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| ***Hazard*** | ***Risk*** | ***Who is at risk*** | **Action** | **Prevention and Support** |
| Building safety | Medium | Staff, children, visitors, contractors | * Before re-opening contact;   Martin Benson- Building Manager   * Hot and cold-water systems * Heating * Kitchen equipment * Ventilation * Lighting   Head of Fire Safety   * Fire safety   Terry Branch-Head of Security   * Security including access control and intruder alarm systems and CCTV | * Building will be maintained, and any defects will be immediately raised by staff and management * Defects will be reported * Regular communication between management and building manager |
| Contracting COVID-19  Staff safety and wellbeing  Children wellbeing | Medium | Staff and other adults entering building  Children | * Prevention of spread of infection of Covid 19 via training and risk assessments and all subsequent actions * Staff encouraged to have vaccination * Maintain good mental health | * Team on site to undertake weekly PCR testing and report to management * Team on site to also undertake 2 LFT per week * Any adults or children experiencing symptoms of COVID to be isolated and sent home for testing * Records kept of test results of staff * Parents are requested to get tested regularly and report any positive cases within their own family * Be available to speak with staff about concerns, changes, and to sign post them to support |
| Staff shortages | Medium | Staff | * Follow government guidance including EYFS * Ensure staff rota in place and supplement with staff in temporary work in other locations. Failing that agency staff. * Agency staff to take LFT before or on arrival at EYEC * Ensure staff have up-to-date information from College support systems e.g. confidential care   . | * Back to work and health/ wellbeing interviews before return. * If children need to self-isolate only those staff who are not fully vaccinated will have to self-isolate negating the need for cover in most circumstances. * Advise staff on supporting their own families to maintain good health and protective measures. |
| Children and staff travelling to and from EYEC | High | Staff and children | * Following government guidance on public travel * Staff receive guidance before returning to work on safe travel * Washing hands on entry and exit. * Staff to discuss planned holidays and follow government guidance on travelling and quarantine periods. | * Continue reviewing following government guidance review current measures of procedures. * Review travelling guidance. * Cycle storage |
| Visitors –new potential families wanting to view setting | Medium | Staff, children and parents | * Virtual viewings can be offered – including video tours sending out forms and documents via email where possible. * Arrange out of hours visits using appropriate PPE and social distancing * First meeting with parents and keyperson on Microsoft teams * Settling in visits can be arranged for parents to visit with the children and settle them into their room. * Visiting parents for settling in visits should take a PCR or LFT before the visits and only attend the EYEC with a negative test | * Continue following government advice, risk assess and reviewing procedures. |
| EAL parents – communication of procedures and understanding. | Low | Staff, children and parents | * Ensure communication and documentation regarding procedures is shared effectively with parents with EAL * Regular check in’s with parents. | * Continue following government advice and reviewing procedures. |
| Deliveries and post | Medium | Staff and visitors | * Controlled or no entry and no contact deliveries where possible * Washing hands after contact and any contact points | * Continue to review procedures following guidance from for government |
| Children’s groups or ’bubbles’ | Medium | Staff and children | * Designated rooms or areas to be used for staff and children * Correct staff to child ratios will be implemented for each of the age groups * Children will play within their rooms and during outdoor play * During the day wherever possible children will stay within their consistent bubble without mixing with other children and forming large groups * Wherever possible the same members of staff will care for the same group/bubble of children * Staff will implement all procedures to ensure highest standards of safety and hygiene are maintained. (see detailed Infection Control policy and Cleaning Measures) * Any shared areas will be sanitised after and in between different bubbles using the space or 72 hours quarantined between bubbles | * If numbers increase to assess room sizes, staffing, procedures and risk assessments ensuring guidelines of safe distance are adhered to both indoors and outdoors * Any changes made will be communicated to staff, parents and older children * A timetable will be devised to support staggered times for outdoor play, including secret garden * Staff absence due to sickness or holidays will be risk assessed for safety and supported as needed. |
| Staff deployment | Medium | Staff and children | * Designated rooms with signage will be used for staff lunch breaks which will allow social distancing * Staggered lunch breaks to maintain social distancing * During the day staff will consistently remain with their key group/bubble within the rooms and during outdoor play and have limited contact with other staff members. * If staff members need to have contact, where possible they will be expected to remain 2 metres apart from each other and wear a face covering if not possible. * Staff will implement all procedures to ensure highest standards of safety and hygiene are maintained. (see detailed Infection Control policy and Cleaning Measures) and clean areas and equipment they have used or touched | * If numbers increase to assess room sizes, staffing, procedures and risk assessments ensuring guidelines of safe distance are adhered to both indoors and outdoors * Any changes made will be communicated to staff, parents and older children * Deployment of staff after any positive Covid cases will be reviewed and assessed taking into account any need for closures of rooms and self-isolation requires as per Test and Trace or Ofsted guidance and requirements. All positive cases will be reported to the above agencies. |
| Toys and staff equipment | Low | Staff and children | * Staff will choose appropriate toys and resources for the children to use which will be cleaned and sterilised after use * In areas where equipment sharing is unavoidable, use antibacterial wipes and allocate equipment to the small groups of staff. | * All toys and equipment will be cleaned and sterilised before use * Provision of sterilising solution or wipes * Purchase of electrostatic spray device for large equipment and soft furnishings |
| Kitchen | Low | Staff and children | * Lunch tea and snacks provided by EYEC * Possible contamination through deliveries and food storage or handling   Kitchen staff will implement all procedures to ensure highest standards of safety and hygiene are maintained. (see detailed Infection Control policy and Cleaning Measures) and clean areas and equipment they have used or touched as well as washing their hands after touching deliveries | * Communications with parents to ensure up to date information on new dietary requirements or allergies for returning children * Ensure staff are trained with food hygiene procedures. * All deliveries checked and support to follow protocols * Any food/milk brought form home will be labelled and wiped before being stored in cupboards or fridges |
| Drop of and collection | Low to High | Children, staff, parents, visitors and contractors | See detailed Drop off and collection risk assessment | See detailed Drop off and collection risk assessment |
| Mixing of large groups of children and social distancing in the garden | Medium | Staff and Children | * Support the children by communicating and explaining the measures in place * Younger children and children with additional needs will supported as much as possible and with the use of Makaton * Where possible children will be discouraged from mixing outside of their group * Staff to ensure they supervise and monitor areas in the garden * Designated times will be set for the children to use the garden in their room bubbles * Possible clash with school using secret garden | * Staff will help the children maintain social distancing with other groups * Follow government guidelines on social distancing * Staff to ensure they remain with the same group of children where possible * avoid congregating on stairs and passing groups in passageways where possible * Staff to undergo training to understand their role to help implement new safety measures to support the children and themselves * Effective communication amongst staff * Staggered garden times and rota in place with communication with school * More use of the secret garden to access further outdoor space |
| Hand washing | Low to Medium | Children and staff | * To support the children in their age appropriate understanding of good hand hygiene * Support children in understanding the spread of infection and promote the catch, bin it kill it campaign * Provide support where needed and encourage independence in the older children * Where possible the same staff member to help children with their personal hygiene needs * Staff to use PPE when attending to the children’s needs as necessary and wash hands after dealing with children’s body fluids | * Staff and children to wash their hands when leaving their room to enter the garden and when leaving the garden to re-enter the building. Or as often as needed during garden play * Staff understanding supported through training * Due to the frequency of this measure, staff make this a fun and exciting part of the routine for the children through songs and games * The use of garden bathroom for hand washing and other hygiene needs of the children * Use of water pump to support hand washing * Extra supplies of tissues, anti-bac (D10), sanitising solution, disinfectant, blue roll, wipes and a bin with a lid provided whilst in the garden * Spare clothes, nappy changing, and PPE will be available in outside bathroom * First aid box available to use in the garden |
| Used outdoor equipment, resources and areas | Low | Children and staff | * All equipment used in the garden is to be cleaned, disinfected with D10, washed or sterilised after each use and use of electro static sprayer for large areas * Staff will use one area of play at a time with their bubble of children * Area used will need to be cleaned before moving onto another area | * Extra supplies will be provided such as extra blue roll and bottles of anti-bac (D10) or sterilising solution * Staff to complete cleaning rota\ schedule with time, date and initials * A bin with a lid for tissues which will be emptied when full * Designated areas will be shown as accessible or non-accessible with the use of clear signage |
| Access to outside mud kitchen, sand area and sensory room | Low | Children and staff | * Sand, mud and sensory rooms can be used on rotation or cleaning in-between. Alternatively, can be left 72 hours between groups using it * Usage-one age group bubble at a time | * The sand and mud area in the garden will used on a rota basis * Sand and water can be freely provided within rooms and will be cleaned and changed regularly * Small amounts of sand are recommended in order that it can be sterilised with ease. |