

Risk number	WHAT IS THE RISK?	WHAT IS THE LEVEL OF RISK BEFORE BEING CONTROLLED	WHAT IS THE LEVEL OF RISK AFTER BEING CONTROLLED	HOW THE RISK IS ADEQUATELY CONTROLLED?	Who is responsible for managing the risk?	Date
1.	Not keeping up to date with information	High	Low	 Managers to check government website for regular updates using the following link: https://www.gov.uk/coronavirus Managers to share this information with staff and service users, and display information where appropriate. Rules for parents set out on display before entering their child enters the building. 	Managers Responsibility	13/3/20 27.4.2020
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2.	Cleaning products not being effective or available	High	Low	 Managers to ensure orders for cleaning products are placed early and when the setting is running low/not when they have run out. Managers to keep a monitor of how much cleaning products are in stock. 	Managers and Admin team Responsibility	13/3/20
3.	Children attending the setting who are unwell	High	Low	 Parents to be requested to keep children at home if they are not well or taking medication for colds or to control temperatures (temperature 37.8 C as per Public Health England advice) If children are showing signs and symptoms of coronavirus, parents to be called and child/ren collected immediately. During this time child to be isolated from the rest of the children. Parents to follow public health England guidance and follow exclusion periods. 	All staff's responsibility	13/3/20



				 Any objects/utensils/areas the child has used to be fully cleaned and sterilised. If there is a confirmed case of coronavirus related to the setting, then Public Health Department needs to be informed and they will do a further risk assessment on the setting. Exclusion periods referenced in 'Guidance on infection control in schools and other childcare settings' to be strictly adhered too for all illnesses. Temperatures of children and staff taken when temperature is suspected. The same staff member takes all temperatures- scan thermometer to be used. 		7.5.2020
4.	Visitors to the setting being contaminated	High	Low	 Ensure other professionals to clean their hands-on arrival when staying at the setting and on departure. Parents have limited access to the building. If doing a parent show around nursery, request them to wash their hands using hand sanitizer and that of their child on entry and exit. Reduce viewings to the setting where necessary. Staff to be based in one setting to prevent spreading germs between settings. No visitors to the setting. 	All staff's responsibility	13/3/20 27.4.2020



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5.	Staff working at the setting who are unwell	High	Low	 Staff to follow recommended exclusions times dependent on the illness. Staff who have colds etc to ensure they are following all good hygiene practices and are regularly washing their hands. Limited duties to be assigned where appropriate. Staff should self-isolate and not attend the setting if they believe they may have signs and symptoms of COVID-19. Staff must inform management of any illnesses so the correct action can be carried out. 	All staff's responsibility	13/3/20
6.	Staff hand washing not being effective or regular	High	Low	 All staff to follow effective handwashing routines (which are displayed next to sink areas). Staff to wash their hands regularly throughout the day, and to wash their hands: On arrival and departure of the setting Start and end of breaks Toileting children and nappy changing Contact with bodily fluids Before, during, and after handling food Before handling sterilised equipment Handling and giving medicine Outdoor activities Coughing or sneezing All staff to know and understand that hand washing is more effective than alcohol-based hand sanitiser. Alcohol based hand sanitiser in all rooms (with over 60% alcohol) – for staff to use when they are unable to leave the room to wash hands. 	All staff's responsibility	13/3/20
7	Poor hygiene practices in the environment causing the spread of germs	High	Low	 All staff have completed Infection Prevention and Control training. 	All staff responsibility	13/3/20



	 Staff to ensure existing procedures are being adhered too. Ensure ventilation in rooms Spillages of blood and other bodily fluids are cleaned immediately, and safe disposal of waste is carried out. To be cleaned with disposable paper towels. Regular sterilising of toys and equipment to be carried out each evening – extra cleaning to take place where appropriate dependent on activities that day. Toys that children put in their mouth to be removed from the room and placed for sterilising. All door handles, gate locks and banisters to be cleaned each evening, and after each use- session arrival and departure times. School cleaners to deep clean the hall after use daily. Computers/laptops/tablets cleaned over at the end of each day, wiped in between use. Bins are emptied and cleaned out each evening. Cushions and rugs to be washed once a month – or more if cases of illness- use of furnishings antibacterial spray in between. Staff to read instructions on cleaning products and follow instructions as guided. Daily cleaning carried out by school cleaners- wiping of all door handles and cupboard handles, hoovering, cleaning of toilet areas-taps and flush handles cleaned regularly during the day, floors mop at end of day. 	27.4.2020



				 Handwashing- Children washing hands when they arrive into the setting-hand sanitizer to be used. All toys that have been played with during the day- sterilised- toy rotation in place. Parents needing to sign on IPad for medication- IPads wiped down before and after each use. Staff completing as much information on IPad to reduce parent use. Hand washing and hand sanitizer available for parents to use before and after touching IPad. All IPads and phones wiped down regularly and at end of day. Staff uniform- uniform must be clean daily. Staff to change on site in and out of uniform on arrival and before leaving site. Staff moving between areas such as Pre-School to Denim on same site to change full uniform-Pre School= uniform Denim non uniform- smart black clothing-Jeans are not acceptable 		11.5.2020
8.	Children not being supported with good hygiene practices - due to age of children not having the knowledge of good hygiene skills	High	Low	 All children to be supported with washing hands – children to be supervised to ensure they are using soap and effectively washing. Children to wash hands before and after malleable play, after using the garden, after using the toilet, before and after mealtimes. As an extra precaution staff to support children in washing their hands-on arrival to settings. Staff to ensure children's faces are clean throughout the session and prevent nasal fluid from being transferred. Children to be supported 	All staff's responsibility	13/3/20



				when wiping their own noses – show the child how to dispose of the tissue and then support the child in washing their hands. • Childs knowledge to be supported with daily conversations, modelling of good hygiene, activities to support children's understanding of good hygiene practices. • Snack areas to be re-considered and moved closer to sink areas if possible. To reduce time for children to touch objects on the way to the table. • All toys accessed during the day are cleaned by the end of the session.		27.4.2020
9	Malleable Play spreading germs due to shared play	High	Low	 Children to wash hands before and after malleable play Playdough to be disposed of each day. Sand trays to be cleaned and sand disposed of regularly- not in use. If risk to public rises, then use of malleable play to be reviewed. 	All staff's responsibility	13/3/20
10.	Contamination at meals times / food brought in from home containing germs.	High	Low	 All staff have completed Food Hygiene and Safety training. Staff who have signs of illnesses should not be involved in food prepping to limit any contamination of food. Staff to cover any wounds with waterproof dressing. Blue plastic aprons and gloves must be worn when prepping and handling food. Gloves to be changed regularly and only used when handling food items. Staff must still wash their hands before mealtimes and not be reliant on gloves only. 	All staff's responsibility	13/3/20



				 Fridges, tables, kitchen sides and appliances to cleaned with hot soapy water before and after use. Children's cups and cutlery to be cleaned in the dishwasher after each use to ensure it has received a hot sterile wash. Parents provide water bottles from home being wiped in the morning on arrival, all bottles being wiped down during the day- children have their own allocated water bottle. 		27.4.2020
11.	Parents /carers and other visitors (caterers) not allowed at present to enter the nursery premises, due to being asymptomatic while carrying the virus.	High	Medium	 All parents are being asked to drop off children at the entrance door or one parent at the time in the reception area. Hand washing- hand sanitizer available on arrival. Staff wearing PPE- face mask when collecting and taking children from and to parents. 	All working staff	26/03/2020 27.4.2020
12.	On accepting children (vulnerable or key workers) who are not normally attending our settings.	High	Medium/Low	 All parents/carers MUST complete all required forms that would enable qualified staff members to provide the emergency care needed. Tracker system covers all settings in Polkadot Day Nurseries LTD-information used in setting on IPad. 	All staff working in the nursery/hub	31/03/2020 27.4.2020
13.	Check identity of all parent/carers as per our terms and conditions	High	Medium/Low	All parents MUST provide photo ID at picking up times	Staff on duty to check	31/03/2020
14.	Vulnerable children, regular curtesy call	High	Medium	 Staff on duty will regularly liaise with school. All information will be logged, while concerns will be reported as per our safeguarding reporting procedures. 	Staff on duty	31/03/2020



15.	Closing the provision	High	Medium	To follow the internal procedures and
10.	Closing the provident		Modiani	inform the local authority
16.	Availability of places and reconfiguration of spaces	Medium	Low	 Reduced group size "Bubbles" based on age group, in line with EYFS ratio-Bubble group sizes up to 16, children are split in accordance with their year group to follow school arrangements. Bubble areas will be allocated in the setting with designated staff for the bubble group. Priority given to key worker and vulnerable children, due to physical space or staffing, in line with present guidance Deep cleaning to take place by the school cleaners daily. Session times and entrances might be adjusted to allow for safe entry and exit, cleaning etc
17.	Drop off and Collection	High	Medium	 We must adhere to social distancing, Children will need to be dropped off at the main entrance door or alternative access points. Only one parent per child at drop off and collection and we might require the parent to wear a mask, if 2m social distancing is not possible (settling a distressed child in the nursery) No parents will be allowed to enter the main denim/school building Children will be dropped off and collected at allocated areas that have been agreed with the host school. Each Denim Manager to ensure their staff understand where these points are at each school.
18.	Infection control and exclusion	High	Medium/Low	If a child displays any symptoms at all, we ask parents to keep them at home for 10 days. Directors, management, staff members 30/07/2020 The self-isolation extension period from 7 to 10 days.



If a child displays symptoms while at Denim we will require you to collect them within half an hour, the child will be kept away from other children and the member of staff with them will wear a mask, gloves, plastic visor and apron. The child must remain at home for 10 days. The school will be informed of the case. If a member of the child's household displays symptoms, the child must remain at home for 10 days. The school will be informed of the case. If a member of the child's household displays symptoms, the child must remain at home for 10 days. The school will be informed of the case. If a member of the child's household, will have access to testing if they display symptoms of coronavirus (COVID-10 to access to testing if they display symptoms of coronavirus (COVID-10 to access to testing if they display symptoms of coronavirus (COVID-10 to access to testing if they display symptoms of coronavirus service if the child is or over. They should call 111 if the child is or over. They should call 111 if the child is or over. They should call 111 if the child is or over. They should call 111 if the child is under 5. This will enable them to get back to work, if the test proves to be negative parents must provide evidence of the negative result.



				 If there is an outbreak of the virus within the Denim community, we will report to Public Health England and follow their guidance Where a child or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. Children's temperature will be checked if a child looks or feels unwell, as per our standard policy. (37.8 degrees is considerate one of the COVID-19 symptoms).
	Safe Disposal of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE			 Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put in with the normal waste If the individual tests positive, then store it for at least 72 hours and put in with the normal waste
19.	Classrooms, gardens, resources/group sizes	High	Low	 Children will be in their Key Stage groups within Denim. Staff to child ration within Early Years Foundation Stage continue to apply We will try to use the outdoor space as much as possible Each bubble will have designated toilets and handwashing facilities just for their group-sign posted. Children will stay in their bubble groups during their session, not joining together at the beginning and end of the day as normal. Children are NOT to bring items from home into denim apart from:



				 Own water bottle -School bag We have significantly scaled back the resources within the rooms, removing anything that is difficult to clean (soft toys, cushions) and intricate items. Each area will be deep cleaned each day by the school cleaners, after the children have left the building. All resources will be sterilised, all surfaces wiped down, tables, chairs and anything else that hands touch. High contact points will be cleaned regularly during the session, door handles, gates, taps, toilet flushes etc Outdoor play- Bubbles to be maintained in the outdoor environments, equipment to be cleaned between use of bubble groups. 		
20	Safety in travel to and from the setting, including use of public transport	High	Low	 Walking or travelling by car if possible Social distancing during their journey to and from the provision Staff safe storage of outdoor clothing and personal belongings on arrival and clean, working uniforms to be ONLY worn on the nursery premises (traveling to work dressed in working uniform will be discouraged) Avoid use of public transport, where possible. If public transport is used, keep 2 metres apart or use a face covering. 	Directors, management, staff	01/06/2020
21.	Keeping children separate at breakfast and snack time to minimise transmission of infection	High	Low	 When unable to access food delivery slots, the quantities required or certain food items: We will scale down the menu for this period simplifying it to readily available ingredients Allergies will be supported as normal 	Directors, management, staff	01/06/2020



				 All plates and cutlery used for mealtimes is washed in a dish washer or sterilised using Milton more regularly. Children are supported to wash hands before and after eating breakfast and snack. Children will eat in their group area to cut down on movement around building avoiding large groups or being integrated with other groups of children/adults Independent snack time and children's self-serving may need to be suspended Ensure systems are in place for children to have access to water, this should be supervised effectively. 		
22.	Quality of Education Section to be used as guidance by staff members, in delivering EYFS	Medium	Low	 The priorities for young children returning are settling, PSED, PD, resocialisation into new routines, speaking and listening and engaging in play and learning Plan how children can learn in age-appropriate ways about how they can keep themselves safe, including regular handwashing and using tissues. Consider how to encourage children to learn and practise these habits through games, songs and repetition Identify key knowledge and skills to consolidate, with an initial focus on the Prime Areas where applicable, and look to develop these when children are settled and secure Consider how stories, singing and games can be used to help children to socialise and resettle into familiar everyday routines Consider the home learning that children may have engaged in during the closure period Follow the child's interests to develop confidence and engagement in the learning process 	Management, staff	01/06/2020



	 Remove soft toys and offer resources that are easy to clean after use. Malleable materials such playdough or sand if used – each child must be allocated their own separate container, disposed of it at the end of the day and handwashing must take place before and after use. Consider how you will manage other shared creative items such as paintbrushes, scissors and creative material e.g. allocate each child or small group their own resources Consider using small bowls or trays to provide individual opportunities which can be discarded after use. Offer a more limited range of resources within areas of the environment e.g. a few carefully chosen books, a slimmer selection of small world resources Encourage children to learn outdoors in the fresh air Instigate a process for cleaning resources after each use and not allowing
	 From 20 July, early years settings are not required to arrange children and staff in small, consistent groups. However, all Polkadot group settings will take all precautionary measures to reduce the risk of virus infection and transmission. Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff. The system of safe handover of children on arrival and when leaving the setting remains the same



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				 Family members should not enter provision and only one family member should attend the setting is possible. Signing in and out procedures on tracker to stay in place. Identify staff capacity to manage the entry 		
24.	Minimise contact between individuals where possible Safety at the beginning and end of sessions	High	Low	 Removing excess furniture and set up learning areas that are well spaced and support children to spend time in small groups. Increase opportunities for outdoor learning, and for small group times outside. The use of fixed outdoor equipment and the resources children use, will be used by different groups of children at different times. Equipment will be cleaned in between different groups using it. Where physical space allows, we will use different rooms or furniture to create different spaces for different groups of children. The health status and availability of every member of staff is updated and known prior to their returning to work and is regularly reviewed so that deployment can be planned. Any staff member who is identified as clinically extremely vulnerable is not permitted onto the premises. Staff members who are clinically vulnerable, but not furloughed are strongly advised to stay at home and undertake a different type of work, for example focussing on home learning activities for children who do not return, or following up on vulnerable groups where 	Management, staff and parents Management, staff, parents	20/07/2020
25.	Supporting social distancing in the learning environment	High	Low	 children do not attend. Ensure all staff and students are aware of the current symptoms for COVID-19, 	Management, staff	20/07/2020



26.	EYFS Staff maintaining safety at work– social distancing	High	Medium	 including high temperature, persistent cough and loss of taste and smell and understand that they are not permitted to attend if they or a household member is symptomatic. Staff are aware of social distancing (Microsoft teams / zoom) staff meetings rather than face to face meetings. Regular briefings via e mail. Limited movement around the building. Cancelation of all off-site and on-site events. Limitation of all but essential visitors. If any contractors have to make essential site visits, access on site should only be allowed when children are not attending. The areas accessed should be cleaned before they are used again. Where visitors attend we consider safe places to meet and an appointment system. Specific arrangements for receiving goods from suppliers. Person in charge of seeing children in and out of nursery to be wearing a mask, maintain distance and limit the contact with adults to a minimum Any additional information on the child/children to be handed over via tracker/phone/email. The managers to be wearing masks when entering different bubbles and maintain the 2m distance, as well as minimizing the time spent in "bubbles" Any new staff joining the Denim will participate in induction including Cleaners/auxiliar staff. 	Management, staff	20/07/2020
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27.	The need to control access to the premises	High	Medium		If Ofsted inspections are announced, inspectors will follow the same "no visitors on the premises" procedure. Find alternative location/space: garden/outdoor classroom/reception, therefore the safety of children and staff members is not being compromised.	Management, staff, parents, visitors.	20/07/2020
					Display reminder of hygiene measures in all settings (communal spaces hygiene, maintaining the distance between bubbles and staff members working in different classrooms)		
28.	Reminder of Covid 19 protective measures, as more staff and children/families are due	High	Medium/Low		When serving food staff members must wear apron and gloves. Consider dishing food out on a separate table/kitchen surface and present the children with their individual dish to minimize the risk of possible contamination.	Management, staff members, parents	04/08/2020
	to return				When conducting activities, mealtimes, etc allow as much space as possible between children, to minimize the risk of possible contamination		
					The groups of children to be kept at low numbers (16) for easier tracking.		
					COVID-19 action chart to be created for management, as guidance if reporting of cases is necessary		
					Letter to be sent out to parents informing them of all the latest changes/updates.		



					Meal routines: We recognise the importance of developing children's independence by offering choices, however in the present circumstances, our practices have had to be adjusted to minimize the risk of COVID-19 infection. Therefore, we are not able to allow children to serve themselves.
Management reminders	Medium	Low	Staff will be encouraged to focus on their wellbeing. Line managers will be discussing	Directors, HR, management, senior	01/06/2020



		wellbeing with the staff that they manage, including their workload.		
		Staff will be signposted to useful websites/ resources, self-care information, working from home guidance and/or utilise virtual meetings		
		Leaders to ensure staff are kept fully briefed and understand all aspects of the settings response to the pandemic		
		Ensure staff read and sign, and fully understand revised / new policies and risk assessments		
		Staff are encouraged to be vigilant regarding the well-being of other members of the team and discuss any concerns they have		
		Leaders to maintain regular contact with staff who are shielding or working from home, to support well-being		
		On line courses and/or induction and CPD programme are delivered to all staff prior to returning to work		
		Identify what further training is needed for staff to support them in their work with children and families in response to the changed context of COVID-19		
		Children with underlying health conditions are at a higher level of risk, please advise parents to seek medical advice before accepting them in the setting.		
		Where there are a number of suspected and/or confirmed cases at the setting, Public Health England should be contacted		



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		A record of any COVID-19 symptoms in children and adults is kept and any Public Health and Government advice is followed regarding reporting requirements	
		In the event of a child or staff member being diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at the setting, the management team will notify and report this to the Health and Safety Executive (HSE)	
Fire drills		Review the procedures for fire drills as these may need to change if different entry and exit points are being used.	
		Inform staff of the changes	
		Update the fire risk assessment accordingly to reflect the new plans – revisit this as more children begin to attend over time	
		Where possible do not expect children to line up. If a line is essential e.g. fire drill, consider the use of floor markers at muster points	
Safeguarding- Our		Vulnerable children are prioritised when allocating Denim places	
safeguarding policy applies but consider present, specific situations		Ensure staff are aware of the need to identify and support any vulnerable children and parents that return, by signposting them to appropriate local services such as health visitors, mental health services, and domestic or substance abuse service.	
		Provide updates for staff: safeguarding and reminders about signs and indicators of abuse	



		
	for all staff and mechanisms for sharing in the new operating context	
	Prioritise attendance for children in vulnerable groups	
	All staff are reminded that any developments during lockdown are recorded immediately using the current system	
	For any concerns, follow the reporting chart. Contact the closest DSL available within Polkadot group.	
	Consider how to ensure / monitor that any guidance or updates issued re safeguarding are followed and shared with staff promptly	
	Ensure that there are opportunities for children to talk about their feelings/anxieties /thoughts, in a safe environment through child-led and adult-led opportunities	
	Continue to provide all staff with appropriate on-line supervision and support as part of their work in the EYFS	
	Talk to parents about the reasons for their decision, providing reassurance where possible	
	Provide information to parents about how the environment and the curriculum will be adapted if necessary, to address children's needs	
	Staff that are not included in the daily bubble	30.05.2020
Ways to avoid 'Popping the Bubble'	to enter the bubbles where zero risk is	



			classed- this means a maximum of 15 minutes at a time in a bubble with prior and post vigorous handwashing. PPE is require for this staff member- face mask. This individual to not be based in another bubble where possible	
			The individual should maintain 2m social distance between staff and children where possible during the 15 minutes in the bubble.	
			Possible reasons for entering the bubble for 15 minutes could include-	
			 Fire drill-evacuation Supporting if a child in bubble is unwell-eg sickness To look at a concern-eg a rash, bump To go in to lockdown situation-social distance may be more difficult, a lockdown instance would pose more risk than COVID in this situation. Cover staff, toilet needs, medication needs. Measures will be put in place to try and avoid entering bubble if possible- eg staff to use lpad to take photo of bump and view from that in first instance. Doors- if have windows- view through window. 	
Covid safety Measures			After using the equipment/resources to wash hands.	
when using playground play equipment/visiting the park/premises and other locations- especially	М	L		30/07/2020



if shared with school staff/children	Antibacterial spray any resources taken with you (balls, hula-hoops, etc) and used in a different space, before returning indoors	
	Shorter outdoor sessions	
	Staff to ensure hygiene measures are applying and taking place	
	Remind children/other adults of the social distancing rules	
	Checking the risk assessment of the other organisation before the activity has been initiated.	

COVID-19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. The foreseeable risk in re-opening schools and early years and childcare settings, including childminding provision is the potential transmission of COVID-19 between members of the school and early years and childcare community and consequently the wider community. This risk assessment focuses on actions that are reasonably practicable to implement, that will reduce the risk of transmission of COVID-19.