

Trident Service Risk Assessment

Service	Park Lane Nursery		
Location	Park Lane Centre		
Assessed by:	Fakhran		
Date:	8.6.2020		
Reviewed by:	Carlton		

Purpose: Help staff to work safely and mitigate risk

Can service be delivered remotely and enable staff to work from home:

<input type="checkbox"/>	<input checked="" type="checkbox"/> No
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If Yes: then work from home.

Has the building been Risk assessed and adapted (i.e. layouts and processes to allow people to work further apart including: entrances and exits, break rooms, canteens)?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>
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If No: contact facilities for Risk Assessment. **Published on website**

Can staff, volunteers and clients observe two-metre social distancing at all times?

<input type="checkbox"/>	<input checked="" type="checkbox"/> No
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If Social Distancing is NOT POSSIBLE, is the activity essential?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>
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If Yes what mitigation measures have been put in place:

Risk	Mitigation
Contamination risk	We ensure staff and children upon arrival wash their hands thoroughly or use the hand sanitiser. This is also encouraged regularly throughout the session.
preparing snack in kitchen	Staff are on a rota basis, one member of staff at a time in the kitchen
playroom	Room has been divided into areas, we are encouraging children to play outside and will be going for short walks

Furniture and play equipment	We are cleaning/wiping down furniture, equipment and toys after each session
Entrance to nursery	The fire exit will now not be used as an entrance, due to poor weather and risk of injury. We have asked all parents to use the entrance through the hall.
clothing	Daily change of clothing is advised for staff and children
Snack time	Extra tables are being used for children to be spaced out more
Minimising cross infection	Malleable resources will not be used as it may harbour bacteria which will spread around. All soft toys and furnishings have been removed. Other toys have also been minimised.

Has each staff member got an individual workstation?

No

If No detail "sharing bubbles" (who is sharing with who).....

Desk	User A	User B
	Fakhran	Sophia

Further risk-mitigating considerations

Risk-mitigating actions	Response/Action taken:
increasing the frequency of hand washing and surface cleaning	Cleaning is taking place every day before the next session
providing hand sanitiser throughout the workplace	There are 3 hand sanitizers in place in the playroom
using screens or barriers to separate people from each other	We have created room dividers to separate into small groups
using back-to-back or side-to-side working, rather than face-to-face, where possible	We have created room dividers to separate small groups
reducing the number of people each person has contact with by using fixed teams or partnering, so each person works with a limited number of others	A fixed staff rota is in place
staggering arrival and departure times at work to reduce crowding	Parents and staff arrive and depart at different times. This is working at the

	moment due to numbers being low. This will be amended when numbers increase.
using markings and introducing a one-way flow at entry and exit points	The door which leads to the outdoor play area remains open so children have a choice of playing in our out.
reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging the use of stairs where possible. Make sure that people who need to use lifts can do	n/a
using remote working tools to reduce the number of visits to the workplace. Where this is not possible, limit the number of visitors at one time, set specific visitor time windows and maintain a record of the visitors.	Outside visitors that attend will be arranged in advance by Sophia or Fakhran to reduce social distancing. For example, teachers, social workers, students, volunteers, new parents etc.
Have clear, consistent and regular communication with employees and service users to improve understanding and monitor any unforeseen impacts of changes to working environments.	Introducing more phone calls to parents to avoid face to face contact and for parents who are in isolation. Continue to use WhatsApp as a means of communication for staff. We are having regular discussions about day to day running of the nursery.
Other:	All measures put in place have been given through guidance, in the Planning guide for early years and childcare settings, published 24th may 2020 Ofsted have been informed regarding the reopening the nursery.

Has staff, volunteers, others been consulted? Please list

Staff
Volunteers
parents
Students from college and schools
Bradford Education
Carlton

- For staff who continue to work from home it's important that they are helped to stay connected with the rest of the team and to monitor their wellbeing. For more information of working from home [see NCVO section](#).