



Benefit-Risk Assessment checklist for Phase 3

Detailed below is a summary of key requirements for opening and operating under Phase 3. Please contact the States Early Years Team with any questions or requests for support.

Preparing to open	Yes	No	Actions	Date
You have completed the risk assessment for phase 3				
You and your staff have read and understood the Phase 2 and 3 guidance for EY Providers				
Clear communications with parents/carers <ul style="list-style-type: none">• Parents understand that children must not attend your provision if they are unwell• Parents should understand your drop off/pickup procedure at the door• Updated information including emergency contact details have been checked and updated• Ascertain from parents if they wish for their child to return, they may not be working so unable to pay for childcare, advise that their child's offer may be different due to demand and public health restrictions at this time.				
Ensure outdoor areas are safe and risk assessments up to date				
Ensure you have planned for using your outdoor area: can the garden be divided into areas? How staggered outdoor areas will be accessed? When?				
Ensure rooms have been laid out to support the principles of physical distancing and public health guidelines				
Risk register updated to capture any risks associated with revised procedures				
How will children be				

toileted/changed/hands washed to ensure bubbles are kept to?				
Preparing your staff	Yes	No	Actions	Date
Staff have agreed and contributed to reviewing and updating your health and safety plan to reflect public health requirements				
Planning has been completed to support the forming of staffing bubbles which meet required adult: child ratios				
You have a clear plan for what you will do if children or any other visitors arrive unexpectedly.				
Ensure your planning has considered replacement of staff who become unavailable.				
Ensure you plan for non-contact and break times as per guidance.				
Brief your staff on managing: <ul style="list-style-type: none"> • Public health requirements (regular hand washing etc.) • Hygiene and regular cleaning of surfaces • Unwell children and staff during the day • What to do if someone becomes unwell • What to do in an emergency • Supervision of arrivals and departures, breaks etc. 				
Entry to the site	Yes	No	Actions	Date
Ensure only Staff and Children are in the provision unless responding to an emergency or as part of your regulatory requirements for registration				
Parents maintain 2m physical distance during pick up/drop off. Allocated drop-offs / pickups to avoid gatherings				
Pick-up and drop-off points allocated, with the attendance register located outside to limit exposure.				
Contact tracing registers are easily accessible and record date/time/name				

of those coming on site (staff and children).				
Handwashing	Yes	No	Actions	Date
Adults and children regularly wash hands - on arriving, every bathroom break and before and after meals.				
Staff supervise children to regularly wash hands either with soap and water or use of hand sanitiser.				
Food hygiene	Yes	No	Actions	Date
Planning ensures consideration about how to accommodate meals and breaks.				
Tables are cleaned and disinfected after use.				
Children have their own food containers and do not share food or drinks (including drink bottles).				
Food is supplied according to public health guidance, and food handlers adhere to standard hygiene practices.				
No sharing of crockery/cutlery/utensils between children or staff.				
Toys and resources	Yes	No	Actions	Date
Remove toys that can't be easily wiped/ cleaned frequently				
Avoid toys with porous/absorbent surfaces (e.g. soft toys).				
If rotating toys between children in different bubbles, ensure the toys are cleaned frequently and after use by each bubble.				
Cleaning	Yes	No	Actions	Date
High-touch surfaces (e.g. play gyms, tables, chairs, doorknobs, light switches, remotes, handles, desks, toilets, sinks) are regularly cleaned at least twice per day.				
Appropriate cleaning supplies are maintained and stored safely out of reach of children.				
Disinfect and clean all surfaces daily, including sleep furniture.				

Teaching and Learning	Yes	No	Actions	Date
All staff continue to meet the needs of individual children and their learning and development, wellbeing and emotional development must be a priority				
Management provides guidance and support to staff and parents enabling safe and appropriate learning opportunities.				
Additional Public Health Measures	Yes	No	Actions	Date
Management ensures the sufficient supply of hand sanitiser, soap and appropriate cleaning products.				
Indoor and outdoor space is utilised to promote distancing.				
Initially only 8 children can be in a room (or physical space); this can increase when Public Health advise it is safe to do so				
Ensure children and where possible staff are in the same bubble with the same children every day (i.e. no mixing between bubbles).				
Staffing ensures appropriate cover for break/non-contact times across the setting.				
Any other risks considered:				