|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Areas | Who is at risk? | Risk(HML) | Hazard/Risk | Control measures | Residual Risk (HML) |
| Travel to and from Lilly Brook Preschool | All  | H | Use of public transport, cross contamination, Risk of infection.  | Where possible walk, drive or cycle to the setting. Face coverings are advised if traveling on public transport and hand sanitiser. Wash hands for at least 20 seconds\* on arrival and or use hand sanitiser. | M |
| Arrival/departure | All | M | Cross contaminationRisk of infectionLack of social distancing | Visitors are to bring their own pen to sign themselves in.Visitors are to wear masks (Adults).Visitors must not try to open the gate, visitors must wait for a team member to open the gate if necessary. Visitors must ring the bell or wait at the gate at the given time for the visit. Any lateness should be announced through phone call to the Lilly Brook Mobile number (07518103023) | L |
| Entrance to the Preschool | All | M | Cross contaminationRisk of infection | Temperature check for visitors is mandatory as part of our policy and procedure for granted access.Handwashing for 20 seconds \* on arrival/ antibacterial hand gel/sanitiserCleaning regime to include disinfecting entrance areasVisitors will be told the safe areas and accessible areas upon arrival. Visitors must stay with their nominated staff guide.All visitors are expected to wear masks , pre-school aged children are not.Visitors are requested not to touch door handles or toys where possible. | L |
| Temperature Checks | All | M | A high temperature (37.6+) can be a symptom of Covid 19 | Temperatures to be checked on arrival and on departure. This will be done with a non-contact thermometer . If the temperature is over 37.4 you will not be granted access and you will be told to seek medical advice. Checks are to be part of the regular routine and like anything else will be conducted in a friendly, reassuring manner. | L/M |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Preschool Equipment | Visitors | H | Cross contaminationRisk of infectionChildren dribbling, mouthing toys. Putting their fingers in their noses and mouths. | Parents attending a show around are required to not touch equipment in the nursery if at all possible unless truly necessary.Children who are visiting are welcome to explore as the toys will have been sterilised before you arrived and will be sterilised on your departure. Visiting professional’s and trades men must not touch equipment unless truly necessary and you must make your staff guide aware of anything you have had contact with physically to ensure the area can be made safe. | M |
| Showarounds with Parents | Staff and children | H | Cross contaminationRisk of infectionLack of social distancingChildren mouthing and dribbling on toys. Sneezing and coughing.Putting fingers in noses and mouths. | Show arounds will be conducted at 4.30 pm on a Monday, Tuesday, or Thursday evening by appointment only when children are not present.Only two adults may visit the setting on any one visit from one household. Staff will disinfect and complete cleaning routines before show arounds arrive and all contact areas on departure.Staff will wear a face shield and will complete show arounds with a 1-2m distance from parents. The main room will be sectioned off but visible however there will be toys provided for visiting children to play with in the bar section of the room.  | M |
| Staff Team  | All | H | Social distancing Cross contamination from other householdsRisk of infection | 1-2 m distancing from staff is expected from all visitors .If observations are able to be completed in the outer boundaries of the garden this is preferable as the outside space is open and easy observed from the outer perimeter. Observations can be completed inside with agreement of manager and staff deployment arranged to ensure footfall around visiting professional body is minimised. This will be decided on the day based on children in attendance etc and child being observed wanting to play inside or outside.All staff will be expected to discuss with Jenna or Janet if they develop any of the symptoms of Covid and seek the appropriate medical advice and follow government directives.The guide staff member is to wear a mask when guiding visitors. | M |
| SEN Professional visits | All | M | Cross contamination from other households.Risk of infectionChildren not understanding social distancing measures, Length of interactions and activities. | Activities to have a clear plan and timescale, areas to be set out beforehand ensuring that all adults adhere to social distancing measures.Good handwashing procedure and antibacterial gel use. Before entrance during visit and upon leaving.All visitors will be required to detail exactly what will need to occur during the visit, the purpose, the length of time needed and the equipment required if necessary. You will be allocated a guide Staff Member. | L |
| Children’s basic care including bottom wiping /nose wiping | Staff and children | H | Cross contaminationRisk of infectionLack of social distancing | Correct PPE to be worn in line with policiesHandwashing for 20 seconds\* Encouraging children to manage own self careTissues to be provided for Children Nose wiping to be disposed of in Peddle bin.We advise parents coming for a show around to change their child’s nappy before arrival where possible. We will have changing facilities that we have as a mobile mat and antibacterial wipes and cleaning materials to wipe down before and after use if necessary although if this can be avoided it is preferred. If visiting children need to go to the toilet then they will be escorted with the whole visiting party to the toilet. Please advise parents to try to take their children to the toilet before visiting.  | M |
| Toileting Accidents / soiled clothing | Staff and Children | H | Cross contamination, risk of infection, Children touching soiled clothing, touching nose, mouth and face. | Staff to wear PPE in line with guidance and policies. Reminding the children not to touch, addressing the child with compassion and non-judgmentally.Soiled clothing to be double bagged and then stored in the child’s named bag outside following policy and guidelines. | M |
| First Aid | Staff and children | L | Cross contamination. Risk of infection, Blood spreading germs | Correct PPE to be worn in line with settings policies and procedures.First aid policy and procedure to be followed. | L |
| Hand sanitiser usage | Children | M | Ingestion causing injury or fatality | Strict adult supervision to ensure correct usage, ensure that it is completely rubbed into hands. Follow manufacturer’s instruction and use only when handwashing facilities are unavailable i.e. when outside the settingHand sanitiser is accessible around the setting. | L |
| Coughs / sneezes  | All | H | Cross contaminationRisk of infection | Have a nose wiping/tissue station with tissues and a lidded pedal bin. Promote good hygiene and handwashing for 20 seconds\* if within the setting and use of hand sanitiser if outside the setting. | M |
| If a visitor becomes unwell or shows signs of Covid 19 pre or post visit | All | H | Cross contamination Risk infectionUpset, anxietySymptoms may include Persistent cough, high temperature (above 37.6), sore throat, lack of taste or smell(this list is not exhaustive) | Visitors will need to contact the setting manager to make her aware.You will be contacted by telephone the evening before your visit to ask if you have had any symptoms of COVID. Anyone with any symptoms will not be allowed to visit. | H |
| Cleaning of the setting | All | H | Cross contaminationRisk of infectionExposure to chemicals/cleaning products | Correct PPE to be worn, manufacturer’s instructions to be adhered to. Cleaning regime/plan to be strictly followed. PPE and cleaning waste to be disposed in line with Government Guidelines and setting policies and procedures. | M |
| External Contractors | All | H | Cross contaminationRisk of infectionChildren not understanding social distancing measures, Length of interactions and activities.Lack of social distancing | * External contractors will be requested to submit a risk assessment and method statement in order to show due diligence in regards to safer covid practice.
* All Contractors must wear masks.
* All visits should be performed outside of the hours of 8.30-4.30 term time operation hours of the nursery.
* No access to the kitchen, main room, garden or areas used by children whilst children are in attendance.
* No members of the cricket club must be at the site during operational hours.
* There must be at least 24 hours’ notice for all works.
* Emergency works such as electrical and gas works, flooding risks are classed as necessary and will be considered on a case by case basis.
* All works must be agreed by the senior health and safety officer Timothy Wilson in writing to email address lillybrookchildcare@outlook.com.
 | M |

Reviewed By : ………T A Wilson…………

Date: ……7 September 2020………..

Distribution: Posted on website and distributed to all visitors as an email before a visit goes ahead.