



## BCoT Nursery COVID:19 Re-opening Health and Safety Checklist

Date completed: Thursday 28<sup>th</sup> May 2020

Completed by: Becky Pickles and Jasmin Dhanjal

Area	Yes/No	Action and by Whom	Action completed Date and initials
<b>Outside front of nursery</b>			
Is the area clear of all trip hazards etc?			
Is there 2M distancing marks?			
<b>Nursery outside area</b>			
Is the area clear, clean and tidy?			
Is the area free from animal faeces?			
Is there any standing water?			
Is the grass short and clear of debris?			
<b>Office</b>			
Is there adequate ventilation?			
Are the desks 2M apart?			
Are parents able to be 2M from Office staff if a face to face meeting is required?			
Can the door be propped open safely?			
Are the walkie talkies in good working order?			
<b>Foyer</b>			
Is there hand sanitiser available?			
Can the door be propped open safely?			
Are there door wedges for the front door?			
<b>Reception</b>			



Are all soft furnishings removed?			
Has the Lending Library been temporarily removed?			
Is furniture situated 2M apart?			
<b>Staff Room</b>			
Is there adequate ventilation?			
Can staff stay 2M apart while on breaks?			
Has the water supply been run for 5 minutes to flush through all standing water?			
Is there soap available?			
Are there paper towels available and appropriate waste disposal?			
Is there hand sanitiser available?			
Have all soft furnishings been removed?			
Can the door be propped open safely?			
Is there a door wedge available?			
<b>Roo's Room</b>			
Is there adequate ventilation?			
Has the water supply been run for 5 minutes to flush through all standing water?			
Is there soap available?			
Are there paper towels available and appropriate waste disposal?			
Is there hand sanitiser available?			
Have all soft furnishings been removed?			
Is the environment able to adhere to safe distancing of 2M?			
Can the door be propped open safely?			
Is there a door wedge available?			
Has all dressing up and difficult to clean resources been removed?			
Are the cots 2M apart?			



<b>Shower Room</b>			
Has the water supply been run for 5 minutes to flush through all standing water?			
<b>Staff Toilets x 2</b>			
Has the water supply been run for 5 minutes to flush through all standing water?			
Are the toilets in good working order			
Is there soap available?			
Are there paper towels available and appropriate waste disposal?			
Is there adequate toilet paper?			
<b>Shared Area</b>			
Is there adequate ventilation?			
Is there hand sanitiser available?			
Are there tissues available?			
<b>Kitchen area</b>			
Is there adequate ventilation?			
Has the water supply been run through for 5 minutes to flush through all standing water			
Is there soap available?			
Are there paper towels available and appropriate waste disposal?			
Is the food in the cupboard in date?			
Are all electrical appliances in good working order?			
<b>Piglets</b>			
Is there adequate ventilation?			
Has all water supplies been run for 5 minutes to flush through all standing water?			



Is there soap available?			
Are there paper towels available and appropriate waste disposal?			
Is there hand sanitiser available?			
Have all soft furnishings been removed?			
Is the environment able to adhere to safe distancing of 2M?			
Can the door be propped open safely?			
Is there a door wedge available?			
Has all dressing up and difficult to clean resources been removed?			
Can the door to the outside area be propped open safely?			
Is there a door wedge for the door to the outside area?			
<b>Tiggers</b>			
Is there adequate ventilation?			
Has all water supplies been run for 5 minutes to flush through all standing water?			
Is the toilet in good working order?			
Is there adequate toilet roll?			
Is there soap available? (two areas)			
Are there paper towels available and appropriate waste disposal? (two areas)			
Is there hand sanitiser available?			
Have all soft furnishings been removed?			
Is the environment able to adhere to safe distancing of 2M?			
Can the door be propped open safely?			
Is there a door wedge available?			
Has all dressing up and difficult to clean resources been removed?			



Can the door to the outside area be propped open safely?			
Is there a door wedge for the door to the outside area?			
<b>Christopher Robbins</b>			
Is there adequate ventilation?			
Has all water supplies been run for 5 minutes to flush through all standing water?			
Are the toilets in good working order?			
Is there adequate toilet roll?			
Is there soap available? (two areas)			
Are there paper towels available and appropriate waste disposal? (two areas)			
Is there hand sanitiser available?			
Have all soft furnishings been removed?			
Is the environment able to adhere to safe distancing of 2M?			
Has all dressing up and difficult to clean resources been removed?			
Can the door to the outside area be propped open safely?			
Is there a door wedge for the door to the outside area?			
<b>Storage</b>			
Are all storage areas safe with everything correctly stored?			
Do we have an extensive supply off PPE and cleaning products?			
<b>First Aid</b>			
Do we have the First Aid kit from the college nurse?			

<b>Fire Safety</b>			
Are all fire routes clear of obstructions			
Is the revised Fire Evacuation procedure in place?			
<b>COSHH</b>			
Are all hazardous substances stored correctly?			
Is data sheet information available?			
<b>PPE</b>			
Is there a supply of all relevant PPE?			
Are they in good condition and correctly stored?			
Are systems in place to ensure stock is available at all times?			