

Hazard	Risk	Level H- High M - Medium L- Low	Whom it affects AT- Adult teachers A - Adult C- Children	Controls currently in place	Further action proposed
Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.	Attendance	M	All Children and staff at risk of contamination	Up to date registration forms to be completed by parents prior to their child attending, with emergency contact details during this time. All new parents to completed a Covid -19 emergency registration form. Existing parents to check and update COVID emergency registration form	To ensure all new starters complete covid-19 emergency registration document. To update children of key workers record
Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.	Drop off/pick up	M	All Children and staff at risk of contamination	Drop off via side door of Bevan Staggered drop off time 0830, 0900 to reduce children mixing. Collection to take place via front entrance door once children have cleansed their hands with hand sanitiser gel. -Collection times staggered 3pm and 330pm. -One child to enter at a time and using hand sanitiser gel, cleanse their hands before they enter Bevan lodge. Children encouraged to hang their own bag on their peg. Remove their own water bottle and snack box and place in the appropriate containers. To place lunch boxes on the lunch box trolley. -Children to use hand sanitiser gel to cleanse their hands as they leave.	2 wash hand basins situated on outside wall where the lean too used to be situated. Placed 1metre apart.

				<p>To keep minimum number of parents waiting for the shortest period of time. One adult at a time. All parents collecting and dropping off to wear face coverings when in a crowded space</p> <p>Staff to wear a face covering at drop off and pick up.</p>	<p>Staff wear face covering when opening the door to parents.</p> <p>If necessary - Any parent entering the building to settle their child to wear a face mask.</p>
<p>Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.</p>	<p>Access</p>	<p>M</p>	<p>All Children and staff at risk of contamination</p>	<p>-As children arrive, they will enter via side door, to use hand sanitiser gel with support from their parents to cleanse their hands. Children will walk through to the red room where they are encouraged to independently hand their bag ion their own peg, remove their named water bottle and snack pots and place in the appropriate container. Lunch boxes to be placed on the lunch box trolley.</p> <p>Children leave Bevan Lodge via the main front door.</p>	

<p>Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.</p>	<p>Personal protective equipment (PPE)</p>	<p>M</p>	<p>All staff</p>	<p>-Disposable aprons, gloves, face masks and face visors, available for all staff . -Baskets placed around the setting for ease of access to cleaning fluid, disposable paper towels, gloves, face masks and hand sanitiser. PPE only needed where a child becomes ill with coronavirus symptoms whilst at the setting.</p>	<p>To continue to spray toys with Milton spray and continue to clean frequently used surfaces.</p>
<p>Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.</p>	<p>Snack/ Lunch time</p>		<p>All Children at risk of contamination</p>	<p>Snack to be provided by parents in individually named containers that the children can access independently. Parents to provide children’s own water bottles, containing water. Tables to be cleaned before children have snack/Lunch. Children seated at a table apart respecting social distancing during snack time. -Children to wash hands prior to having snack/lunch. Children to wash their hands after eating snack. Area where a child has sat for snack to be cleaned before another child uses the same seat. -Children to wash hands prior to having lunch. Lunch to be provided by parents in a washable lunch box. Food to be stored in containers that children can access independently. -Hand washing to be staggered to reduce large amounts of children in the wash hand basins at any one time.</p>	<p>When snack is indoors in blue room, reduced numbers of children to be seated at any one time.</p>

				<p>Children to wash their hands/ use hand sanitiser gel after eating their lunch</p> <p>Staff lunch – staff to have staggered lunches maintaining social distancing throughout, in blue room or upstairs</p>	
	Staffing	M	All staff.	<ul style="list-style-type: none"> -Normal working staff attending. -Staff/child ratios to be maintained at all times. 	
Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.	Toys, resources and equipment		All Children at risk of contamination	<ul style="list-style-type: none"> -Amount of toys and resources available reduced. -Toys and resources plastic for effective cleaning. -All small parts and smaller toys removed. All soft furnishing, soft toys, dolls clothes, bean bags, removed. -Water play removed. -Large gross motor resources from the shed (bikes, and scooters) -Soft toys and soft furnishings removed from play space. Table tops cleaned regularly throughout the day. 	

<p>Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.</p>	<p>Sickness in the setting – Signs or Symptoms of COVID-19</p> <p>Child Accidents</p>	<p>M</p> <p>L</p>	<p>All Children and staff</p> <p>All children and staff</p>	<p>Poster has been written and displayed about the setting 'What to do if someone develops signs and symptoms of COVID-19 whilst at Bevan Lodge'. Reviewed regularly Health and safety policy to have an amendment to reflect this.</p> <p>Any child or staff member will be sent home if they develop any signs or symptoms.</p> <p>Coronavirus Policy</p> <p>All Accidents are treated as appropriate, by qualified paediatric first aider.</p> <p>Accident form completed by staff member treating the child.</p> <p>Staff member to contact the parent to inform them about the accident by telephone at the time of the accident. Record conversation on the accident form. This is to reduce the waiting time for parents at pick up as well as reduce risk of transmission by reducing staff to parent face to face contact.</p>	<p>Any child displaying any signs or symptoms will be sent home immediately and advised to get tested. See outbreak contingency plan if more than one positive case in setting.</p>
<p>Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.</p>	<p>Blue Room</p>	<p>L</p>	<p>All staff and children</p>	<p>The Blue room will be accessed by staff and for children to have their snack.</p> <p>Children to use hand sanitiser gel after having their snack.</p> <p>Door to be kept locked when not in use.</p> <p>Windows to be opened to provide ventilation and to maintain a comfortable environment, for respiratory hygiene, air circulation throughout every session, regardless of the weather.</p> <p>To be used by a child and staff member only in the event of a child showing signs or symptoms of COVID-19 and need to be</p>	<p>Snack to take place outdoors if weather permits.</p> <p>If snack indoors reduce the number of children at any one time.</p> <p>CO2 monitor in situ to monitor the ventilation in the hallway</p>

				isolated from the other children, prior to being collected by their parents PPE	
Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.	Red Room	L	All Children at risk of contamination	The Red room will be kept locked when not in use. Upper windows to be opened and to maintain a comfortable environment, to provide ventilation for respiratory hygiene, Extra facial tissues hand sanitising gel accessible for all children, with a pedal bin to dispose of used facial tissues. Cleaning equipment (hard surface cleaner and disposable paper towels) available for staff to access.	
Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.	Yellow Room	L	All staff and children	Yellow room used to access garden area. All toys and equipment much reduced. All soft toys, soft furnishings removed. Extra facial tissues hand sanitising gel accessible for all children, with a pedal bin to dispose of used facial tissues. Cleaning equipment (hard surface cleaner and disposable paper towels) available for staff to access.	Increased numbers of Children attending lunch time to have lunch in yellow room. Room ventilated with windows and door open.

				Upper windows to be opened slightly and to maintain a comfortable environment, to provide ventilation for respiratory hygiene, air circulation throughout every session,	During the colder winter months, parents advised to wrap children in warm layers
Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.	Outside garden play space.	M	All Children at risk of contamination	<p>Free flow throughout the day. All children encouraged to play in the outside play space throughout the day. All soft furnishings, removed Only plastic dolls. Large plastic resources available, scooters. Water play removed 'Sneezing station' for children and staff to access with a mirror, facial tissues a pedal bin and hand sanitiser gel. Visual poster to help the children understand, catch it and bin it. Staff to role model to support children's understanding. Bins to have a liner and empty the bin by changing the liner during the day. Fire escape free and accessible to all. Access to indoor toilets and wash and basins available with a staff member.</p>	

<p>Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.</p>	<p>Main central hall way</p>	<p>L</p>	<p>All Children at risk of contamination</p>	<p>This is used to access other areas and when children leave via the main front door access to red room, yellow room, toilets and blue room. Cleaning equipment available, antibacterial spray, disposable paper towels, gloves. Disposable face masks for staff when children leave. Hand sanitising gel to apply to all children as they leave.</p>	<p>CO2 monitor in situ to monitor the ventilation in the hallway</p>
<p>Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.</p>	<p>Children's toilets</p>	<p>M</p>	<p>All staff and children</p>	<p>2 toilets, 2 wash hand basins with a single push button taps. To be cleaned during a session and after each use using appropriate cleaning product and disposable pare towels, staff to wear gloves. Visible posters to support hand washing Disposable paper towels to dry hands, antibacterial soap and a bin to dispose of discarded paper towels. Ventilation window in use at all times.</p>	<p>To stagger children washing their hands at lunch time to reduce numbers of children in a small space at any one time.</p>
<p>Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.</p>	<p>Staff toilet</p>	<p>M</p>	<p>All staff at risk of contamination</p>	<p>Only to be used by staff. A single toilet. Hard surface cleaning wipes for staff to clean the hard surface after each use. Bin with a liner to dispose of hard surface wipes after use. Window to be open to ventilate. Staff wash hands in blue room after use.</p>	<p>Able to use upstairs toilet as an alternative Staff to lunch separately.</p>

<p>Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.</p>	<p>Cleaning</p>	<p>M</p>	<p>All Children at risk of contamination</p>	<p>Enhanced cleaning throughout the day. Refer to government advice on cleaning in a non-health care setting. Frequent handwashing with visible posters to support effective hand washing. 'sneeze stations' in each area with hand sanitiser gel, disposable facial tissues and a pedal bin for safe disposal of used facial tissues. Health and safety initial risk assessment encompasses initial cleaning of hard surfaces at the beginning of every session, safety checks.</p> <p>All toys, resources and hard surfaces frequently used, to be cleaned more regularly and at the end of every session using cleaning products, disposable paper towels and gloves. Plastic frequently used toys to be washed and or sterilised in Milton solution at the end of each day. Paper towels and gloves to be changed for each resource being cleaned to reduce cross contamination. Indoors keep windows open to ensure ventilation, and to maintain a comfortable environment. Toilets to be cleaned during the session and at the end of every session. Children's and staff toilets to be cleaned using a hard surface cleaner and disposable paper towel after each use.</p> <p>Empty the bins after each session.</p>	<p>Hard surface cleaner, disposable paper towels and pedal bin liners available in each room for ease of access.</p> <p>All out-door resources are sprayed at the end of the session with a diluted Milton spray.</p> <p>Visitors into the setting must wear a face mask at all times</p> <p>All visitors need to sign in and out in order to track and trace them through NHS track and trace system.</p>
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<p>Malleable materials (Messy Play, sand, water and mud kitchen)</p>	<p>Cross contamination</p>	<p>L</p>	<p>Children</p>	<p>Wash hands before and after an activity. Frequently touched surfaces to be cleaned regularly</p>	
<p>Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.</p>	<p>Visitors and non-staff members entering the setting</p>	<p>L</p>	<p>All Children and staff at risk of contamination</p>	<p>If parents do come in they must wear a face mask during their stay. If its appropriate to enter the setting they do not need to wear a visitor's lanyard. All staff to be made aware that a visitor is attending. Ensure all information about the visitor is attained as they enter the building; name and contact details, email address in event of a track and trace being required.</p> <p>Children to be dropped off and collected at the appropriate door. Ofsted will ring prior to any visit.</p>	

Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.	Fire Safety precautions in place	L	All Children and staff at risk of contamination	Fire exits remain clear. Children and staff to resume fire practice at the beginning of the new term. Fire safety equipment checked by 'Churches' at the beginning of the new academic term. (annual check) Allocated fire safety officer kept informed of government guidance during the COVID-19 pandemic – Lisa Mezzullo Coronavirus risk assessment completed for SEND children with specific needs.	
Risk of cross contamination of Coronavirus (COVID-19) whilst attending the setting.	Safeguarding the children.	L	All Children and staff at risk of contamination	Designated Safeguarding lead on site at all times – Ginny and Nikki Safeguarding Policy updated with government advice and guidance during this time.	

Hazard	Risk	Level H- High L- Low	Whom it affects AT- Adult teachers A - Adult C- Children	Controls currently in place	Further action proposed
To ensure the safety of staff and children whilst attending the setting	Staff now completing twice weekly Lateral flow tests (Voluntary programme)	L	All children and staff	Lateral flow tests provided by Bevan Lodge. Record kept of Box lot number Record kept of results. Tests to take place on Sunday evening and Wednesday evening. Staff to record test result with NHS track and trace. If a positive test result to have a PCR. Inform Ginny. To self-isolate until period of isolation has been completed	See Lateral flow test procedure. More lateral flow tests have been ordered 03/01/22

				<p>If a staff member returns to work having been isolating following a positive PCR result and they choose to take part in the voluntary Lateral flow testing programme, they are asked to continue to test twice weekly and isolate as per government recommendations if a positive lateral flow test is recorded.</p>	
<p>To ensure the safety of staff and children whilst attending the setting</p>	<p>If a person in the same household of a child or staff member has a positive COVID-19 PCR test result.</p>	L	<p>All children and staff</p>	<p>Track and trace will contact the individual identifying close contacts. Individuals will not be required to self-isolate if they live in the same household as someone with COVID-19 if the following apply They are fully vaccinated They are below the age of 18 years 6 months They have taken part in or currently of an approved vaccine trial They are not able to get vaccinated for medical reasons.</p> <p>They will be advised by track and trace to take a PCR. We ask that they have a PCR test</p> <p>Staff and children who do not need to isolate can continue to attend the setting whilst waiting for their PCR result.</p>	

<p>To ensure the safety of staff and children whilst attending the setting</p>	<p>Students attending twice weekly from Farnborough College. Weeks placement w/c Tuesday 4th January</p>	<p>L</p>	<p>All children and staff</p> <p>Students</p>	<p>To ensure a lateral flow test completed prior to returning to the setting following the Christmas break, If positive result to adhere to government guidance and get a PCR test to confirm. To encourage twice weekly lateral flow testing during their week's placement.</p>	
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