

Nursery/Department	All LEYF Departments
Date:	27 <sup>th</sup> July 2020 (Version 3)
Completed by:	Compliance Manager/Children's Services
To be reviewed:	On-going and changes to be made as and when necessary

Hazard	Significant Harm	People/Equipment at Risk	Safety Critical	Safety Concern	Noted	Existing Control Measures	Additional Control Measures	Action Plan & Timescales	Re-evaluation of risk on completion of Action Plan

LEYF (COVID-19) Risk Assessment has been re-assessed and revised to reflect updated Government Guidance.

\*From 20<sup>th</sup> of July, Early Years settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes. Settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible.

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

A **Local Authority COVID-19 Local Outbreak Management Plan** for each of the 11 Boroughs that LEYF nurseries are located in is shared as part of this updated risk assessment. (P.15)

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<b>1.Social Distancing with children and their understanding</b>	Possibility of COVID-19 spreading.	Children Staff Parents Anyone who has come into contact with the confirmed person				<ul style="list-style-type: none"> <li>Activities and play are adapted to reflect the Government social distancing guidance.</li> <li>Children are grouped with key workers and remain in the same room 'bubble' (mixing of room bubbles to be kept to minimum levels, as per Government guidance).</li> <li>Markers to designate 2 meters distance placed in entrances and in areas where children gather.</li> <li>Queuing entry system created for parents' drop-off and collection in all nurseries. Multiple entry points where this is available will reduce waiting times.</li> <li>Parents do not enter the building (where possible)</li> <li>Explain to children where possible 'why' and 'what' social distancing is, for very young children and babies' staff are responsible for applying measures where possible.</li> <li>Activities incorporated to support children's understanding of social distancing.</li> <li>Outings into the local community continue to be postponed, exceptions only for short outings with prior notification to parents and permission from senior management.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks
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2. Protection of those most vulnerable children, parents and staff or those with underlying health conditions.	Possibility of COVID-19 spreading.	Children Staff Parents Anyone who has come into contact with the confirmed person				<ul style="list-style-type: none"> <li>Follow Government guidance and doctor's advice for each individual case and work with families to agree what is best for the child.</li> <li>Review all individual care plans and medical questionnaires for vulnerable children with parents before returning to the nursery. (by phone or video call)</li> <li>Individual Risk Assessments for children, staff and parents to be reviewed especially those designated clinically vulnerable.</li> <li>All staff to be aware of children's reviewed care plans.</li> <li>Social distancing measures are followed.</li> <li>Management to monitor the attendance of vulnerable children and inform children's social care of any issues of concern e.g non-attendance.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks
3. Suspected case of COVID-19 in setting.	Possibility of COVID-19 spreading.	Children Staff Parents Anyone who has come into contact with the confirmed person				<ul style="list-style-type: none"> <li>If someone in your household is confirmed to have COVID-19, staff are asked to self-isolate for 14 days.</li> <li>If staff are showing symptoms, they <b>must</b> go home and isolate for the recommended time advised by government.</li> <li>If staff or children become unwell whilst at the setting, the nursery will be cleaned after the child/staff member has left, using normal household disinfectants and then an additional clean once the nursery is closed for the night using the chlorine-based cleaning detergent issued to all nurseries.</li> <li>Follow strict health practices in relation to sneezing, coughing and disposing of tissues, hand washing, social distancing and increased cleaning procedures.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks

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						<ul style="list-style-type: none"> <li>Inform families and advise to them to isolate and encourage family and staff to get tested where possible.</li> <li>Inform all nursery families, display poster to ensure clear communication.</li> <li>Children and staff to remain in their own room 'bubble', for the majority of the day. There are some exceptions such as: at the beginning and end of day, lunch and sleep times when room may join.</li> </ul>			
<b>4. Confirmed case of COVID-19 in setting.</b>	Possibility of COVID-19 spreading.	Children Staff Parents Anyone who has come into contact with the confirmed person				<ul style="list-style-type: none"> <li>If a child or staff member in a room "bubble" develops the virus, the whole room should be sent home and self-isolate for 14 days.</li> <li>Encourage family and staff to get tested where possible.</li> <li>Inform all nursery families, display poster to ensure clear communication.</li> <li>Wider nursery group do not need to self-isolate unless they subsequently develop symptoms.</li> <li>The whole nursery will be deep cleaned after the child or staff member has left, using normal household disinfectants. Additional use of chlorine-based cleaning detergent and 'fogging' once closed to ensure thorough deep clean and disinfection of all areas.</li> <li>Children and staff to remain in their own room 'bubble', for the majority of the day. There are some exceptions such as: at the beginning and end of day, lunch and sleep times when rooms may join.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks

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<b>5.Workforce</b> <b>Staff shortage due to shielding, isolation, bereavement or underlying health conditions.</b> <b>Staff deployment</b> <b>Leadership team shortage.</b> <b>Lack of first aiders.</b>	Inability to meet required staff child ratios. Non-compliance with EYFS Statutory Requirements.	Children Staff Parents				<ul style="list-style-type: none"> <li>Ensure effective rota in place to ensure staff/child ratios are met.</li> <li>Guidance for staff on wellbeing support is available (working staff and furloughed staff)</li> <li>Vulnerable employees have been identified and steps are in place to support them.</li> <li>Continue to meet statutory requirements for safeguarding and first aid.</li> <li>Qualified paediatric first aiders are deployed effectively to avoid staff moving in between rooms (where possible)</li> <li>First Aid and Emergency response procedures remain as per LEYF Policy.</li> <li>Bank staff will be allocated a set nursery, they are able to work across rooms within that one setting only.</li> <li>Recruitment processes have been updated regarding virtual interviewing, ID and qualification checks to follow Government guidance on compliance in hiring new employees.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks
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<b>6. Dropping off and collecting children</b>	Possibility of COVID-19 spreading. Prolonged interactions with parents and carers. Parents blocking exits as they drop off and collect children.	Children Staff Parents Visitors				<ul style="list-style-type: none"> <li>Parents are dropping children off at either the main front door or additional access points, where available, complying with 2 meters spacing.</li> <li>Staff are taking children to wash their hands before taking them into their learning space.</li> <li>When parents are collecting, they wait at the main front door or additional access points, where available, complying with 2 meters spacing and staff wash the child's hands before they go home and collect their belongings and take them to their parent.</li> <li>Parent meetings where non-urgent to be conducted virtually (where possible)</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks
<b>7. Hand washing</b>	Possibility of COVID-19 spreading.	Children Staff Parents Visitors				<ul style="list-style-type: none"> <li>When staff start their day at the setting, they must wash their hands for 20 seconds with warm water and soap and continue to do so regularly throughout the day.</li> <li>Staff receive children at the door and take them to wash their hands before they go into their rooms.</li> <li>When parents are collecting, staff will take children to wash their hands and then take them to the door to hand over to the parents.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks
<b>8. Disinfecting work surfaces</b>	Possibility of COVID-19 spreading.	Children Staff Parents Visitors				<ul style="list-style-type: none"> <li>Contact points will be sterilised regularly throughout the day e.g. door handles, light switches, banisters and hard surfaces such as tables, chairs and equipment.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance)	On a daily basis	Regular checks

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							LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.		
9. Person to person contact	Possibility of COVID-19 spreading.	Children Staff Parents Visitors				<ul style="list-style-type: none"> <li>If practical when sitting down at the table for mealtimes, children and adults to be sitting with spaces between them.</li> <li>All room 'bubbles' to have lunch served in their own rooms.</li> <li>When children are sleeping, try to ensure a 2m distance between each bed and beds placed top to toe.</li> <li>Sand, water, malleable and food play are permitted in each room bubble and outdoors.</li> <li>Utilising the space within the rooms and outdoor areas to ensure social distancing as much as possible.</li> <li>To minimise contact between room 'bubbles' allocated spaces are to be maintained in gardens or an allocated time schedule for each room 'bubble' to access the garden will be used.</li> <li>No sharing equipment or toys between room 'bubbles'</li> <li>Staff shifts are arranged based on the correct number of children, keeping to ratios.</li> <li>Staff are to use different rooms and take breaks at different times wherever possible to minimise contact.</li> <li>Additional hours will be allocated to ensure increased cleaning where toilets are shared.</li> <li>LEYF Dress Code must be followed, in particular staff nails <b>must</b> be kept short so they cannot be seen from the palm side.</li> </ul>	<p>Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures</p> <p>Dress Code Policy has been reviewed in line with COVID-19 procedures.</p> <p>Keeping Ourselves Safe has been created and put in place.</p>	On a daily basis	Regular checks

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<p><b>10.Visitors to the nursery</b> Visitors/maintenance people (including LEYF Children's Services, L&amp;D, IT &amp; Facilities) to nurseries during operating hours.</p>	<p>Possibility of COVID-19 spreading.</p>	<p>Children Staff Parents Visitors</p>				<ul style="list-style-type: none"> <li>• Visitors are restricted to only those absolutely critical to the running of the setting.</li> <li>• If nurseries have any visitors, they must fill in a risk assessment to declare their health.</li> <li>• They must immediately wash their hands and use hand sanitiser.</li> <li>• Virtual viewings for new families including video tours, sending forms and documents via email where possible.</li> <li>• Visits will be allowed for prospective parents, out of hours or at weekends subject to clear social distancing and thorough cleaning procedures.</li> <li>• Visitors/maintenance people are restricted to only those absolutely critical to the running of the setting. (see Visitors Health Declaration Form)</li> <li>• If nurseries have any visitors/maintenance people, they must fill in a risk assessment to declare their health.</li> <li>• All visitors/maintenance people must wear a face mask or covering at all times while on site.</li> <li>• All visitors/maintenance people must either remove their shoes or use shoe covers while on site</li> <li>• All visitors/maintenance people must immediately wash their hands and use hand sanitiser.</li> <li>• Access is restricted to the main office or designated meeting room, unless vital work is required in the children's rooms or kitchen.</li> <li>• If access to children's room is required, staff must take children in the garden area or to separate part</li> </ul>	<p>Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.</p>	<p>On a daily basis</p>	<p>Regular checks</p>
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						<p>of the room from the area where the visitor/maintenance person is working.</p> <ul style="list-style-type: none"> <li>All visitor/maintenance person must wash their hands before and after entering each separate room in the nursery.</li> <li>The visitor/maintenance person is responsible for cleaning/sanitising all areas they have touched, or equipment used while on site.</li> <li>Social distancing must be adhered to at all times while on site.</li> </ul>			
<b>11.Nappy changing and Intimate Care</b>	Possibility of COVID-19 spreading.	Children Staff				<ul style="list-style-type: none"> <li>Staff have been provided with gloves and aprons to change nappies.</li> <li>Once nappies have been changed, staff must wash their hands and up to forearms.</li> <li>LEYF procedure for Nappy Changing and Intimate Care must be followed.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks
<b>12.Mealtimes</b>	Possibility of COVID-19 spreading.	Children Staff				<ul style="list-style-type: none"> <li>Children are spread around the table for eating ensuring an appropriate distance between children.</li> <li>No sharing any utensils, food or drink.</li> <li>Children and staff must wash their hands before and after meals.</li> <li>Staff rooms, sitting and eating arrangements are adapted to meet social distancing guidance.</li> <li>Staggered lunch breaks arranged.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks

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						<ul style="list-style-type: none"> <li>• Procedure for hygiene on returning from lunch breaks e.g washing hands is completed.</li> <li>• All staff are trained and understand cleaning and COSHH procedures in relation to spread of infectious disease.</li> <li>• All staff have read and understand the Government guidance on social distancing.</li> <li>• Review of current menus and meals to ensure food supply is maintained.</li> <li>• All staff to have up to date Educare Food and Hygiene training.</li> <li>• Procedure in place for replacement of chef/cook when needed.</li> </ul>			
13.Nursery space	Possibility of COVID-19 spreading.	Children Staff Parents				<ul style="list-style-type: none"> <li>• Re-organisation of children's learning spaces to enable small group working and minimise cross infection.</li> <li>• Follow Government Guidance on maximum child numbers in each room, settings are no longer required to keep children in small, consistent groups within settings but can return to normal group sizes.</li> <li>• Children and staff to remain in their own room 'bubble', for the majority of the day. There are some exceptions such as: at the beginning and end of day, lunch and sleep times when rooms may join.</li> <li>• Increase the use of outdoor spaces as much as possible to maintain social distancing requirements.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks

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14. Checking children's temperatures	Possibility of COVID-19 spreading.	Children Staff Parents				<ul style="list-style-type: none"> <li>Children's temperatures are only being taken if and when they show signs of illness.</li> <li>Taking children's temperatures can be unreliable, as these can change throughout the day and it is hard to tell if this is due to an illness or if a baby is teething.</li> <li>When parents are handing over at drop-off time, staff are to ask how the child has been and if the family are well in the household.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Medication and Sickness policy has been reviewed in line with new procedures put in place. Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks
15. Taking staff temperatures	Possibility of COVID-19 spreading.	Children Staff Parents				<ul style="list-style-type: none"> <li>Staff should monitor their own temperature if they feel they could be developing any form of fever.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Medication and Sickness policy has been reviewed in line with new procedures put in place. Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks

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<b>16. Personal Protective Equipment (PPE)</b>	Possibility of COVID-19 spreading.	Children Staff Parents Visitors				<ul style="list-style-type: none"> <li>Staff have been provided with gloves and aprons to change nappies each and every time and once nappies have been changed, to wash their hands and up to forearms.</li> <li>Staff must wash their hands immediately after taking deliveries.</li> <li>We are issuing plastic aprons to all nurseries as a temporary measure for intimate care, for drop off and collection of children and for receiving deliveries.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Greener Environment policy has been reviewed in line with the new procedures put in place. Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks
<b>17. Staff travel</b>	Possibility of COVID-19 spreading.	Children Staff Parents Visitors				<ul style="list-style-type: none"> <li>Consideration has been given to protecting staff who travel to work via congested trains and buses.</li> <li>It is recommended for staff to wear face masks or other face coverings when using all forms of public transport.</li> <li>Health and hygiene practices are followed as mentioned above.</li> <li>Holidays are discussed with management and follow Government guidance on travelling and isolation periods recommended.</li> <li>Isolation periods will not be paid for if staff visit a country not on the Government list (see FCO website for full details)</li> </ul> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel">https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel</a></p>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place.	On a daily basis	Regular checks

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18.Cleaning of Setting. Cleaning staff or supply shortage.	Possibility of COVID-19 spreading.	Children Staff Parents				<ul style="list-style-type: none"> <li>Cleaning contractors have clear policy and procedures in place in case cleaners need to isolate.</li> <li>Cleaning methods upgraded and agreed with all cleaning contractors.</li> <li>All staff are trained and understand cleaning and COSHH procedures in relation to spread of infectious disease.</li> <li>All staff have completed the H&amp;S module on Educare which covers infectious diseases information.</li> <li>Anti-bacterial stations must be available in all entrances.</li> <li>All nurseries must maintain a healthy stock of PPE &amp; cleaning products.</li> </ul>	Follow Government Guidance (Early Years and Childcare COVID Guidance) LEYF Policies and Procedures Keeping Ourselves Safe has been created and put in place. Educare H&S module.		
19.Operational. Access to buildings, deliveries, waste services and maintenance.	Possibility of COVID-19 spreading.	Children Staff Parents Other adults				<ul style="list-style-type: none"> <li>One drop off point where possible for deliveries.</li> <li>Only necessary maintenance carried out by LEYF contractors or those authorised by LEYF.</li> <li>All contractors must follow the guidance created for visitors if they need to enter the premises during opening hours.</li> <li>Post and other items delivered must be wiped down and hands washed after contact.</li> </ul>			

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\* Management to have consideration for parents with EAL to ensure all communications and documentation regarding procedures is shared effectively.

\*\* LEYF will keep all employees and families up to date with Government updates and procedures via sharing information regularly in emails, on nursery premises and on the LEYF website.

\*\*\* All employees must read, understand and sign this Risk Assessment.

### Risk Rating Table

Safety Critical (Red)	<p>Loss or damage at the most serious level. Long-term consequences.</p> <p><b>Reasonably Foreseeable</b> Prospect of a fatality or fatalities/ serious or critical injury; serious damage to property (could be significant or a total loss or significant (long term) damage to the environment.</p>	High	<p><b>IMMEDIATE action to remove the hazard or reduce the level of risk.</b></p> <p>Consider stopping the activity until the risk can be reduced to as low as is reasonably practicable.</p> <p>Effort required directly proportionate to the level of risk.</p>
Safety Concern (Amber)	<p>Loss or damage at moderate level. Medium- term consequences.</p> <p><b>Reasonably Foreseeable</b> Prospect of injuries requiring time off work; moderate damage to property (involving replacement costs) or moderate damage to the environment.</p>	Medium	<p>Action to remove the hazard or reduce to a more acceptable level of risk when resources become available after dealing with the High.</p> <p>May involve forward planning re budgets, or reallocation of existing resources.</p> <p>Effort required directly proportionate to the level of risk.</p>
Noted (Green)	<p>Loss or damage at a minor level (inconvenience) level. Short-term consequences.</p> <p><b>Reasonably Foreseeable</b> Prospect of minor injury or injuries requiring first aid or hospital (accident and emergency) action; minor damage to property causing loss, or minor damage to the environment on a temporary/short term basis.</p>	Low	<p>Action to remove the hazard, or reduce to a more acceptable level of risk, if necessary, in due course when all High and Mediums have been dealt with.</p> <p>May be part of an overall plan of action and not necessarily requiring a high cost solution, nor a quick fix.</p>

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Local Authority	COVID-19 Local Outbreak Management Plan
Barking and Dagenham	<a href="https://www.lbbd.gov.uk/sites/default/files/attachments/LBBD-COVID-19-Local-Outbreak-management-plan-16-Jul-20.pdf">https://www.lbbd.gov.uk/sites/default/files/attachments/LBBD-COVID-19-Local-Outbreak-management-plan-16-Jul-20.pdf</a>
Greenwich	<a href="https://www.royalgreenwich.gov.uk/downloads/file/4623/royal_greenwich_coronavirus_outbreak_control_plan">https://www.royalgreenwich.gov.uk/downloads/file/4623/royal_greenwich_coronavirus_outbreak_control_plan</a>
Hackney	<a href="https://hackney.gov.uk/covid-19-local-outbreak-control-plan">https://hackney.gov.uk/covid-19-local-outbreak-control-plan</a>
Hammersmith & Fulham	<a href="https://www.lbhf.gov.uk/coronavirus-covid-19/local-outbreak-control-plan-coronavirus-covid-19">https://www.lbhf.gov.uk/coronavirus-covid-19/local-outbreak-control-plan-coronavirus-covid-19</a>
Lewisham	<a href="https://lewisham.gov.uk/myservices/coronavirus-covid-19/health/the-lewisham-covid19-outbreak-prevention-and-control-plan">https://lewisham.gov.uk/myservices/coronavirus-covid-19/health/the-lewisham-covid19-outbreak-prevention-and-control-plan</a>
Lambeth	<a href="https://www.lambeth.gov.uk/coronavirus-covid-19/outbreak-prevention-and-control">https://www.lambeth.gov.uk/coronavirus-covid-19/outbreak-prevention-and-control</a>
RBKC	<a href="https://www.rbkc.gov.uk/sites/default/files/atoms/files/RBKC%20Outbreak%20Control%20Plan%20June%202020.pdf">https://www.rbkc.gov.uk/sites/default/files/atoms/files/RBKC%20Outbreak%20Control%20Plan%20June%202020.pdf</a>
Richmond Upon Thames	<a href="https://www.richmond.gov.uk/local_outbreak_plan">https://www.richmond.gov.uk/local_outbreak_plan</a>
Southwark	<a href="https://www.southwark.gov.uk/assets/attach/12902/Southwark-s-Outbreak-Prevention-and-Control-Plan-30-June-2020-.pdf">https://www.southwark.gov.uk/assets/attach/12902/Southwark-s-Outbreak-Prevention-and-Control-Plan-30-June-2020-.pdf</a>
Tower Hamlets	<a href="https://www.towerhamlets.gov.uk/News_events/2020/Jul_20/%EF%BB%BFTower_Hamlets_publishes_local_coronavirus_outbreak_control_plan.aspx">https://www.towerhamlets.gov.uk/News_events/2020/Jul_20/%EF%BB%BFTower_Hamlets_publishes_local_coronavirus_outbreak_control_plan.aspx</a>
Westminster	<a href="https://www.westminster.gov.uk/sites/default/files/wcc_outbreak_control_plan_public_edition_v1.1.pdf">https://www.westminster.gov.uk/sites/default/files/wcc_outbreak_control_plan_public_edition_v1.1.pdf</a>