|  |  |  |  |
| --- | --- | --- | --- |
| **Setting** | Beanstalks Childcare Ltd | **Date of Assessment** | 30/05/2020 |
| **Assessment Completed By** | Saskia L Nield |

**Staying COVID Secure – Our Commitment**

* We recognise the risk posed by Coronavirus (COVID-19) to our staff, children and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
* We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and children.
* We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
* We will continue to comply with all relevant Health and Safety Legislation

**Our Employees**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **01** | All [Clinically Extremely Vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) employees are required to self-isolate and must not attend the setting. Where possible they are required to work from home unless accessing Job Retention Scheme. |  |  |  | N/A but in place. |
| **02** | All employees who live with a person who is Clinically Extremely Vulnerable must also not attend the setting and where possible work from home unless accessing Job Retention Scheme. |  |  |  | Accessing CJRS. Discussed return to work with staff via Whatsapp.  Shielding staff members are: Jason Smith, Emelia Pepper and Karen Richardson. |
| **03** | All employees, themselves or persons within their household have COVID-19 symptoms, should not attend the setting and follow Government guidelines on self-isolation. |  |  |  |  |
| **04** | We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor/ support both their Physical and Mental Health & Wellbeing |  |  |  | Staff Whatsapp groups, Facebook group consistent phone contact. SMT Zoom Meetings. |

**Our Children**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **05** | All [Clinically Extremely Vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) children are required to self-isolate and must not attend the setting. |  |  |  |  |
| **06** | All children who live with a person who is Clinically Extremely Vulnerable must also not attend the setting. |  |  |  |  |
| **07** | All children with an Education, Health and Care Plan require a risk assessment prior to returning to the setting. |  |  |  | Performed by their allocated school. |
| **08** | All children or persons within their household that have COVID 19 symptoms should not attend the setting. |  |  |  |  |
| **09** | We provide regular check-in’s with families not attending the setting. |  |  |  |  |
| **10** | All children attending the setting are required to be in cohort/groups of no more than 16 children and must also meet the EYFS staff child ratio requirements (see pages 23 – 27 EYFS Statutory Framework). |  |  |  | Bubbles of 15 will be used. |
| **11** | If any shared care arrangements are necessary ensure potential risks are identified and actions agreed with both parties. |  |  |  | Communication links with TPS and WPS are strong and consistent. |

**Our Premises**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Capacity & Access** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **12** | Designated Entrance and Exit Points to the Building (for each cohort of children where possible). |  |  |  | Entrance/Exit as normal. Cannot enter the building. |
| **13** | Increased number of Entrance and Exit Points to the Building where possible and place 2m markings on entrances to support social distancing at drop off/collection. |  |  |  | Not possible due to school layout. Layout is however utilised to ensure safe distancing measures are undertaken. |
| **14** | Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. |  |  |  |  |
| **15** | Restrictions on access to the setting by third parties (parents, members of the public, visitors etc). |  |  |  |  |
| **16** | Stagger drop off and collection times for each cohort/group. |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Physical / Social Distancing in the Building** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **17** | Rooms organised creating space between activities where possible. |  |  |  |  |
| **18** | Outside space is used wherever possible for learning. Shared equipment to be cleaned in between different group/cohorts of children. |  |  |  |  |
| **19** | Reduced movement around the setting- ensure group/ cohort move around together and limit contact with other groups/ cohorts within the setting. |  |  |  |  |
| **21** | Communal spaces to be used at reduced capacity and cleaned in between use by different staff/ groups. |  |  |  |  |
| **22** | Stagger the use and limit the occupancy of staff room and office area by employees. |  |  |  | Small kitchen will be deep cleaned twice as much as normal per staff making drinks. NO FOOD SERVICE UFN. |
| **23** | Staff to maintain social distancing of 2 metres in the kitchen and communal area where possible. |  |  |  |  |
| **24** | Use of small meeting rooms and confined areas by staff/other agencies - must follow social distance guidelines. |  |  |  |  |
| **25** | Non-essential repair/ contracted works in the building to be carried outside operating hours |  |  |  | As agreed with the school. |
|  | **Additional information regarding safe use of space to detailed below.** | | | | |

**Infection Control, Cleaning and Hygiene Arrangements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **26** | Staff and/or children who are experiencing symptoms associated with COVID-19 are instructed not to attend the setting and to refer to [current advice and guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) |  |  |  |  |
| **27** | Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above. |  |  |  |  |
| **28** | Children who experience COVID-19 symptoms should be collected from the setting as soon as possible. They should be kept apart from all other children whilst waiting to be collected and staff should wear the appropriate PPE (staff should be trained on the use of PPE before use). |  |  |  |  |
| **29** | Provision of hand-washing/ hand-hygiene facilities at entrances and throughout the setting (regularly monitored & maintained). |  |  |  | Implement for parents as good practice though they do not enter the setting. |
| **30** | All staff and children are encouraged to regularly wash their hands with soap and water, especially upon arrival at the setting, prior to eating, following snack/ lunch time and any other time deemed necessary (after coughs/sneezes). |  |  |  | Periodically and after coming in from outside, on their way outside etc. |
| **31** | Children should remain in their group/ cohort throughout the day and should stay away from other groups. |  |  |  | Bubbles have been implemented as rigorously as possible. |
| **32** | Different hand wash facilities should be available for each cohort/group within the setting where possible. |  |  |  | This is not possible in a school, we deep clean as much as possible. |
| **33** | Different nappy changing facilities should be available for each group/cohort where possible and appropriate cleaning in between use. |  |  |  | N/A |
| **34** | All bedding/ mats/ cots will be cleaned after each use. |  |  |  | N/A |
| **35** | Remove unnecessary items from rooms and rugs/soft toys/ toys that are hard to clean. |  |  |  |  |
| **36** | Children will be discouraged from bringing items from home unless a comforter. |  |  |  |  |
| **37** | All staff and children are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bin and wash hands. (Catch it, Kill it, Bin it) |  |  |  | [Catch it, Kill it, Bin it poster](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf) |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/a** | **Actions Taken**  **Details / Further Information** |
| **38** | Lidded bins and increased emptying/ replacement are in-place. |  |  |  |  |
| **39** | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. |  |  |  |  |
| **40** | Increased frequency of cleaning of communal areas and locations/ high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:   * Toilets * Door handles/ Hand rails/ Access Buttons * Kitchen areas and associated equipment * Water dispensers/ coolers * Printers/ Photocopiers * White Boards * Play Equipment * Tables/ Surfaces |  |  |  | In conjunction with school janitorial staff. |
| **41** | Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use. |  |  |  |  |
| **42** | Use of kitchen areas/ staff room – ensure appropriate cleaning of equipment/ surfaces after individual use. |  |  |  |  |
| **43** | Employees to store, where possible, coats, bags and non-work essential items in personal lockers or stored separately. |  |  |  | Staff bathroom, ample space to distance belongings. Brief staff. |
| **44** | Staff and children are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc. |  |  |  | [**Hand-Washing Guidance**](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)  [**Hand-Washing Video**](https://www.youtube.com/watch?v=aGJNspLRdrc)  [**Hand-Washing Poster**](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/hand-hygiene-poster.jpg) |
| **45** | Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser. |  |  |  |  |
| **46** | Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to management. |  |  |  |  |
| **47** | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. |  |  |  |  |
|  | **Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)** | | | | |

**Key Roles and Responsibilities**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **48** | Sufficient staffing/ resources are in place to maintain the security of the building and its occupants. |  |  |  |  |
| **49** | Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment). |  |  |  |  |
| **50** | Sufficient numbers of trained staff are in place to provide Emergency First Aid. |  |  |  |  |
| **51** | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of emergency, cohort/ groups to maintain 2m social distancing at assembly point where possible. |  |  |  |  |
|  | **Additional information regarding key Roles and Responsibilities (Please detail below)** | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Statutory Premises Compliance and Maintenance** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **52** | PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:   * Fire Alarm and Detection * Powered Doors / Gates * Legionella and Water Testing * Electrical Safety * Gas Safety * PAT Testing * Asbestos Management |  |  |  | As per school risk assessment. |
| **53** | Defect Reporting arrangements are in place. |  |  |  |  |
|  | **Additional Statutory Compliance and Maintenance issues.** | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Any Additional Information and Control Measures (Detail Below)** | | | | | | | | |
| **Ref** | **Control Measure** | | **Yes** | **No** | | **N/A** | **Actions Taken**  **Details / Further Information** | |
|  |  | |  |  | |  |  | |
|  |  | |  |  | |  |  | |
| **Approved by (Manager)** | | Saskia L Nield | | | **Date of Approval** | | | 01/06/2020 |
| **Date shared with Parents/Carers** | |  | | | **Date of Review** | | | Continually under review. |