

COVID-19: Operational Risk Assessment for Setting Reopening

Setting NAME: Shofar Daycare Nursery- move from Arts Stables to Manor House

Member of Staff and Job Title:	Date of Assessment:	Date of Review:	Covered by this assessment:
Sharon Lee - Headteacher	8 th Oct 2020	1 st Dec 20 week	Staff, children, parents, visitors, volunteers, contractors

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the nursery and ensure the setting continues to operate in a safe way.

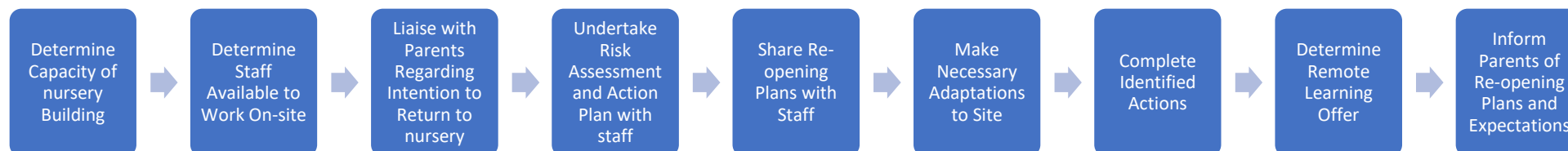
This risk assessment should be undertaken in conjunction with the guidance on reopening issued by the Department for Education:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Other Related Documents:

Relevant Existing Policies	Recent Government Guidance:
Health and Safety Policy First Aid Policy Child Protection and Safeguarding Policies Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 20012 The Health Protection (Notification Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'	https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures

Suggested Steps of Re-opening Preparation:



Risk matrix

Impact risk rating:	Probability risk rating:	Overall risk rating:
5. Catastrophic	5. Almost certain to happen	16 or more – red
4. Major – e.g. likely to result in nursery closure	4. Likely	12 to 15 – amber
3. Moderate – e.g. likely to result in one or more classes having to close	3. Possible	9 to 11 – amber
2. Minor	2. Unlikely	Below 9 – green
1. Negligible	1. Negligible	Below 9 – green

Specific Concern/ Risk	Impact score (a)	Probability score (b)	Risk Rating (a) x (b)	Control Measures	In Place (Y/N)	Implications for opening the nursery and further action proposed
A. Staffing Resources						
<p>1. Risk that there are Insufficient staff to support all the children to be in nursery</p> <p>Recruitment allowed for new starters in Oct and Dec</p> <p>Most staff accounted for in bubbles, using past Shofar Staff to cover holidays and sickness. There is not much room for sickness and therefore need to recruit again before January,</p> <p>Emergency measure</p> <p>We agreed to only use agency if it was full time and they agreed to SI measures and not to work elsewhere whilst at Shofar</p>	4	5	20	<ul style="list-style-type: none"> Audit staff availability from the start of the week when extra children will be attending. 	Y	All staff who are returning will have returned by then- staff on holiday. No extra staff available
	3	4	12	<ul style="list-style-type: none"> Establish how many and which staff will be available, through RAG rating (vulnerable staff/those fit for work) 	Y	After confirming no staff in vulnerable category.
				<ul style="list-style-type: none"> Based on available staffing and any cover you are able to secure, decide how many children and how many learning environments can be supported at any one time 	Y	
				<ul style="list-style-type: none"> For children who need a high level of adult support, including those with special educational needs, ensure that there are support staff available to support the child. Some children, for example those with Autism will need to be supported by the same adults, where possible. 	Y	No high level support required.
				<ul style="list-style-type: none"> Full use is made of testing if necessary to inform staff deployment 	Y	Policy and procedures for staff. https://www.gov.uk/apply-coronavirus-test-essential-workers
				<ul style="list-style-type: none"> Ensure there is the capacity within the staff to deliver on site learning (for those attending nursery) and home learning (for those who are still at home) 	N/A	All children now offered place.

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2. Risk that the number of staff who are available is lower than that required to support the ratio requirements and operate effective home learning	3	4	12	<ul style="list-style-type: none"> The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. 	Y	We have limited spare staff- we may need to resort to agency for sickness. Staff will be told to inform SL if their situation changes Could ask M-RR, SL to cover.
				<ul style="list-style-type: none"> Full use is made of those staff who are self-isolating or shielding but who are well enough to prepare resources/home learning online 	N/A	
				<ul style="list-style-type: none"> Full use is made of testing to inform staff deployment if required and staff show symptoms. 	Y	Policy and procedures for staff. We will inform staff of testing centres should they show any symptoms. https://www.gov.uk/apply-coronavirus-test-essential-workers
				<ul style="list-style-type: none"> A blended model of home learning and attendance at nursery is utilised until staffing levels improve. 	N/A	
				<ul style="list-style-type: none"> For children with SEN, consider how they will be supported to settle back in. 	Y	Already back in- all fine.
3. Risk of infection of extremely clinically vulnerable members of the household of a member of staff.	4	4	16	<ul style="list-style-type: none"> Staff member only attends work if stringent social distancing can be adhered to; otherwise they should be encouraged to work at home 	N/A	N/A after checking for medical advice.
4. Risk of not covering essential functions first-aid, DSL, SENCo).	3 3 3	1 3 3	3 9 9	<ul style="list-style-type: none"> Provide cover for the role from within available staffing 		DSL and assistant on site and not attached to a bubble. - BG and MH also trained from 6 th July 20.
				<ul style="list-style-type: none"> First Aid certificates extended for 3 months 		Most staff are trained up to date
				<ul style="list-style-type: none"> Programme of training for additional staff in place (e.g. Safeguarding) 		BG and MH trained 6 th July 20.
5. Risks to health and safety because staff are	3	2	6	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to reopening. 	Y	Zoom/ telephone call by staff admin to go through policy changes and safety measures before they start.

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not trained in new procedures.				<ul style="list-style-type: none"> Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> Infection control Fire safety and evacuation procedures Constructive behaviour management Safeguarding Risk management 	Y	We will train new staff in necessary changes that we have made in our practice.
6. Risk that staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them.	4	3	12	<ul style="list-style-type: none"> All members of staff with underlying health issues and those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the manager. Records are kept of this and regularly updated 	N/A	After checking for medical advice no staff in vulnerable group
				<ul style="list-style-type: none"> Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice 	N/A	
				<ul style="list-style-type: none"> Staff are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable 	Y	Furlough Policy shared
				<ul style="list-style-type: none"> All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance. 	Y	N/A
				<ul style="list-style-type: none"> Current government guidance is being applied. 	Y	

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B. The Learning Environment-The Drawing Room in Manor House and Shofar						
7. Risk that there is insufficient space to facilitate children attending	3	2	6	<ul style="list-style-type: none"> Audit space in order to establish how many groups ('bubbles') of children can be accommodated at any one time (size of group is dependent on space available) 	Y	<p>We can keep our oldest group (bananas), olders pre-school group in Drawing room. Lower floor closed off to all other groups whilst Shofar are on site.</p> <p>NNLS using fogging machine after Shabbat as their members will exit via main entrance and may use toilets.</p>
				<ul style="list-style-type: none"> Take account of the needs of individual children, including those with SEN. 	Y	
				<ul style="list-style-type: none"> spaces are divided and demarked for smaller groups of children to use to facilitate children staying in their smaller groups 	Y	<p>We are continuing with bubbles. Gov guidance suggests smaller groups and as we are a big nursery staff working in under 2's could be compromised,</p>
				<ul style="list-style-type: none"> Spare chairs and other furniture removed so cannot be used 	Y	<p>All stored elsewhere.</p>
				<ul style="list-style-type: none"> Protocols around 'social distancing' shared with children if age appropriate. 	Y	<p>Children already aware. Reminders given and will continue- HT & DHT to remind staff team.</p>
				<ul style="list-style-type: none"> Clear signage displayed in learning environments promoting social distancing. If age appropriate. 	Y	
				<ul style="list-style-type: none"> Children stay with set staff and do not mix with other children ('bubble' model). 	Y	<p>All stay in bubble – no chance of mixing in different rooms.</p>
8. Risk of transmission in large spaces used as learning spaces	3	3	9	<ul style="list-style-type: none"> Limits are set for large spaces e.g. outdoors, nursery room, shared spaces. 	Y	<p>Separate fenced areas for each group on field. 1 group uses pre-school playground for week and 1 toddler playground.</p>
				<ul style="list-style-type: none"> Large gatherings are not permitted 	Y	<p>Stay in bubbles</p>

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				<ul style="list-style-type: none"> Design and layout and arrangements in place to allow for social distancing of 'bubbles' where possible. 	Y	If staff cross bubbles for any reason recommend they wear masks.
9. Risks of transmission during use of the outdoor learning environment for young children 9 Cont	3	3	9	<ul style="list-style-type: none"> Leadership are realistic about social distancing and young children in outside spaces 	Y	
				<ul style="list-style-type: none"> Arrangements for handwashing, hand sanitiser, tissues, bins with lids, are in place outside 	Y	Will use bowls, soap and handtowels. Hand sanitiser, take bin with lids to outside (purchased)
				<ul style="list-style-type: none"> Close down drinking fountains and make arrangements for individual water bottles for children 	Y	Have named water bottles.
	3	3	9	<ul style="list-style-type: none"> Large climbing equipment will be difficult to clean and might need to be shut down in the current circumstances 	Y	We will shut down any equipment that cannot be cleaned but will also limit to one group only
				<ul style="list-style-type: none"> Consider filtering out hard to clean small apparatus and keeping easier to clean options such as plastic balls rather than felt or foam 	Y	As above
				<ul style="list-style-type: none"> Games and activities which allow children's heart rate to raise and avoid the sharing of equipment are available. 	Y	Separate areas for each bubble group. Use field when able.
				<ul style="list-style-type: none"> Outside spaces are divided and demarked for smaller groups of children to use to facilitate children staying in their smaller groups 	Y	We have bought barriers for the outside.
				<ul style="list-style-type: none"> Where outside space must be shared arrangements for cleaning between groups are in place 	N/A	Use of soft play climbing frame, must be cleaned after each use.
				<ul style="list-style-type: none"> Resources are limited to facilitate effective cleaning daily 	Y	Rugs removed. Separate toys in boxes for each bubble.
				<ul style="list-style-type: none"> Bike and wheeled toy play: dependent on numbers – either name labels or label bikes, scooter etc for individual children to use, with their names or arrange for bikes to be wiped down by an adult, between use by the children 	Y	Wipes and anti-bacterial cleaners available for teachers to use. Children bring own bikes and scooters.
				<ul style="list-style-type: none"> Consider the removal or covering of areas which are difficult to clean such as mailable materials, mud kitchens and planting areas. Consider replacing with 	Y	We will remove the mud, sand and other materials that cannot be

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				individual resources which can be replaced when each child has finished using them		cleaned. Children have their own play doh.
10. Risks of transmission due to movement around the nursery.	4	3	12	• Arrange for corridors to be one-way where possible	N/A	Only one group in each space.
				• Clear signage and markers for staff to encourage the children to follow	N/A	Only one group in each space.
				• Corridors are divided where feasible	N/A	Only one group in each space.
				• Pinch points and bottle necks are identified and managed	N/A	Only one group in each space.
				• Movement of children and staff around the nursery is minimised	N/A	Only one group in each space.
				• Children are reminded regularly of keeping ourselves safe protocols	Y	Where age-appropriate.
11. Risk of transmission due to number of people near entrances and exits at the start and end of the nursery day.	4	3	12	• Arrival and departure times are staggered	Y	We will stagger all groups and use shared entrances at Shofar at different times. Drawing Room have own bell and entrances
				• Procedures in place to reduce family waiting time due to staggering and increase turnover of parking spaces. Space is available for children to safely wait to be collected etc. There is no vehicular access to the site for parents or staff is there?	Y	All already in place HT and DHT park inside, Akiva staff and other site users park
				• Number of entrances and exits used is maximised.	Y	Each room has its own entrance 2 staircases can be used by staff.
				• Determine a queuing system and a process for staff to greet each child, ensure they wash their hands immediately on arrival, and then go straight to their learning area.	Y	Already in place. Staff will take children from outside of entrance.
				• Parent/carers remain outside of the nursery building during pick up and drop off and to adhere to social distancing protocols whilst waiting	Y	Already in place. Staff will take children from outside of entrance.
				• Extend gate/entrance opening times to prevent queueing	Y	Staggered already

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				<ul style="list-style-type: none"> Staff and parents are briefed, and signage provided to identify entrances, exits and circulation routes 	Y	No parents in Shofar- DC has produce signage outside,
				<ul style="list-style-type: none"> A plan is in place for managing the movement of people on arrival to avoid groups of people congregating 	Y	
				<ul style="list-style-type: none"> Floor markings visible to all to avoid queuing 	Y	Outside by DC and Shofar staff
				<ul style="list-style-type: none"> Parents given advice on walking/cycling to nursery to avoid using public transport and minimising driving 	Y	Sent to parents with all other policies.
				<ul style="list-style-type: none"> Advice given on suitability of children scooting/cycling on the pavement and availability of storage. Consider the storage of buggies. 	Y	Parents asked to wear gloves when using the buggy shed Home scooters stored in bike/ scooter racks as already in place.
12. Increased risk of slips, trips and falls and collisions between vehicles and pedestrians due to unfamiliarity with changes to layout measures and procedures and the need for social distancing.	3	3	9	<ul style="list-style-type: none"> Advice to children and families on maintaining road safety procedures despite changes. 	Y	
				<ul style="list-style-type: none"> For those that have to drive, advice on places they should and should not pick up, drop off and park 	Y	
13. Risk of transmission because children do not observe agreed protocols of social distancing in outdoor provision	3	4	12	<ul style="list-style-type: none"> Outdoor provision access is staggered 	Y	
				<ul style="list-style-type: none"> External areas are designated for different groups 	Y	With separate fenced areas
				<ul style="list-style-type: none"> Children are reminded about the protocols of social distancing before playing outdoors 	Y	
				<ul style="list-style-type: none"> Supervision levels have been enhanced to support all children, including those children needing a high level of adult support. 	Y	
14. Risk of transmission because children do not observe agreed protocols	3	4	12	<ul style="list-style-type: none"> Children are reminded about the protocols of social distancing before every lunchtime 	Y	
				<ul style="list-style-type: none"> Children wash their hands before and after eating 	Y	

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of social distancing at lunchtimes				• Dining spaces are configured to ensure social distancing measures are in place when the children eat	Y	Using only crockery etc. for bubble group.
				• If children bring in own packed lunch, parents are given very clear guidance and protocols and children do not 'share' food	N/A	We will be providing lunch – so not relevant
				• Eating areas are thoroughly cleaned after lunchtime	Y	
15. Staff rooms and offices do not allow for observation of social distancing guidelines	4	2	8	• Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staggering of staff lunchtimes is in place.	Y	Staff room opened to only 7 staff as they can be 1 metre plus away from each other- also have use of room in Manor House and space outdoors.
				• Staff have been briefed on the use of these rooms	Y	
16. The configuration of medical areas may compromise social distancing measures	3	3	9	• Social distancing provisions are in place for medical care areas.	Y	
				• Additional rooms are designated for children with suspect COVID-19 whilst collection is arranged	Y	We have designated an outdoor space outside main Mikvah entrance. Could use space outside Mikvah and close back staircase and Mikvah toilet if necessary.
				• PPE available if staff dealing with children with symptoms	Y	
				• Procedures are in place for medical areas to be cleaned after suspected cases, along with other affected areas, including toilets	Y	Yes cleaners will be told if needed.
17. Groups of people gather in reception areas which may contravene social distancing guidelines	3	2	6	• Parents are made aware of new nursery procedures prior to their children starting back at nursery	Y	Sent policy and procedure to parents.
				• Social distancing floor markings are clearly in place if necessary	Y	
				• Social distancing protocols and guidance are clearly displayed to protect those staff on reception	Y	
				• Non-essential visitors to nursery and deliveries are minimised	Y	No visitors, except in exceptional circumstances as agreed by HT,

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						such as assessors and outside agencies if absolutely required.
				<ul style="list-style-type: none"> Arrangements are in place for visitors to stay apart from children and staff where possible 	Y	If essential, they will wear masks and keep away from children and staff.
C. Hygiene and protective controls						
18. Risk that social distancing between children and between staff and children is difficult or impossible to maintain, leading to a risk of transmission.	4	4	16	<ul style="list-style-type: none"> Ensure frequent hand cleaning and good respiratory hygiene practices 	Y	Sink in each room- step purchased for Manor House toilets.
				<ul style="list-style-type: none"> Regular cleaning 	Y	Daily and throughout the day- deep cleaning also on Friday.
				<ul style="list-style-type: none"> Minimise contact and mixing (see above) 	Y	Not possible to social distance, but we will ensure contact is kept to a minimum and PPE worn for toileting
				<ul style="list-style-type: none"> limiting resources for ease of regular cleaning 	Y	Anything that isn't easily washable will be removed.
19. Risk of staff or children with the virus coming into nursery when symptoms are not clear.	4	4	16	<ul style="list-style-type: none"> Testing of staff or children if they show symptoms 	Y	Policy very clear
				<ul style="list-style-type: none"> Make arrangements to isolate anyone with symptoms and have clear guidance and protocols 	Y	
				<ul style="list-style-type: none"> PPE on hand. 	Y	
20. Risk of the virus spreading via surfaces in the nursery unless there is regular cleaning	4	5	20	<ul style="list-style-type: none"> Establish arrangements for all frequently touched surfaces and equipment e.g. <ul style="list-style-type: none"> door handles handrails tabletops play equipment toys electronic devices (such as phones) specialist equipment, including equipment used by children with SEN 	Y	<p>Regular cleaning MUST happen and then risk is much lower</p> <p>Extra staff in bubbles to enable this to happen.</p> <p>We are more staff than usual for extra cleaning needed throughout the day.</p> <p>Cleaners are employed for end of each day</p>

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				<ul style="list-style-type: none"> When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces. 	Y	
				<ul style="list-style-type: none"> Limit the number of shared resources that are taken home by staff and children and limit the exchange of such resources. 	Y	Nothing should be taken home
				<ul style="list-style-type: none"> Staff should make sure they wash their hands and surfaces, before and after handling children's items 	Y	
				<ul style="list-style-type: none"> There is no need for anything other than normal personal hygiene and washing of clothes following a day in a nursery. Uniform that cannot be machine washed should be avoided. 	Y	We will change children each day and all clothing, bedding and washable items will be washed daily.
21. Risk of virus spreading because the nursery has insufficient materials and equipment	4	3	12	<ul style="list-style-type: none"> Establish clear plan to ensure the nursery has an ongoing supply of soap and hot water in every toilet and in learning environment 	Y	If we are unable to buy then we can ask parents to supply a small stock each (advice DB)- Has not been necessary to date!
				<ul style="list-style-type: none"> Use of hand sanitisers at appropriate locations 	Y	In bubble groups.
				<ul style="list-style-type: none"> Lidded bins in learning environments and in other key locations around the site for the disposal of tissues and any other waste, 	Y	
				<ul style="list-style-type: none"> Bins to be double bagged and emptied 	Y	
				<ul style="list-style-type: none"> Disposable tissues available to implement the 'catch it, bin it, kill it' approach in each learning environment 	Y	
22. Provision and use of PPE for staff where required is not in line with government guidelines	3	3	9	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. 	Y	We will not prevent our staff from using PPE – feel guidance is not clear as when cleaning PPE is recommended.
				<ul style="list-style-type: none"> Those staff required to wear PPE (e.g. SEND intimate care, cleaning staff, receiving and handling deliveries) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely 	Y	On initial Inset day and staff administrator will continue to induct and new staff.

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				<ul style="list-style-type: none"> Staff are reminded that the wearing of gloves is not a substitute for good handwashing 	Y	Yes and is always the case!
23. Children forget to wash their hands regularly and frequently	4	4	16	<ul style="list-style-type: none"> Staff training includes the need to remind children of the need to wash their hands regularly and frequently. for 20 seconds. (Happy Birthday song twice) 	Y	Staff must set timers for whole class hand washing and remind frequently throughout the day Toileting is supervised. Therefore risk is minimised
				<ul style="list-style-type: none"> Posters reinforce the need to wash hands regularly and frequently 	Y	
				<ul style="list-style-type: none"> Managers monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Y	SL and TU to monitor Reminders given to staff teams.
24. Children's behaviour on return to nursery does not comply with social distancing guidance	3	5	15	<ul style="list-style-type: none"> Clear messaging to children on the importance and reasons for staying in our 'bubbles' is reinforced throughout the nursery day by staff and through posters and floor markings. For young children this is done through age-appropriate methods such as stories and games. For children with SEN, including those with Autism, use appropriate methods such as pictures/PECS and modelling 	Y	As age appropriate
				<ul style="list-style-type: none"> Staff model how to keep themselves safe 	Y	
				<ul style="list-style-type: none"> The movement of children around the nursery is minimised. 	Y	Use of walkie-talkies to ensure bubbles are not compromised
				<ul style="list-style-type: none"> Large gatherings are avoided. 	Y	Lunches staggered
				<ul style="list-style-type: none"> Outdoor play is structured to support social distancing and are closely supervised 	Y	
				<ul style="list-style-type: none"> The nurseries behaviour policy has been revised to include compliance with age appropriate social distancing and this has been communicated to staff, children and parents. 	Y	

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				<ul style="list-style-type: none">Managers monitor areas where there are breaches of the new arrangements to help keep children safe arrangements are reviewed.	Y	Sent reminders to Akiva as they are walking through our outside area as shared playground entrance Shofar staff and children remain inside at the main Akiva drop off and collection times
				<ul style="list-style-type: none">Messages to parents reinforce the importance of children keeping themselves in their small learning bubble.	Y	
				<ul style="list-style-type: none">New arrangement have been agreed and staff are clear on expectations.	Y	We arrange staff meetings where necessary to reinforce policy and procedures.
D. Premises and Buildings						
25. Risk that cleaning capacity is at a reduced level so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	4	2	8	<ul style="list-style-type: none">A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies and staff prior to opening.	Y	Communication with cleaning company. Guidance sent. Added Mikvah toilets and drawing room,
				<ul style="list-style-type: none">An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.	Y	Deep cleaning every Friday in addition to normal cleaning. Anti-bacterial treatment every three weeks.
				<ul style="list-style-type: none">Working hours for cleaning staff are increased if necessary.	Y	As above
26. The use of soft furnishings and soft toys may increase the risk of the virus spreading	3	5	15	<ul style="list-style-type: none">Take fabric chairs, soft furnishings and toys out of use where possible.	Y	
				<ul style="list-style-type: none">Where that is not possible then ensure chairs are limited to single person use.	N/A	No soft chairs in use
27. Queues for toilets and handwashing risk non-compliance with social distancing measures	4	5	20	<ul style="list-style-type: none">Queuing zones for toilets and hand washing have been established and are monitored.	Y	Bubbles will use toilets separately 1 toilet for each bubble group
				<ul style="list-style-type: none">Floor markings are in place to enable social distancing if necessary.	Y	

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				<ul style="list-style-type: none"> Children know that they can only use the toilet one at a time. 	Y	Supervised by bubble teacher
				<ul style="list-style-type: none"> Children are encouraged to access the toilet during class/throughout the day to help avoid queues. 	Y	But must be supervised to ensure good hygiene etc.
				<ul style="list-style-type: none"> The toilets are cleaned frequently. 	Y	Before and after use by staff member supervising toilets. Staff aware of cleaning staff toilets also before and after use.
				<ul style="list-style-type: none"> Monitoring ensures a constant supply of soap and paper towels 	Y	
				<ul style="list-style-type: none"> Bins are emptied regularly. 	Y	
				<ul style="list-style-type: none"> Young children are reminded how to wash hands and are supervised appropriately? 	Y	
28. Fire procedures are not appropriate to cover new arrangements	4	5	20	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of children/staff Possible absence of fire marshals The need to apply social distancing rules during evacuation and at muster points A possible need for additional muster point(s) to enable social distancing where possible 	Y	Separate entrance and exit to each room. Termly Fire drill will be to top playground to avoid breaking bubbles with Akiva.
				<ul style="list-style-type: none"> Staff and children have been briefed on any new evacuation procedures 	Y	Evacuation to top playground. Assemble in bubbles.
				<ul style="list-style-type: none"> Fire marshals have been trained and briefed appropriately. 	Y	
29. Fire evacuation drills - unable to apply social distancing effectively	4	4	16	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Y	Top Playground new evacuation point for Shofar- to avoid breaking bubbles.
30. Fire marshals absent due to self-isolation	4	3	12	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Y	We will appoint new fire marshals from bubbles for Manor House. Staff working with us last summer have been trained as fire marshals

Specific Concern/ Risk	Impact score (a)	Probability score (b)	Risk Rating (a) x (b)	Control Measures	In Place (Y/N)	Implications for opening the nursery and further action proposed
						just in case so we will be able to have trained staff.
31. All systems may not be operational	3	3	9	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. 	Y	We will prioritise children's emotional welfare, but we are still focussing on learning and carrying out Tapestry Assessments when possible.
				<ul style="list-style-type: none"> All systems have been recommissioned. 	Y	Fire bells have been tested weekly. Water testing completed before we return. Water has been run in all buildings on site to prevent Legionnaires
32. Statutory compliance has not been completed due to the reduced availability of contractors during lockdown	4	3	12	<ul style="list-style-type: none"> All statutory compliance is up to date. 	Y	See above
				<ul style="list-style-type: none"> Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged if necessary. 	Y	See above
33. Visitors to the site (including parents) add to the risk	4	4	16	<ul style="list-style-type: none"> Signage giving routes, procedures and entrances to be followed. 	Y	Clear in policy and procedures
				<ul style="list-style-type: none"> Limit the external visitors to the nursery during nursery hours 	Y	No visitors unless deemed absolutely essential by HT.
				<ul style="list-style-type: none"> Parents should come into nursery buildings only when strictly necessary, by appointment. Any meetings should take place at a safe distance (and so the use of small offices may not be suitable) 	Y	Currently we are enforcing no visitors, except as above.
				<ul style="list-style-type: none"> Consider holding SEN meetings such as Annual Reviews 'virtually' 	Y	All done and transition meeting.
34. Contractors on-site whilst nursery is in operation may pose a risk	4	3	12	<ul style="list-style-type: none"> An assessment has been carried out to see if any additional control measures are required to keep staff, children and contractors safe 	Y	We will ensure if any contractors come to site for other users, they are not near our bubbles or that they come out of hours

Specific Concern/ Risk	Impact score (a)	Probability score (b)	Risk Rating (a) x (b)	Control Measures	In Place (Y/N)	Implications for opening the nursery and further action proposed
to social distancing and infection control				<ul style="list-style-type: none">Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.	N/A	If this proves necessary then the bubble group concerned will be outside.
				<ul style="list-style-type: none">Alternative arrangements have been considered such as using a different entrance for contractors and organising learning environments so that contractors and children are kept apart.	N/A	
				<ul style="list-style-type: none">Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.	N/A	If this proves necessary then the bubble group will operate from outside.
				<ul style="list-style-type: none">In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).	N/A	
E. General						
35. Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	3	3	9	<ul style="list-style-type: none">All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the nursery.		Sent to all staff
				<ul style="list-style-type: none">The nursery has carried out a full Health and Safety Risk Assessment to ensure it is Covid-19 secure.	Y	
				<ul style="list-style-type: none">Staff and parents have been briefed accordingly.	Y	
36. Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	4	3	12	<ul style="list-style-type: none">Communications strategies for the following groups are in place:<ul style="list-style-type: none">StaffChildrenParentsHealth servicesOther partners	Y	All children now back Communications in place.
				<ul style="list-style-type: none">Parents are communicated with to make sure they know:	Y	As above.

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				<ul style="list-style-type: none"> whether their child will be able to attend from the week commencing 1 June what protective steps you're taking to make the nursery a low-risk place for their child what you need them to do (such as on drop off and collection) 		New children's parents sent revised procedures as are existing parents when something is revised,
37. Children with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	4	4	16	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. 	Y	Two children have health concerns, both back now. Confirmed with medical advice, mental health more important for them to be back with friends.
				<ul style="list-style-type: none"> Parents have been asked to make the nursery aware of children's underlying health conditions and the nursery has sought to ensure that the appropriate guidance has been acted upon. 	Y	As above
				<ul style="list-style-type: none"> The nursery and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. 	Y	
				<ul style="list-style-type: none"> Managers have a regularly updated register of children with underlying health conditions. 	Y	
38. Children's mental health has been adversely affected during the period that the nursery has been closed and by the COVID-19 crisis in general	2	3	6	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support children with mental health issues. 	Y	All children are fine- programme in place where required.
				<ul style="list-style-type: none"> There is access to designated staff for all children who wish to talk to someone about wellbeing/mental health. 	Y	
				<ul style="list-style-type: none"> Wellbeing/mental health is discussed regularly through stories/toy characters are used for younger children to help talk about feelings. 	Y	
				<ul style="list-style-type: none"> Resources/websites to support the mental health of children are provided. 	Y	

Specific Concern/ Risk	Impact score (a)	Probability score (b)	Risk Rating (a) x (b)	Control Measures	In Place (Y/N)	Implications for opening the nursery and further action proposed
39. The mental health of staff has been adversely affected during the period that the nursery has been closed and by the COVID-19 crisis in general	3	4	12	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff meetings and training have included content on wellbeing Staff meetings/training on wellbeing are provided. Staff have been signposted to useful websites and resources. 	Y Y Y Y Y	<p>We held a Zoom meeting once back to confirm all happy and feel safe.</p> <p></p> <p></p> <p></p> <p>We buy in to counselling /well-being programme for our staff team.</p>
40. Testing is not used effectively to help manage staffing levels and support staff wellbeing	3	1	4	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff Post-testing support is available for staff. 	Y Y Y	<p>https://www.gov.uk/apply-coronavirus-test-essential-workers and updates sent.</p> <p></p> <p>Counselling / Staff administrator</p>
41. Infection transmission within nursery due to staff/children (or members of their household) displaying symptoms	4	4	16	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to nursery dates, is in place. Procedures are in place to deal with any children or staff displaying symptoms at nursery. This includes the use of testing for both staff and children and appropriate action, in line with government guidance, should the tests prove positive or negative. 	Y Y	<p>Decrease time we usually take to contact parents of children who have not arrived at nursery. Usually until 1000 as children arrive at different times, now they will have designated drop offs so can call within 1 hour of the last timing for drop offs.</p> <p>Clear in policy and procedures</p>

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				<ul style="list-style-type: none"> Children, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply 	Y	Clear in policy and procedures
				<ul style="list-style-type: none"> A record of any COVID-19 symptoms in staff or children is reported to the local authority. 		Contact Bethany Patrick LBB
42. Staff, children and parents are not aware of the nurseries procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	4	1	4	<ul style="list-style-type: none"> Staff, children and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the nursery. 	Y	Inset for staff and clear procedures since then.
				<ul style="list-style-type: none"> This guidance has been explained to staff and parents as part of the induction process. 	Y	
				<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	
43. Staff, children and parents are not aware of the nurseries procedures should there be a confirmed case of COVID-19 in the nursery	4	1	4	<ul style="list-style-type: none"> Staff, children and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the nursery. 	Y	Letters and procedures sent to parents
				<ul style="list-style-type: none"> This guidance has been explained to staff and parents as part of the induction process. 	Y	
				<ul style="list-style-type: none"> Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Y	
44. Staff, parents and carers are not aware of recommendations on transport to and from nursery	4	1	4	<ul style="list-style-type: none"> Reduce any unnecessary travel on buses or public transport where possible (for example, by walking or cycling to nursery) and avoiding peak times. (See Risks 11 and 12). 	Y	Where possible. Staff travelling on public transport will change clothes once they arrive at nursery