements.</p> <p>Staff to support the children to maintain social distancing when toileting.</p> <p> <b>Break Times Staggered And Employees Remain On Site</b> Employees to remain on site where possible during breaks.</p> <p>Break times to be staggered to prevent the gathering of people.</p> <p> <b>Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens.</b> Increased cleaning of the welfare facilities will be carried out on-site- including changing areas, staff toilets and children's toileting facilities.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Employees to clean kitchen items before and after use.</p> <p> <b>Numbers Of People In Common Areas Managed.</b> Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> <p> <b>Pro-active Monitoring In Place</b> Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>






Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> <b>Regular Cleaning Of Common Area And Touch Points.</b> Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints.</p> <p>These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <p> <b>Staff Room And Kitchen Facilities Restricted</b> Staffroom and kitchen access restricted to limit the number of people permitted at any one time.</p> <p>Employees encouraged to bring in own food to avoid the need to use facilities.</p>	
 <p>Handling Items, Materials And Using On-Site Vehicles. - Employees occupying work vehicles at the same time or shared use of common items, toys and equipment.</p>	<p>All staff, Contractors</p> <p>Visitors, Children, Parents</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<p> <b>All Items To Be Cleaned Regularly</b> Any goods or items entering the site will be cleaned using appropriate cleaning products.</p> <p>All commonly used equipment such as laptops, tablets, toys, play equipment and resources to be cleaned regularly.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed Before and After Use</b> All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using any work vehicles.</p> <p>Children to wash hands after handling shared toys and resources and discouraged from placing near the face.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>











Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="801 316 891 411"></div> <div data-bbox="913 316 1339 459"> <p><b>Items Not Shared</b> Personal items such as blankets, flannels, towels and bedding will not be shared between children - allocated own materials for use.</p> <p>Food and utensils will not be shared.</p> </div> <div data-bbox="1361 316 1451 411"></div> <div data-bbox="1473 316 1921 459"> <p><b>Items Not Shared Between Rooms</b> Where possible each room will have its own resources, toys, equipment and items to prevent the need to share between rooms.</p> </div> <div data-bbox="801 547 891 643"></div> <div data-bbox="913 547 1787 834"> <p><b>Mitigation Of Risk For Employees Travelling And Working Together</b> Workplace transport such as work minibuses will have limited persons permitted.</p> <p>Seats will be left empty to allow for social distancing where possible.</p> <p>Pairs or teams to be fixed to reduce the number of people mixing.</p> <p>Passengers to sit as far away from each other and avoid sitting face to face.</p> <p>Windows to be kept open during travel to improve ventilation.</p> </div> <div data-bbox="801 882 891 978"></div> <div data-bbox="913 882 1339 1026"> <p><b>Non-Essential Deliveries Not Permitted</b> Non-business deliveries to workplace will be discouraged - such as personal items being delivered to work.</p> </div> <div data-bbox="1361 882 1451 978"></div> <div data-bbox="1473 882 1921 978"> <p><b>Non-essential Travel Prevented</b> Journeys will not be made where at all possible and work carried out remotely.</p> </div> <div data-bbox="801 1058 891 1153"></div> <div data-bbox="913 1058 1921 1201"> <p><b>Personal Items Not Permitted On Site</b> Where possible personal items such as prams, car seats, toys and blankets will not be brought from home and left at the setting.</p> <p>Where personal items are absolutely essential they will be thoroughly cleaned upon arrival.</p> </div>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <b>Vehicles Not Shared Where At All Possible</b> Where the job permits, vehicles will not be occupied by more than one person at any one time.  Where possible the same person will use the same vehicle and not swap with other drivers.  If vehicles are to be used by different people at different times then they will be cleaned before and after each use.  Vehicles taken home by employees will be cleaned before the next person uses it.  Where children are to be transported- it will be only with people from their group or bubble including the member of staff and where possible the child will be sat 2m away from the member of staff.	
 <p>Managing Parents, Visitors and Contractors Coming To Site. - Parents, tradespeople, couriers, deliveries, contractors and other visitors attending site.</p>	<p>All staff, Contractors</p> <p>Visitors, Children, Parents</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	 <b>Access To Welfare Facilities Controlled</b> Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored.   <b>All Visitors To Site To Be Pre-Arranged And Times Staggered</b> Non-essential visitors/contractors to be requested or permitted on site.  No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.  Visitors to be allocated specific time slots and staggered to reduce the number of people on site.  Where possible visitors and contractors will be arranged to attend outside of setting opening times when less staff and no children will be on site.	<p>3 x 5</p>  <p>15</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div data-bbox="801 316 891 405"> </div> <p><b>Documentation Issued Electronically Where Possible</b> To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> <div data-bbox="801 571 891 660"> </div> <p><b>Increased Cleaning Regime In Place For Touch Points And Interfaces.</b> Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.</p> <div data-bbox="801 826 891 916"> </div> <p><b>Managed Entry</b> The number of people permitted inside the premises will be restricted to allow effective social distancing.  There will be the use of effective queue management outside the premises where necessary,  The entrance/ exit points for contractors/ visitors etc will be away from employee areas where possible to minimise contact with other people.  Parents will be advised of the procedure for pick up and drop off to avoid them congregating at the entrances. This may include markings on the floor, one way systems or asking them to wait in their vehicles.</p> <div data-bbox="801 1225 891 1315"> </div> <p><b>Protective Interface Established</b> Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.  Use of Telcom at the entrance to avoid the need for staff to open doors to speak to visitors.</p> <div data-bbox="1361 316 1451 405"> </div> <p><b>Good Hand Washing/Hygiene Procedures Observed By Employees</b> Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible- before and after any interaction with others.</p> <div data-bbox="1361 571 1451 660"> </div> <p><b>Information Communicated To Visitors To Site</b> Prior communication issued to expected visitors to site through phone, email or website.  Information signs displayed at visitor arrival areas to make procedures clear.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> <b>Remote Communication Encouraged</b> Where possible remote communication with visitors, parents and contractors will be used rather than attendance on site.</p> <p> <b>Revised Pick Up and Drop Off Procedures For Deliveries</b> Designated areas for non-contact deliveries will be in place with clear instructions for couriers.</p> <p>Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce frequency of visitors.</p> <p>Limited people to carry out the collection of deliveries.</p> <p> <b>Sanitiser Available At Visitor Interfaces.</b> Sanitiser available at locations where contractors / visitors will present to employees.</p> <p> <b>Supervision On Site</b> Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p> <p> <b>Visitor Records Maintained</b> Records of those who have attended site to be maintained where possible.</p> <p>If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> <p>Touchscreen sign-in systems will be disabled where possible - if not possible then cleaning and sanitising product will be located adjacent to the device.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		 <p><b>Waiting Area For Visitors / Contractors Well Managed</b> Any waiting area for people on site will allow for adequate social distancing in the seating arrangements.</p> <p>Use of signs and markers and announcements to remind any visitors of the requirements.</p> <p>Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p> <p>People may be turned away until a more suitable time is available where social distancing can be managed.</p>	
 <p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	<div>  <p><b>Meetings Carried Out Remotely Where Possible</b> Where possible meetings will be carried out remotely to avoid the need for people to come together.</p> </div> <div>  <p><b>Meetings To Be Held In Well Ventilated Locations</b> Meeting to be held outside where possible.</p> <p>If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation.</p> </div> <div>  <p><b>No Sharing Of Equipment Permitted</b> No items are to be shared at any time during the meetings such as pens, computers etc.</p> </div> <div>  <p><b>Social Distancing To Be Maintained</b> All participants to be reminded prior to meeting of the need to adhere to social distancing at all times.</p> <p>Desks and chairs will be arranged to support social distancing or meeting will be held stood up.</p> <p>Signs and markings to be used in regular meeting spaces to indicate 2m distances.</p> </div> <div>  <p><b>Sanitiser To Be Provided</b> As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p> </div>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>

**Further control measures**

None required

**Operating procedures**

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

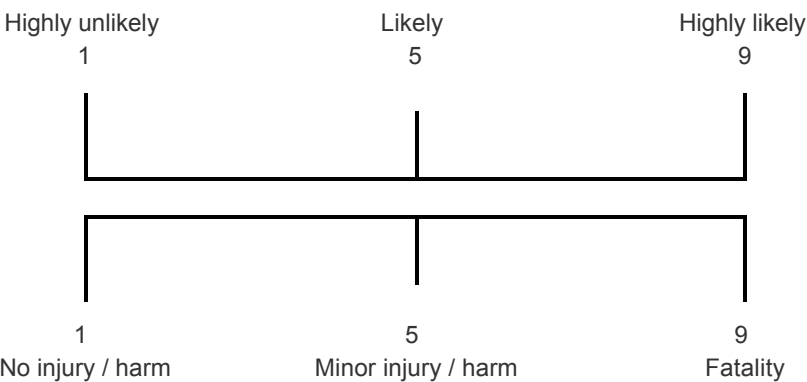
Taken From: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

**Safe Use Of Face Coverings**

- Wash your hands thoroughly with soap and water for 20seconds or use hand sanitiser before putting a face-covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions.
- If it's not washable, dispose of it carefully in your usual waste.

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9
Severity								

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Helen Hobbs

Approved by signature: Helen Hobbs