

Name: Autumn Reopening Nurseries and Early Years.

Area	Risk	People Affected	Risk	Action	Risk After Action
Minimise contact between individuals and maintain social distancing wherever possible	Contact with persons suffering from coronavirus	Employees Children Contractors Visitors	High	<p>Early years will no longer be required to keep children in small, consistent groups within settings.</p> <p>If an employee, child or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these will be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>	<p>Low</p> <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

				<p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>		
	Contact with persons suffering from coronavirus	Employees Children Contractors Visitors	High	<p>Where two or more confirmed cases of COVID-19 appear within 14 days, the school will follow the 'outbreak procedure' and inform the relevant authorities.</p> <p>The school will comply with government guidance on 'Test and Trace' procedures where children/persons show symptoms of COVID-19.</p>	Low	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Measures elsewhere	Management and control of visitors	Employees Children Contractors Visitors	High	<p>Government advice indicates visitors should be prohibited from site.</p> <p>When visitors are essential, such as transient teaching staff, etc., a risk assessment must be completed and include pre-visit preventative measures for any visitors.</p>	Low	

Outdoor/park visits	Contracting and spreading of infection	Employees Children Visitors Other park users	High	<p>Whilst the government now allows visits to parks, these will be risk assessed.</p> <p>Where the park may be busy with members of the public, the visit will be re-evaluated and or terminated if risk is deemed to be significant.</p>	Low	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Mental health and wellbeing during COVID-19	Employees Children	High	<p>The school will ensure that during these difficult times, and where staff are returning from furlough and children from periods away for school, the mental health and wellbeing of children and staff will be monitored, and support provided as required.</p> <p>In significant cases, a risk assessment will be completed for individuals of vulnerability.</p> <p>First aid provision for groups of children from 0 to 5 years will require a minimum of one Paediatric First Aider (PFA).</p>	Low	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Contact with persons who may have been	Employees Children Contractors	High	Employees or children who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.	Low	Guidance and recommended risk control measures will be sourced



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	exposed to coronavirus	Visitors		Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.		<p>directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus	Employees Children Contractors Visitors	High	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p> <p>Kitchen staff to maintain good hygiene in line with the organisation's HACCP.</p> <p>Posters promoting good hand hygiene displayed in food areas.</p>	Low	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Disposal of waste that may be contaminated by a coronavirus sufferer	Employees Children Contractors Visitors	High	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	Low	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Contracting and spreading of infection	Employees Children Contractors Visitors	High	Children will always be in the same small groups each day, and different groups are not mixed during the day, or on subsequent days.	Low	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.



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			<p>Children will be given the same member of staff and other staff are assigned to each group. As far as possible, these stay the same during the day and on subsequent days.</p> <p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straightaway. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Hand sanitiser to be available in each room (in use), entrances and exits of buildings, near lunchrooms and toilets. • Try to avoid close contact with people who are unwell. • Do not touch your eyes, nose or mouth if your hands are not clean. <p>Undertake the Ellis Whittam COVID-19 Daily Management Checklist.</p> <p>Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist.</p> <p>We will ensure that all frequently-touched surfaces, equipment, door handles, handrails, table tops, play equipment, electronic devices (i.e. phones) and toilets will be cleaned thoroughly several times a day.</p> <p>We will maintain indoor space requirements:</p> <ul style="list-style-type: none"> • Children under 2 years – 3.5m² per child 	<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>
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- 2-year-olds – 2.5m² per child
- Children aged 3 to 5 years – 2.3 m² per child

Where applicable, we will use area dividers to keep children in different parts of the room, and floor markings to assist staff with keeping groups apart.

We will ensure the use of communal spaces is managed to limit mixing between groups as much as possible.

We will remove unnecessary items from learning environments in order to facilitate cleaning.

We will remove all soft toys and any toys that are hard to clean, such as those with intricate parts. Where practicable, we will remove soft furnishings, for example pillows, bean bags and rugs.

We will ensure that staff who are symptomatic do not attend work.

All persons are encouraged to frequently wash their hands and practice good respiratory hygiene (Catch it, Bin it, Kill it). This will include posters and fun activities for children to remind of methods.

Where possible, staff meetings and training sessions should be conducted virtually, and staff will remain at a safe distance from each other during breaks, including in staff rooms or other staff areas in the setting.

We will ensure that children are supervised when washing hands.

				<p>We will ensure that there is a good supply of disposable tissues throughout our setting.</p> <p>Where possible, we will ensure the availability of lidded bins, preferably operated by a foot pedal, that tissues are immediately disposed into bins, and that these are emptied throughout the day.</p> <p>We will ensure that all items we launder within our setting (i.e. towels, flannels and bedding) are washed thoroughly after use and are not shared by children between washes.</p> <p>We will communicate a policy on bringing items and toys from home (where this is absolutely necessary), including cleaning on arrival.</p> <p>We will reduce contact between parents and carers when dropping off and picking up their children by limiting drop-off and pick-up to one parent or carer per family and staggering timings.</p> <p>We will not allow parents or carers into the setting unless absolutely essential and arrange for children to be collected at the door (where possible).</p> <p>We will keep windows open as far as possible to ensure ventilation, avoid the use of lifts unless essential, and use outdoor areas as much as possible.</p> <p>We will limit external visitors to the setting and ensure that they only come into the building when absolutely necessary.</p>	
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				<p>We have conducted an audit to determine the availability of staff to work in our setting.</p> <p>A face mask should be worn if a distance of two metres cannot be maintained from a child who is symptomatic and awaiting collection. If contact is necessary, then gloves, an apron and a face mask should be worn. If there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection will also be worn.</p> <p>We will provide instruction and training to staff on infection control, for example putting on, taking off and disposing of PPE.</p> <p>Updated emergency contact details are in place for both staff and children.</p> <p>We will ensure that all parents and carers understand that if a child has coronavirus symptoms, or there is someone in their household who does, they should not attend our setting under any circumstances.</p> <p>We will keep group sizes to a maximum of eight children (as preferable) so that groups are as small as possible.</p> <p>We will discuss with the local education authority where we are unable to maintain sufficient group sizes.</p> <p>Community events/meetings cancelled until further notice.</p>		
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				<p>Governors/Trustees meetings cancelled / held remotely until further notice.</p> <p>Up-to-date emergency contact details held.</p> <p>New and expectant mothers risk assessment completed.</p> <p>Windows opened to allow ventilation.</p> <p>Class ratios monitored by teaching staff. Class sizes limited to 'cohorts' and timetables changed in order to effectively reduce mixing of classes. Staggered drop-off/collection times.</p> <p>Usage of Ellis Whittam's Reoccupation Checklist.</p> <p>Discussions with insurer to determine further requirements.</p> <p>Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering'.</p> <p>Staff advised to bring their own food to work.</p> <p>Kitchen follows guidance on social distancing.</p> <p>Lunch and breaks staggered to minimise social gatherings for children and staff.</p> <p>Regular family contact to ensure that children from families with symptoms do not attend.</p>		
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				<p>Space audit conducted in order to evaluate the splitting of room sizes.</p> <p>Refer to separate children with (EHC) Plans in place risk assessments.</p> <p>Cycle storage facilities available – employees and children encouraged to walk/cycle to organisation (where feasible).</p> <p>Adequate supplies of face masks, eye protection, gloves and aprons are available for children who become unwell and need direct personal care, i.e. changing nappies – normal PPE (apron and gloves will be used providing child is not showing symptoms. If symptomatic, they will be sent home).</p> <p>The usage of play equipment is supervised and cleaned between different cohort groups and never used by mixed cohort groups at the same time.</p> <p>Flow of children and staff around the building reviewed to enable two-metre distancing to be maintained where possible (control measures could include one-way systems, staggered lesson change, dividers installed in the middle of corridors or floor markers).</p> <p>Use of outdoor spaces for teaching and learning.</p> <p>Halls and dining areas are used with half-normal capacities.</p>		
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				<p>Shared materials/resources limited for those children/staff that need to take these home.</p> <p>Established arrangements are in place between the organisation and transport companies.</p> <p>Use of test and trace apps by individuals to establish data.</p> <p>Records maintained of staff/children who have been tested for COVID-19.</p> <p>Close liaison between families regarding symptoms – the organisation will not monitor temperatures.</p> <p>Staff working from home where possible.</p> <p>Usage of Ellis Whittam's COVID-19 Staff Briefing.</p> <p>Refer to the Ellis Whittam Health & Safety FAQ.</p> <p>Usage of Ellis Whittam's COVID-19 Health & Safety Policy.</p> <p>Usage of Ellis Whittam's Health & Safety Questionnaire with staff.</p> <p>Usage of Ellis Whittam's Visitor Declaration.</p> <p>Usage of Ellis Whittam's Managed Use where required for fire safety.</p> <p>We will consider how we will involve parents and carers in planning and agreeing any changes to support, including reviewing EHC Plans.</p>	
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				<p>An extension of three months has been granted to the expiry of first aid certificates (including paediatric).</p> <p>Where we have children under the age of 24 months, we shall have a Paediatric First Aider (PFA) on site.</p> <p>Where we have children present who are aged 2-5, we will make best endeavours to ensure that there is at least one PFA on site at all times children are present (where this is not possible, we will review our first aid needs assessment and ensure that there is a First Aid at Work trained first aider or Emergency PFA on site).</p> <p>Review of first aid needs assessment conducted.</p> <p>Consider new approaches that will need to be taken to minimise the sharing of resources between groups, for example for painting, sticking, cutting and outdoor construction activities, which should be thoroughly cleaned before and after use by different groups.</p> <p>Malleable resources, such as play dough, should not be shared between groups and public health advice is that, as sand pits cannot be thoroughly cleaned between uses, they should not be used at this time. Consider how resources can be used safely and in which circumstances, and which items it might be more practical to remove during this time.</p>		
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				<p>Plan how outdoor space, where available, can be used as much as possible.</p> <p>Ensure outdoor equipment and toys are appropriately cleaned between use by different groups.</p> <p>Usage of resources such as Dr Dog, Busy Bees, etc.</p>		
	<p>Welfare</p> <p>Hand-contact points</p> <p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Children</p>	<p>High</p>	<p>Toilets to have a regular supply of hot and cold water complete with soap and towels.</p> <p>Hand sanitiser available (where required).</p> <p>Kitchen area to have a safe supply of mains cold water.</p> <p>Hand-contact points cleaned daily/where practicable.</p> <p>Toilets and kitchen area to be regularly cleaned.</p> <p>Teaching staff to implement controls to prevent overcrowding and ensure two-metre social distancing where possible (or one metre + where this is not viable).</p>	<p>Low</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	<p>Infection control</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Children</p>	<p>High</p>	<p>Refer to policy and ensure all staff are aware of its contents and new protocols.</p> <p>Decontamination – following advice/guidance from the Health Protection Team.</p> <p>Refer to guidance and posters (where required).</p>	<p>Low</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</p>

				<p>Education poster on COVID-19 to be displayed at the main entrance to the organisation building(s).</p> <p>Ellis Whittam COVID-19 Daily Management Checklist to be used.</p> <p>'Staying COVID-19 Secure in 2020' poster in place at reception.</p>		<p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
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