

Busy Kids COVID 19 Risk Assessment – September 2020

If you need specialist Public Health advice to help make local interpretation of any part of the guidance regarding transmission risks, please contact publichealth@wiltshire.gov.uk

Name of Setting:	Busy Kids					
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Initial Assessment date:	18/08/2020					
Review date:	24/09/2020		03/12/2020		13/04/2021	
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This risk assessment sets out the measures that may be used to maintain a safe environment for all occupants and visitors to the setting and to reduce the transmission risk of COVID-19 coronavirus as far as is reasonably practicable. Particular attention must be given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions; and to new staff and children who may be unfamiliar with the site. It will be kept under review and updated accordingly.

Useful links:

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

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

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RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES	Review date	Amendments
1. Maintaining distancing and reducing contact – adults and multiple settings				
Numbers of parents and children at entrances and exits impede social distancing.	<ul style="list-style-type: none"> • Instructions for parents/carers on distancing rules on site. • Staggered start/finish times for different groups. • Markers on floor for children and parents to wait. Ensure markings do not create slip/trip hazard • Use of different entrances/exits for different groups. • Only one parent/carer to accompany child. • Staff on duty to supervise. • Signage. 	<ul style="list-style-type: none"> • Parents/carers updated via e-mail, social media and website with instructions and information including social distancing rules, different entrances/exits/one parent to accompany children • Parents drop off and collections times are staggered • Signs at the gate, in the car park and markers on the floor for parents to follow • Staff members on duty will support parents on arrival and collection times where necessary 	January 2021	<ul style="list-style-type: none"> • Continue measures in place • Ensure all parents have been sent updated information
Changes to setting routine cause vehicular and pedestrian traffic management issues.	<ul style="list-style-type: none"> • Encourage parents to walk/cycle to setting with children. • Stagger drop off / pick up times. • Minimise vehicles on site • Review traffic management risk assessment where 	<ul style="list-style-type: none"> • Information sent to parents encouraging parents to walk, and use different car parks in the village • Parents informed that they are not allowed to use the car park on site • Parents are able to drop off between 8am and 9:15, and are able to collect from 3 until 6 which ensures staggered times and minimises increased number of parents waiting in the car park 	January 2021	<ul style="list-style-type: none"> • Ensure all parents are aware of up-to-date information • Continue measures in place

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	<p>changes to start/end of day apply.</p> <ul style="list-style-type: none"> • Staff on duty to supervise. 			
<p>Children attending more than one Early Years setting</p>	<ul style="list-style-type: none"> • Providers will canvas all parents to establish their plans for term 1 (September – October 2020) • Providers to consult with their insurer • Providers to consult with their legal advisor • Providers will ensure that wherever possible children are only attending one setting as this will reduce the possible risk of transmission. • Providers will support parents to make an informed choice about their childcare prior to September 2020, to reduce the numbers of providers that they are attending. 	<ul style="list-style-type: none"> • Regular communication with parents regarding plans and updated ready for September • Regular communication with insurer and review of government updates and information • Communication with parents who use more than one setting and establish plans for September to ensure children are only using one setting • Communicate with parents to advise government guidelines regarding reducing the amount of settings that are used • Communicate with parents that Busy Kids and St. Nicholas school will be classed as one setting/one bubble as children will be attending the breakfast club and after-school club at the Busy Kids setting which is on the site of St. Nicholas school which children will also attend. 	<p>January 2021</p>	<ul style="list-style-type: none"> • Continue to follow government guidance and limit number of childcare settings to one. The setting will not run breakfast club and after-school club for the children of the school on site to ensure that the bubbles of children do not mix between the two settings. • Parents informed to continue to follow this guidance.
<p>2. Maintaining distancing and reducing contact – internal areas and play areas</p>				

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Number of children and room sizes impede the means to reduce contact	<ul style="list-style-type: none"> • Where practical, arrangements will aim to reduce contact and maximise distancing between children and staff; and between staff themselves. • Children will be grouped to reduce contact. • Remove excess furniture to safe storage areas to increase space. • Consider the use of setting grounds / local environment to extend the range of learning spaces available • Staff to supervise and enforce measures. • The wearing of any PPE is not considered a necessary control measure except where set out specifically in this risk assessment for first aid or medical attention needs. • Ventilation improved where practicable by having windows open. 	<ul style="list-style-type: none"> • Arrangements in place to reduce contact and maximise distancing between children and staff by organising the room layout, resources available and activities provided. • Children will be grouped in key groups and will use different areas and resources at different times to reduce the amount of children in one area at a time. • Any excess furniture will be removed from the room to increase space. • Arrangements in place to use the school field and local area for outdoor activities and outings. • Staff to supervise children at all times and remind the children of hand washing and hygiene procedures • PPE to be worn when changing nappies, first aid or if a child displays symptoms of Covid-19. • Windows left open to increase ventilation. 	January 2021	<ul style="list-style-type: none"> • The baby and toddler room to be classed as one bubble with extra space added by extending the baby room into the main room and partitioning off with furniture to avoid contact between groups. • The under two's and over two's will be in separate bubbles with different areas and staff, the routine has been amended to limit the amount of children inside at one time. The baby room door can be shut to minimise contact and air transmission. • Windows and doors to remain open and periodically throughout the day to ensure air flow is maximised. • Toys and resources have been separated and extra cleaning is in place to reduce risk of cross-contamination between toys and resources. • Toys and furniture, touch points, surfaces, toilets to be cleaned every hour and sterilised between use and at the end of day. • Staff to wear face masks and visors when talking to parents at transition times. • The garden area will be used by one group at a time and will be cleaned between groups to avoid transmission of any virus or bugs.
Number of staff and size of staff rest spaces impede the	<ul style="list-style-type: none"> • Removal of furniture to create more space. • Removal of communal equipment (mugs etc) 	<ul style="list-style-type: none"> • Kitchen area to be used for staff breaks • Staff to use own drink bottles • Staggered break times will be encouraged to reduce the number of staff in the kitchen at any one time 	January 2021	<ul style="list-style-type: none"> • Different bubbles of children and staff with different entrances and exits. • Staff to have separate staff rooms for break times. • Some staff furloughed/part furloughed.

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means to distance and reduce contact	<ul style="list-style-type: none"> Staggered break times for staff. 			
3. Hygiene and Cleaning	Guidance on cleaning non-healthcare settings			
Cleaning staff levels are insufficient to deliver enhanced cleaning regime.	<ul style="list-style-type: none"> Use of contractors or other setting staff for additional cleaning. Agree the new cleaning requirements and additional hours for this. PPE to be worn by cleaning staff as dictated by risk assessment. 	<ul style="list-style-type: none"> Cleaning contractors will be used to clean the setting at the end of each day Additional cleaning requirements verified with cleaning contractors PPE to be worn by cleaning contractors and other staff when cleaning areas of the setting. 	January 2021	<ul style="list-style-type: none"> We will not be using additional cleaning contractors but instead staff will clean. Staff to ensure they are wearing PPE when cleaning and following measures and guidance in place. Staff to clean touch points such as door handles and light switches, surfaces, toys and resources more often than normal and clean thoroughly at the end of the day. Some toys and resources to be removed Some toys and resources to be rotated and isolated in-line with cleaning guidelines.
Insufficient handwashing and hygiene facilities increase the risk of transmission.	<ul style="list-style-type: none"> Children to hand wash on entry to setting, before and after each break and lunch, before leaving setting and after using toilet. Ensure supplies of suitable soap. Skin friendly cleaning wipes can be used as an alternative Extra signage to encourage washing hands. Ensure help is available for children who cannot clean their hands independently. Hand gel dispensers at strategic locations 	<ul style="list-style-type: none"> Children will be offered hand sanitiser on arrival and will then wash their hands upon entering the setting and across the day including before and after snack/meal times, before/after using equipment, before/after outdoor play, after using the toilet and before they are collected to go home. Sensitive soap will be provided for all children Posters displayed in toilet areas to encourage hand washing A member of staff will always accompany children to the toilet and support them to wash their hands Hand sanitiser provided throughout the nursery and is easily accessible for children to use if necessary Separate lidded bins provided for litter and tissues Staff to encourage catch it, kill it bin it campaign and ensure that tissues are provided and discarded appropriately Resources are sterilised at the end of each session, or rotated in-line with de-contamination guidelines. 	January 2021	<ul style="list-style-type: none"> Continue measures in place Staff will re-visit handwashing procedures for children as they will have been off over the Christmas period and there will be new children starting at the setting. This will remind children of correct hand washing procedures and allow them to do so effectively. Soap and hand-gel to be sufficiently stocked and checked to ensure there is sufficient stock. Staff to re-cover catch it, kill it bin it campaign and remind children to follow procedures in place.

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	<p>around the site to complement handwashing facilities.</p> <ul style="list-style-type: none"> Supplies of tissues and lidded bins in each teaching space and classroom. Promotion of the 'Catch it, Bin it, Kill it' campaign to children and staff. Resources are rotated or left to de-contaminate for 48 hours (or 72 hours if plastic) if being used by different groups. 			
Exposure to new hazardous substances (products)	<ul style="list-style-type: none"> COSHH assessment to be carried out for any new cleaning/sanitising products in use. Additional cleaning staff to be made aware of the COSHH risk assessments. Appropriate storage of hazardous substances. 	<ul style="list-style-type: none"> All new cleaning/sanitising products are stored in the locked COSHH cupboard away from children Staff and cleaning contractors aware of new and existing products and any hazardous substances Staff aware of COSHH risk assessments 	January 2021	<ul style="list-style-type: none"> Staff to be aware that cleaning contractors will no longer be attending the setting so staff will do the cleaning. Staff to ensure they are aware of cleaning products and hazardous substances and understand the COSHH risk assessments in place
4. Site and Buildings	DfE Guidance on school premises management			
Visitors/contractors/suppliers on site increase the risk of transmission.	<ul style="list-style-type: none"> Site visits only by pre-arrangement. A record of some visitors must be kept for 21 days specific guidance 	<ul style="list-style-type: none"> Any visits must be pre-arranged. Any visitors made aware that a record of their visit and any further information will be kept for 21 days Signs and information displayed to inform visitors of hand washing and infection control procedures in place Deliveries to be dropped off at the front door. 	January 2021	<ul style="list-style-type: none"> Measures to continue that are in place. Government guidance to be followed and checked if a visit is required for a child by another professional. Risk assessment for visitors to be carried out Visitors to be made aware of latest guidance and protocols and ensure that this is followed

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	<ul style="list-style-type: none"> Information/signage for visitors informing them of the infection control procedures. Deliveries and visits outside of setting opening hours where possible. Process for the acceptance of deliveries required i.e. area where deliveries can be safely left Provision of hand sanitiser at main setting entrance. 	<ul style="list-style-type: none"> Hand sanitiser provided at main entrance 		<ul style="list-style-type: none"> Visitors to wear masks/visors/aprons if required/requested.
Changes affect normal emergency procedures.	<ul style="list-style-type: none"> Review of fire assembly points to accommodate reduced contact and distancing where practicable. Fire drill practice to train new arrangements. Other contingency emergency plans to be reviewed including lockdown procedures, major disruption through loss of services, gas leak etc. 	<ul style="list-style-type: none"> Fire assembly point on the school field next to the A frame in the fence. Staff and children to line up and leave a space between children where possible. Fire drill practises regularly to ensure that staff are confident with new arrangements Contingency plans in place for emergencies 	January 2021	<ul style="list-style-type: none"> Continue measures in place
Site security is compromised by new arrangements.	<ul style="list-style-type: none"> Normal security standards will apply, doors which may be used for drop-off/pick up should then be 	<ul style="list-style-type: none"> Front door will always be closed and not opened for ventilation purposes Kitchen door only opened for ventilation if staff are using the kitchen 	January 2021	<ul style="list-style-type: none"> Continue measures in place If room gets too cold, ensure doors are shut but windows are open

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	<p>closed during the day (and locked if not fire doors).</p> <ul style="list-style-type: none"> Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 			
Building checks not taken place	<ul style="list-style-type: none"> All usual building checks are to be undertaken as normal including flushing of water outlets, schedules of preventative maintenance, portable appliance testing and asbestos monitoring. 	<ul style="list-style-type: none"> All building and health and safety checks to be completed and regularly reviewed and updated 	January 2021	<ul style="list-style-type: none"> All routine checks completed after Christmas closure Continue all other measures in place
5. Equipment and furniture				
Shared play equipment increases the risk of transmission.	<ul style="list-style-type: none"> Individual items of play equipment and other shared items used for learning are to be cleaned between each use by each group or daily as required. 	<ul style="list-style-type: none"> Play equipment to be cleaned and sterilised after use/at the end of the day as required 	January 2021	<ul style="list-style-type: none"> Continue measures in place
Increased manual handling tasks increase the risk of musculoskeletal injuries.	<ul style="list-style-type: none"> Staff must not attempt to move large or heavy items unless they are fit to do so. 	<ul style="list-style-type: none"> Staff to comply with manual handling policy 	January 2021	<ul style="list-style-type: none"> Continue measures in place
6. Health and Wellbeing				

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Inadequate staffing levels create supervision or safeguarding issues.	<ul style="list-style-type: none"> Carry out an audit of all staff availability and review it regularly. Introduce a process for staff to inform you if their health situation changes. If there is a shortage of practitioners consider how you will manage this safely 	<ul style="list-style-type: none"> Management team to continue to communicate with staff regarding their availability Staff to inform manager/deputy manager of any health changes/changes in circumstance where they are unable to work If there is a shortage of practitioners seek support from committee members who hold a DBS, or use relevant agencies for support staff, seek advice from Wiltshire council regarding other provision available for key children/vulnerable families. 	January 2021	<ul style="list-style-type: none"> Continue measures in place
Vulnerable / Extremely vulnerable children at higher risk of infection.	<ul style="list-style-type: none"> Parents should follow current medical/government advice if their child is in this category. 	<ul style="list-style-type: none"> Communicate with parents the guidance for vulnerable/extremely vulnerable categories and follow any relevant guidance for their child/family if they are in this category 	January 2021	<ul style="list-style-type: none"> Follow updated guidance for people who are at high risk/ classed as critically vulnerable or critically extremely vulnerable. Complete risk assessments to ensure safety of children/parents/staff who may fall into these categories Communicate with parents any updated information and guidance and follow as appropriate This may mean that some children will not be able to attend the setting and may be asked to shield. Staff who are in high risk categories to be furloughed in order to protect them from any risks whilst working. If staff who are in high risk categories do not wish to be furloughed then they will be made aware of the risks and understand these fully, and all procedures to be followed strictly to ensure that risks are minimised as much as possible.
Person becomes unwell with Covid-19 symptoms in a setting	<ul style="list-style-type: none"> Move to a pre-designated room where person can be isolated, with adult supervision if a child. 	<ul style="list-style-type: none"> Staff are aware of procedure to follow if a child/staff member becomes unwell with Covid-19 symptoms whilst at the setting Child to wait in the office/outside with a member of staff wearing PPE until they are collected 	January 2021	<ul style="list-style-type: none"> Continue measures in place Notify Ofsted if steering becomes aware of a person receiving a positive case of Covid.

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	<ul style="list-style-type: none"> • Ventilate the room if possible. • PPE should be worn if contact is required. • Inform parent/carer to arrange collection. • Cleaning regime after each usage of the space. • Follow the advice from health protection team 	<ul style="list-style-type: none"> • Cleaning regime to take place to ensure that the room/office the child has been in is cleaned thoroughly • Staff member displaying symptoms to go home immediately and any room/equipment they have used to be cleaned 		
<p>Outbreak of Covid-19 within the setting (defined as more than two confirmed cases within a fortnight)</p>	<ul style="list-style-type: none"> • Providers have awareness of the PHE “local outbreak management plan” • Providers will have written a business continuity plan that they will action in the event of a local outbreak. • Providers will look at how they will provide support for their vulnerable and keyworker children • Providers will have a plan for how they will support children that are not able to attend the setting (non vulnerable, parental choice, medically vulnerable) 	<ul style="list-style-type: none"> • Management team are aware of PHE local outbreak management plan • Follow the business continuity plan actions in the event of a local outbreak • If the setting is closed the manager/deputy manager will liaise with the local Public health team for advice • Communicate with Wiltshire council to seek a place at another setting for vulnerable/key children if required • Providers will engage with all families and offer support on a weekly basis if the setting is closed. 	<p>January 2021</p>	<ul style="list-style-type: none"> • Continue to follow government guidance, and seek advice from public health in the event of a positive Covid case, or an outbreak of two or more cases. • Continue measures in place

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Staff well-being affected by the working experience.	<ul style="list-style-type: none"> • Staff aware of risk assessment process and able to contribute. • Staff meetings and communication. • Health and wellbeing support measures in place for staff. • Designated staff rest areas. • Regular recorded supervision 	<ul style="list-style-type: none"> • Staff attend fortnightly staff meetings where risk assessments and processes are discussed and staff are able to contribute to these. • Staff meeting and supervisions for all staff to ensure that staff health and well-being are supported effectively • Staff are able to use the kitchen, or outside area for breaks 	January 2021	<ul style="list-style-type: none"> • Staff have regular communications with management team to ensure that staff's well-being is ok. IF any staff member has concerns they will discuss these with a senior member of staff and decide how best to support them. • Continue measures in place • Staff meetings will be limited and may take place virtually
Child well-being is impacted by the current situation causing physical and mental ill health.	<ul style="list-style-type: none"> • Curriculum to support children's well-being. • Provide opportunities to talk about their experiences/concerns. 	<ul style="list-style-type: none"> • Resources and strategies in place to support children's well-being • Staff to have undergone training to support children's wellbeing • Staff available to support children to talk about any concerns/experiences they may have had. 	January 2021	<ul style="list-style-type: none"> • Continue measures in place
First aid provision	<ul style="list-style-type: none"> • Ensure all staff know First Aiders on site if less than normal. • Minimise hazardous activities which may result in injury. • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly. 	<ul style="list-style-type: none"> • Communicate with staff who has up-to-date first aid training and discuss at fortnightly staff meeting • Ensure children are well supervised to minimise any risk of injury • PPE available for first aid and will be disposed of in a bag and lidded bin. 	January 2021	<ul style="list-style-type: none"> • All staff are first-aid trained • Continue measures in place
Children with special medical needs (administering medication)	<ul style="list-style-type: none"> • Required number of competent staff on site • Staff training up to date • Alternative arrangements in place 	<ul style="list-style-type: none"> • Always a member of senior management team on-site with at least a level 3 qualification who is competent to administer first aid/medication if required 	January 2021	<ul style="list-style-type: none"> • Continue measures in place • Complete risk assessments for any additional special medical needs as and when required

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	<p>if staff training/competence has lapsed.</p>	<ul style="list-style-type: none"> Staff training on first aid/medical needs/medications are up-to-date and alternative arrangements in place if training has lapsed 		
<p>1:1 teaching and children with SEND or EHC plans are adversely affected by the current situation.</p>	<ul style="list-style-type: none"> Individual risk assessments of children with behavioural difficulties if needed, e.g. if they may spit or bite. Ensure a supply of PPE is available based on need. 	<ul style="list-style-type: none"> Completed risk assessments for any children where it has been identified as they may be at risk/pose a risk Risk assessment for any child with SEND communicated with staff Strategies in place to support identified children and ensure staff are confident with any strategies in place PPE available in all rooms and supply is maintained 	<p>January 2021</p>	<ul style="list-style-type: none"> Individual risk assessments to continue to be reviewed and updated as necessary Continue measures in place
<p>7. Risk assessments and Policies</p>				
<p>Standard risk assessments do not take account of additional COVID-19 risks</p>	<ul style="list-style-type: none"> Ensure all work environments and learning activities have been subjected to risk assessments in line with conventional H&S requirements. Review and where necessary update all risk assessments with additional control measures to counter any significant infection transmission risk One-off activities such as fundraising events, firework displays etc will be subject to 	<ul style="list-style-type: none"> Risk assessments have been reviewed, updated and completed in-line with Covid-19 guidance and requirements Any one-off activities will be subject to a separate risk assessment if required Breakfast club, after-school club and holiday club provision is risk assessed separately and in-line with government guidance. Behaviour policy amended to reflect Covid-19 protocols and shared with staff. 	<p>January 2021</p>	<ul style="list-style-type: none"> The setting will not be running breakfast club and after-school club provision for children who attend the on-site school. Continue all other measurements in place Continue to review and update risk assessments

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	separate risk assessment. <ul style="list-style-type: none"> Out of school provision is subject to a separate risk assessment. Behaviour policy amended to reflect COVID-19 protocols. 			
Child protection	<ul style="list-style-type: none"> Due to the current Covid-19 pandemic there may be children or families who are more vulnerable and may need extra support. 	<ul style="list-style-type: none"> Continue to review and update child protection policy and arrangements Ensure that staff continue to be aware of their child protection responsibilities and follow procedures in place if they have concerns. Safeguarding lead may be able to work from home if necessary as long as they are still able to provide support, advice and guidance to staff. 	January 2021	<ul style="list-style-type: none"> Continue measures in place
8. Monitoring				
Control measures set out in this risk assessment do not prove effective Levels of compliance are inadequate	<ul style="list-style-type: none"> Named member of staff will monitor the application and effectiveness of the control measures set out within this risk assessment, and the level of compliance by staff, visitors and children Regular communication with staff on the outcomes of the monitoring Non-compliance will be addressed immediately 	<ul style="list-style-type: none"> Risk assessments will be communicated, reviewed and monitored by the committee The manager and staff will discuss risk assessments at staff meetings. The manager and staff will ensure that the application of control measures in place are effective at all times. Ensure that staff members, visitors and children comply with the measures set out in the risk assessment, non-compliance will be addressed immediately. 	January 2021	<ul style="list-style-type: none"> Continue measures in place

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September 2020 amendments				
Use and disposal of face coverings	<ul style="list-style-type: none"> Staff and visitors who are required to wear a face covering must know how to remove and dispose of them safely 	<ul style="list-style-type: none"> Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. See guidance: <ul style="list-style-type: none"> https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own 	January 2021	<ul style="list-style-type: none"> Staff to wear face coverings when communicating with parents at handovers Staff to wear face visors if they would prefer to do so Any new parents or external professionals will be required to wear a face covering, when at the setting.
Supervised tooth brushing programme	<ul style="list-style-type: none"> PHE have confirmed that supervised tooth-brushing programmes may be re-established within settings using the dry brushing method. The wet brushing model is not recommended because it is considered more likely to risk droplet and contact transmission and offers no additional benefit to oral 	<ul style="list-style-type: none"> We do not currently do this at the setting Follow further information and guidance if required using this link: COVID-19: guidance for supervised toothbrushing programmes in early years and school settings 	January 2021	<ul style="list-style-type: none"> We do not currently follow this programme at the setting

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	health over dry tooth brushing			
Process for local lockdowns	<ul style="list-style-type: none"> • If a local area sees a spike in infection rates that results in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. DfE will be involved in decisions at a local and national level and will support appropriate authorities and individual settings to follow the health advice. • More information on this process can be found in the COVID-19 contain framework: a guide for local decision-makers • If the settings has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where 	<ul style="list-style-type: none"> • If lockdown occurs then we will follow any local authority or national guidance provided by Wiltshire Council, the government and Department for Education, as well as advice from Public Health England. • The country has been placed into a tier system. The setting will follow the rules and guidance for the tier that they are placed in. • Staff and parents to be given information about Tiers and advised to follow rules and guidance for the appropriate tier. 	January 2021	<ul style="list-style-type: none"> • The country has all been placed in Tier 5 and a state of national lockdown. As of 5th January schools are to close apart from for key workers and vulnerable children. • Currently early years settings are still able to remain open. • Continue to follow advice and guidance from local authority, and government. • Continue to inform parents and staff of any changes that will affect the running of the setting.

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	<p>coronavirus (COVID-19) is suspected, the setting may have an outbreak, and will work with their local health protection team who will be able to advise if additional action is required.</p> <ul style="list-style-type: none"> • In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or a group. • Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels. 			

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New guidance on music, dance and drama	<ul style="list-style-type: none"> • Organised music sessions in the early years, including singing, and playing wind instruments in groups • With appropriate safety mitigation, however, singing can still take place. • Handling equipment and instruments for organised sessions 	<ul style="list-style-type: none"> • When planning music provision, the setting will consider additional specific safety measures. Although singing does not currently appear to present a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. • Measures to take include: <ul style="list-style-type: none"> • playing instruments and singing in groups should take place outdoors wherever possible • if indoors, use a room with as much space as possible, for example larger rooms. Rooms with high ceilings are expected to enable dilution of aerosol transmission • Limit the numbers to account for ventilation of the space. It is important to ensure good ventilation. Advice on this can be found in air conditioning and ventilation during the coronavirus outbreak • singing should not take place in larger groups of any more than 10 people • Measures to take when handling equipment, including instruments, include: <ul style="list-style-type: none"> • increased handwashing before and after handling equipment, especially if being used by more than one person • avoiding sharing instruments and equipment wherever possible • if instruments and equipment have to be shared, disinfect regularly, and always between users, following guidance on cleaning and handling equipment 	January 2021	<ul style="list-style-type: none"> • Continue measures in place

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES	Review date	Amendments
		<ul style="list-style-type: none"> • create picking-up and dropping-off collection points where possible, rather than passing equipment/music instruments hand-to-hand 		
Visitors to settings, including new admissions and settling in	<ul style="list-style-type: none"> • New admissions 	<ul style="list-style-type: none"> • For new admissions, the setting will consider providing virtual tours for prospective parents and carers. • If parents and carers are keen to visit in person, the setting will consider: • ensure face coverings are worn in line with arrangements for staff and other visitors to the setting • hand sanitiser is provided and used by parents and children prior to entering the setting • holding visits after hours. If this is not possible, the setting will consider limiting visits to the outside play areas during regular hours, and ensure strict social distancing is observed • Prior to a visit, the setting will ensure that parents and carers are aware: • of the 'system of controls' • how this impacts them and their responsibilities during their visit • how to maintain social distancing from staff, other visitors, and children other than those in their care 	January 2021	<ul style="list-style-type: none"> • Continue measures in place, the setting will be closed on Friday's so visits can take place on a Friday when there are no children and ensuring all previous measures are followed.
	<ul style="list-style-type: none"> • Parents settling children 	<ul style="list-style-type: none"> • Guidance from PHE outlines how parents and carers are able to enter a setting to help their children adapt to their new environment. The setting will ensure that parents and carers: • wear face coverings, if required, in line with arrangements for staff and other visitors to the setting (see section 3 on face coverings) 	January 2021	<ul style="list-style-type: none"> • Continue with measures in place. • Where possible and weather permitting, any settling sessions can take place in the garden area, with the parent limiting contact between other children and staff members. • Any new parent will be required to wear a face covering and to stay for a limited amount of time (no longer than an hour) to settle their

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES	Review date	Amendments
		<ul style="list-style-type: none"> • stay for a limited amount of time (ideally not more than an hour) • avoid close contact with other children • are aware of the 'system of controls', how this impacts them, and their responsibilities in supporting it when visiting a setting with their child • The setting will explain these expectations, verbally or in writing, to parents and carers before or on arrival. 		<p>child, and to ensure they do not have close contact with any other children.</p>
<p>Attending more than one setting</p>	<ul style="list-style-type: none"> • Parents and carers will be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff. • There may be situations where a child needs to attend more than one setting, for example, children attending a childminder before their nursery opens so that their parent or carer may go to work. 	<ul style="list-style-type: none"> • There may be situations where a child needs to attend more than one setting, for example, children attending a childminder before their nursery opens so that their parent or carer may go to work. • The setting is classed as a 'bubble' with the school, therefore the setting is able to run breakfast club and after-school club, following government guidance. 	<p>January 2021</p>	<ul style="list-style-type: none"> • The decision has been made to not run breakfast club and after-school club from January in-line with reviewing risk assessment and in-line with new school policy in which children will now be kept in class bubbles and are not allowed to mix bubbles. Busy Kids cannot accommodate this with the current space and children that attend the setting have now been placed in their own separate bubbles which will not be mixed.
<p>A child with symptoms</p>	<ul style="list-style-type: none"> • The virus could pass quickly 	<ul style="list-style-type: none"> • Parents will be asked to book a test if they, or their child are displaying symptoms. 	<p>January 2021</p>	<ul style="list-style-type: none"> • Continue to follow government guidance, Public health information and any information

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES	Review date	Amendments
attending a setting	between children and staff members	<ul style="list-style-type: none"> • Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5. • Settings should ask parents, carers and staff to inform them immediately of the results of the test: • If someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a negative result. If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating • If someone tests positive, they should follow COVID-19: guidance for households with possible coronavirus infection. They must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days • Managing confirmed cases of coronavirus (COVID-19) in the setting 		<p>received from Wiltshire council that has been updated or changed</p> <ul style="list-style-type: none"> • Inform parents of changes in guidance or change in procedures at Busy Kids • Continue with measures in place • Notify local authority and Ofsted if there is a positive confirmed case at the setting and follow all other procedures • Due to national lockdown and review of risk assessments, the setting will be divided into bubbles to try to reduce risk of transmission within the setting and between groups. •

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES	Review date	Amendments
		<ul style="list-style-type: none"> The setting must take swift action when they become aware that someone who has attended the setting has tested positive for coronavirus (COVID-19). The setting can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. The setting will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice 		
Use of outdoor private and public spaces	<ul style="list-style-type: none"> Staff and children may come into contact with different people Staff and children may touch surfaces whilst out of the setting such as park equipment which may have been touched by someone who has Covid-19 	<ul style="list-style-type: none"> The setting can take groups of children on trips to outdoor public places and do not need to be limited to 6 people, provided: <ul style="list-style-type: none"> it is for the purpose of education or childcare they remain within the EYFS staff child ratios they conduct a risk assessment in advance the risk assessment demonstrates that they can remain socially distant (2 metres) from other people and groups, wherever possible good hygiene is maintained throughout thorough handwashing happens before and after the trip and hand sanitiser is provided and used when out of the setting 	January 2021	<ul style="list-style-type: none"> After re-view of our risk assessment and in-line with the current national lock the setting will not currently take children on trips to outdoor places outside of the setting The setting will not use the school field so that school bubbles and Busy Kids bubbles do not mix
Supporting children's and staff wellbeing	<ul style="list-style-type: none"> Staff, parents and children's mental health may have been affected due to the Covid-19 pandemic. 	<ul style="list-style-type: none"> Children may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support, a few may be showing signs of more severe anxiety or 	January 2021	<ul style="list-style-type: none"> Continue measures in place Staff who are at higher risk of catching Covid-19, and who are in a vulnerable category, or who do not feel comfortable to work, have the option to be furloughed/flexible furloughed during the latest national lockdown. Staff to be able to have regular discussions and with senior members of staff to ensure all staffs

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES	Review date	Amendments
		<p>depression. Others will not be experiencing any challenges. Attending the setting allows social interaction with other children and staff, which benefits wellbeing.</p> <ul style="list-style-type: none"> The setting should also provide more focused support where issues are identified that individual children may need help with, drawing on external support where necessary and possible. The setting should also consider support needs of particular groups they are already aware of needing additional help (for example, children in need), and any groups they identify as newly vulnerable. To support this, the setting may wish to access the free resource MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff. 		<p>mental health and well-being are supported as much as possible</p> <ul style="list-style-type: none"> Staff to continue to monitor children and access support from other early years professionals if necessary Staff to ensure that any measures of support for children are in place and reviewed regularly Staff to communicate with parents regularly and senior management team if there are any concerns around children or families.
<p>EYFS disapplication's ending on 25th September 2020</p>	<ul style="list-style-type: none"> Temporary amendments to EYFS Legislation to the EYFS Statutory requirements due to Covid-19 In the case of another lockdown temporary amendments may be put in place between 26th September 2020 and 31st August 2021 	<ul style="list-style-type: none"> The temporary changes to the law on the timescales for EHC needs assessments and plans, which give local authorities and others who contribute to the relevant processes more flexibility in responding to the demands placed on them by coronavirus (COVID-19), will expire as planned on 25 September 2020 Two year checks to take place from 25th September Staff to child ratios to be met as usual 	<p>January 2021</p>	<p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <ul style="list-style-type: none"> Due to national lockdown some temporary amendments have been made which the setting is able to follow if necessary It is the setting's top priority that the children who attend the setting are cared for and looked after. The setting will use reasonable endeavours to meet existing learning and development requirements, but there may be occasions that it will not be possible to provide activities/experiences across all 7 area's of

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				<p>learning for all children all of the time. It is NOT reasonable for providers to do nothing.</p> <ul style="list-style-type: none"> Two year progress checks will not need to be done, but the staff at the setting will remain alert to any emerging concerns about any child in their care and provide/seek additional support if necessary. Staff qualifications/ratios will stay the same, the setting will make necessary adjustments if required. At least half of staff (Excluding the manager) hold a full level 3 qualification or above. There will always be a member of staff with at least a level 3 qualification on site and working with each age group of children. There will always be at least one person with a paediatric first aid certificate on-site at all times when children are present. Safeguarding requirements will still apply, the policies will be reviewed and updated regularly and as necessary. The designated safeguarding lead and deputy designated safeguarding lead will be able to work from home if necessary.
Emergency first aid	<ul style="list-style-type: none"> Continue to ensure that there is always a member of staff with up-to-date first aid training on site. 	<ul style="list-style-type: none"> The Health and Safety Executive published guidance on first aid during coronavirus (COVID-19) which will support local risk assessments and provides guidance for first aiders. It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards, including washing hands. 	January 2021	<ul style="list-style-type: none"> All staff on site, and on a daily basis have up-to-date first aid training.

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DECEMBER 2020 AMMENDMENTS	•	•	•	•
14th December				
Number of days of self-isolation	<ul style="list-style-type: none"> If the self-isolation guidance is not followed then this may cause the virus to be transmitted at the setting. 	<ul style="list-style-type: none"> If someone has been in close contact of someone who has tested positive for Covid-19 then they must follow self-isolation guidance to ensure that any transmission is contained and minimised as much as possible. 	January 2021	<ul style="list-style-type: none"> Continue to remind parents and staff of self-isolation guidance and that the guidance is now 10 day period and not 14.
22nd December 2020				
Tier 4 restrictions	<ul style="list-style-type: none"> New tiers have been put in place across the country to minimise the transmission of Covid-19. 	<ul style="list-style-type: none"> If the local area (Wiltshire) is placed into Tier 4 then parents and staff must follow the Tier 4 restrictions and rules that are put in place by the government. 	January 2021	<ul style="list-style-type: none"> The country is now in a national lockdown so the new rules for this will apply. Staff and families to be made aware of the new rules and restrictions and ensure that they follow anything that has been put in place.
What to do when an individual has had close contact with someone with Covid-19	<ul style="list-style-type: none"> If someone at the setting has been identified as a close contact of someone who has tested positive for Covid-19 then this could pose a risk to other children/staff at the setting. 	<ul style="list-style-type: none"> If a child/parent/staff member has been identified as a close contact of someone who has received a positive test result they will need to self-isolate for 10 days from the day after the contact with the individual who tested positive. <p>If they start to feel unwell they should get a test for themselves, if this delivers a negative test result they must still remain in isolation for the remainder of the 10 days from the day after the last contact with the individual who tested positive because they could still develop COVID-19 within the remaining days.</p> <ul style="list-style-type: none"> If someone with symptoms tests positive they should follow guidance for households with possible coronavirus infection: 	January 2021	<ul style="list-style-type: none"> Ensure staff and parents understand the stay at home and self-isolation guidance, and follow the 10 day isolation period. Setting will contact PHE for advice if necessary and share any advice with parents/staff members.

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		<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>They should inform the setting immediately and isolate for at least 10 days from the day of the onset of their symptoms and can only return to the setting if they do not have a high temperature. If they do continue to have a high temperature then they should continue to self-isolate until their temperature returns to normal.</p> <p>Other members of the household should all self-isolate for a full 10 days from the day after the individual tested positive.</p> <ul style="list-style-type: none"> • If someone with symptoms tests negative for Covid-19 they should stay at home until they have recovered as usual from their illness, then they can safely return to the setting. 		
Containing an outbreak	<ul style="list-style-type: none"> • If there is a case of Covid then it may spread quickly to children or staff within the setting. 	<ul style="list-style-type: none"> • The setting will contact the Public Health Protection team if: <ul style="list-style-type: none"> -the number of cases exceed 2 within 14 days -the setting has taken the action outlines but there are more cases -the setting may have to close because of the number of people affected -a child/staff member has been admitted to hospital -the setting is receiving significant interest from local media • The local health protection team will advise the setting on what steps to take. They may recommend that a larger number of children 	January 2021	<ul style="list-style-type: none"> • Continue measures in place

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES	Review date	Amendments
Definition of close contact	<ul style="list-style-type: none"> A close contact is a person who has been close to someone who has tested positive for Covid-19 with a polymerase chain reaction test (PCR) You can be a contact anytime from 2 days before a person who tested positive developed their symptoms and up to 10 days after- this is when they can pass the infection on to others. 	<p>self-isolate at home as a precautionary measure- this may mean the whole setting.</p> <ul style="list-style-type: none"> A close contact includes: <ul style="list-style-type: none"> Anyone who lives in the same household as someone with coronavirus symptoms/has tested positive for Covid-19. Anyone who has had the following types of contact with someone who has tested positive for Covid-19 with a PCR test <ul style="list-style-type: none"> -Face to face contact including being coughed in, or having a face to face conversation within 1 meter -Skin to skin contact for any length of time Been within 1 meter for 1 minute or longer without face-t-face contact -Been within 2 meters of someone for more than 15 minutes (either as a one-off contact, or added up together over 1 day) -Travelled someone in the same vehicle or plane 	January 2021	<ul style="list-style-type: none"> If a close contact of someone who has tested positive for coronavirus is identified at the setting, self-isolation guidance, and testing guidance must be followed. The setting will contact PHE for advice and steps to follow.
When to count 10 days isolation period from	<ul style="list-style-type: none"> Someone who has symptoms of Covid-19, or has tested positive may have been infectious prior to receiving a test result. 	<ul style="list-style-type: none"> Ensure children, staff and other adults do not come into the setting of they have Covid-19 symptoms for at least a full 10 days from: <ul style="list-style-type: none"> -the day after the start of their symptoms -the test date if they did not have symptoms but had a positive test Anyone who develops symptoms during the day is to be sent home. If anyone in the setting becomes unwell with a new continuous cough/high temperature/loss or change of taste or smell they must: 	January 2021	<ul style="list-style-type: none">

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		<p>-Be sent home to begin isolation, the isolation period includes the day the symptoms started and the next FULL 10 DAYS- If any of the individuals household members are also present at the setting they need to be sent home at the same time.</p> <p>-Are advised to follow guidance for households with possible/confirmed Covi-19 infection</p> <p>-Should arrange to have a test to see if they have coronavirus.</p> <ul style="list-style-type: none"> • Other members of the household (including any siblings) should isolate for 10 days. Their isolation period includes the day the first person in their household had symptoms. 		
30th December	•			
Staff who are pregnant	<ul style="list-style-type: none"> • Pregnant woman are considered clinically vulnerable or in some cases extremely clinically vulnerable so may be more at risk of transmission of the virus and the effects of having the virus 	<ul style="list-style-type: none"> • Follow the coronavirus guide for employees advice https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees • Ensure risk assessments have been completed following guidance • https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/ 	January 2021	<ul style="list-style-type: none"> • Pregnant woman have been advised not to work, and placed in a high risk category, therefore any staff member who is pregnant will be furloughed. • Ensure that all staff communicate to senior members of staff if they become aware that they are pregnant

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<p>JANUARY 2021 AMMENDMENTS</p>		<p>Updated and new guidance https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950653/Education and childcare setting S - national lockdown from 5 January 2021 .pdf https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951035/210108 Parents Guidance vF.pdf https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>		
<p>System of controls</p>	<ul style="list-style-type: none"> Ensure that system of controls are in place within the setting and are being followed by the staff and ensure that parents and staff 	<p>Prevention: 1- Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who has symptoms, or anyone who has been advised by NHS track and trace to self-isolate DO NOT ATTEND THE SETTING</p>	<p>January 2021 April 2021</p>	<ul style="list-style-type: none"> Re-send information to staff and parents to remind them of system of controls Continue to update and remind parents and staff of stay at home guidance, self-isolation guidance and track and trace information. Staff to wear face masks when speaking to parents at transitions

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	<p>are aware of how the system of controls impacts them and their responsibilities in supporting them, to ensure that the risk of transmission of Covid within the setting is minimised as much as possible.</p>	<p>2- Where recommended-the use of face coverings</p> <p>3- Clean hands more often than usual</p> <p>4- Ensure good respiratory hygiene by promoting the catch it, bin it, kill it approach</p> <p>5- Maintain enhances cleaning, including cleaning frequently touched surfaces more often</p> <p>6- Minimise contact between groups of children where possible</p> <p>7- Where necessary wear appropriate PPE</p> <p>8- Keep occupied spaces well ventilated</p> <p>Numbers 1, 3, 4, 5 must be in place in settings at all times</p> <p>Numbers 2 and 6 must be properly considered and settings must put in place measures that suit their particular circumstances</p> <p>Number 7 applies in all specific circumstances</p> <p>Response to an infection</p> <p>9- Engage with NSH test and trace process</p> <p>10- Manage and report to Ofsted and the PHE advice line confirmed cases of coronavirus in the setting</p> <p>11- Contain any outbreak by following local health protection team advice</p> <p>Numbers 9-11 must be followed in every case where they are relevant</p>	<p>January 2021</p> <p>April 2021</p>	<ul style="list-style-type: none"> • Parents requested to wear face masks during these times • Staff members to wear face masks if going into the kitchen and from a different bubble • Staff to not mix in kitchen • Staff to ensure that kitchen appliances, furniture, surfaces, touch points are cleaned after use/being touched • Staff to clean staff toilet after use • Staff enhanced cleaning regime every hours for touch points and surfaces • Staff and children to wash hands/use hand sanitiser on arrival/departure and regularly through the day- in-between activities, before and after snack and meal times, before and after outside play, before and after activities • Toys to be cleaned throughout the day and sterilised at the end of the day • Rooms to be deep cleaned and end of the day • Tissues around the room and separate bin for tissues, staff to remind children of the catch it, kill it, bin it approach • Staff and children separated into two different bubbles, with a routine that has been adapted so children and staff do not mix bubbles during outside play-time. • Staff to wear PPE when dealing with a child who is showing symptoms of Covid-19 and to follow isolation protocol. • Windows to be open at all times, door of main play room to be opened as much as possible to ensure air-flow is maximised. IF temperature drops and gets too cold in the room, leave the door open for shorter periods of time periodically through the day.

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			<p>January 2021</p> <p>April 2021</p>	<ul style="list-style-type: none"> Staff to continue wearing face masks when talking to parents Staff to wear face masks in communal areas such as corridors and the kitchen. All other previous procedures to continue to be in place and followed.
<p>Malleable materials (Messy play)</p>	<ul style="list-style-type: none"> Certain materials may pose more of a risk of transmission if handled by large groups of children 	<ul style="list-style-type: none"> Messy play (Sand, mud, water) will be risk assessed, this will consider whether: <ul style="list-style-type: none"> Materials can be handled by small consistent groups of children of no more than 15 at a time, and that no-one outside this group can come into contact with it. The malleable material for messy play (sand/mud/water) can be used and cleaned/replaced The setting will follow the system of controls and ensure that <ul style="list-style-type: none"> Children wash their hands thoroughly before and after messy play Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group Continue with measures in place <p>The setting has separated children and staff into 2 bubbles so they will have separate tools and equipment for messy play, which will not be shared.</p> <p>Risk assessments will continue to be carried out and updated in-line with system of controls and government guidance and health and safety checks</p> 	<p>January 2021</p> <p>April 2021</p>	<ul style="list-style-type: none"> Staff to support children to follow current procedures in place Staff to ensure that messy play is limited to smaller groups and includes set children per group Staff ensure that resources used gets cleaned between groups. Children to wash hands before and after the activity Playdough will be thrown away after being used and will not be used by different groups of children <p>Continue with measures in place</p>

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Side effects of children having a vaccination or teething	<ul style="list-style-type: none"> Vaccines may cause a mild fever, which may be mistaken for Covid-19. 	<ul style="list-style-type: none"> Vaccines may cause a mild fever in children, this is a common and expected reaction and isolation is not required unless Covid-19 is suspected. Teething can cause some side effects such as flushed cheeks and sore gums, NHS guidelines state that a fever is NOT a symptom of teething. Parents and carers should monitor any noted side effects from a vaccination/teething and seek advice from a GP or NHS 111 if they are concerned. If covid-19 is suspected then the setting will follow the advice in the system of controls. 	April 2021	<ul style="list-style-type: none"> Staff to continue to communicate with parents any information related to children having vaccines or teething so that staff are aware of any possible reason that a child may be unwell and to determine the cause for this. Continue with previous measures in place
EYFS Disapplication's due to national lockdown	<ul style="list-style-type: none"> Some EYFS requirements may not be able to be met due to staff shortages Some activities may pose a risk of transmission 	<ul style="list-style-type: none"> Follow the updated guidance: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications The setting will continue to use reasonable endeavours to ensure that legal requirements are met, but the setting will be able to follow the guidance to make any adjustments if necessary Setting to follow any risk assessments for activities, such as messy play and follow steps in place and system of controls to ensure that activities provided are managed and as safe as possible, if necessary certain activities will not be provided. Staff to use reasonable endeavours to plan and provide a range of activities and experiences that cover the 7 areas of learning, if this is not possible staff will focus on the prime areas of learning. Two year checks will not be completed until the setting is advised otherwise, the staff will continue to monitor children and continue to provide support for all children, as well as seek 	April 2021	<ul style="list-style-type: none"> Continue with measures in place

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES	Review date	Amendments
		<p>advice from other professionals for extra support if necessary.</p> <ul style="list-style-type: none"> • Staff qualifications and ratios to continue to be adhered too where possible, the setting will follow guidance if these cannot be met • The setting will ensure that there will always be a level 3 member of staff with a paediatric first aid certificate on site when children are present at all times. 		

I confirm that the above is a suitable and sufficient risk assessment based on current information. The risk assessment will be reviewed on a regular basis and whenever anything significant changes. All relevant parties will be informed of the outcomes of this risk assessment.

Name of Manager and Deputy Manager	Michelle Burgess and Karen Burge			
Signature of Manager and Deputy Manager	M.Burgess	Date: 18/08/2020	K.Burge	Date:18/08/2020
Name of Chair of committee	Allan Wall			
Signature of Chair of committee	A.Wall	Date:20/08/2020		
Reviewed:	24/09/2020 MB, KB, AW			
Comments:	Procedures and measures in place all going ok. Staff working hard to ensure that extra cleaning is completed to a high standard. Parents provided with information on Covid-19 and any updates from the setting.			
Reviewed:	01/10/2020 MB, KB, AW			
Comments:	Current policies and procedures in place all working effectively. We have decided not to run the after-school club for school-aged children during October half term due to low demand. Will continue to review and work with school to ensure that when we can offer this service we do so effectively.			
Reviewed:	02/11/2020 MB, KB, AW			
Comments:	Continue with procedures in place, continue to monitor and review in-line with updates in government guidance as there has been an increase in Covid infections and government is discussing tier systems to be put in place.			
Reviewed:	03/12/2020 MB, KB, AW			

Comments:	Continue with procedures in place, as all working effectively. Continue to monitor current Covid situation and tier system. Make amendments when necessary, and when more information is provided. Continue to update parents with information on Covid, as well as the procedures to follow and what to do if there is a suspected case.
Reviewed	08/01/2021 MB, KB, AW
Comments:	England in national lockdown, so have communicated with committee, parents and staff to ensure effective decisions are made. We have spoken to all parents and some parents are going to keep their children at home which means our numbers have reduced. We also have staff who are not able to come in to work so the decision has been made to close on Fridays for children, so that the setting can be cleaned thoroughly on a Friday. Parents happy with this, and have been able to offer children a different day in the week temporarily based on other children not currently attending. We will continue to keep groups in bubbles with set members of staff who will not mix. We will continue to have enhanced cleaning measures in place including toilets, touch points, door handles and toys. We will continue to provide parents with information on Covid. As well as information on the systems of control, and what to do if a child or staff member displays any symptoms. The school on-site (St.Nicholas) are keeping children who are able to attend school in strict bubbles, we will stay separate to the school for this time so will not offer breakfast club and after-school club for school-aged children as we are unable to keep them in a separate bubble and do not have additional staff to manage this effectively. We will continue to review in-line with updates from the government when lockdown ends, as well as seeking advice from WC and PHE, and liaise with school to ensure we are working together and effectively.
Reviewed:	30/03/2021 MB, KB, AW, JM
Comments:	<p>Continue with measures in place.</p> <p>We are able to offer holiday club for school aged-children using the school mobile as the school will not be using it from Monday 12th April 2021. This will ensure that the school-aged children will be separate from the Busy Kids nursery children over the holidays, and ensure that the bubbles remain effective. Parents provided with information on how this will run, as well as Covid procedures and protocols. A separate risk assessment (Annexe A) has been completed in-line with out-of-school guidance provided by the government. This will be followed alongside all current procedures that are already in place for the setting.</p>

Reviewed :	13/04/2021 MB, KB, AW, JM
Comments:	<p>After the holiday club new children will be starting so all parents to continue to be updated on changes in information and government guidance and what to do if their child displays symptoms or there is a suspected case or Covid.</p> <p>Staff who have not been able to work have now had vaccinations and are now able to return to work. This means that we will be able to run after-school club in-line with government guidance.</p> <p>A separate risk assessment for this has been completed and will continue to be reviewed. (See Annexe B)</p> <p>The after-school club will take place in the school mobile with children and staff in a separate bubble from the younger children and staff who work, or attend the main Busy Kids site. Spaces for this will be limited to a maximum of 8 children. We will continue to review this in-line with changes in requirements and government guidance.</p> <p>The children and staff who attend the main Busy Kids setting will continue to follow our Covid procedures and protocols as these have been working effectively.</p> <p>Staff will take lateral flow tests twice a week and report test results to the manager. Parents informed that they can access free tests provided by the government.</p>

Annexe A- Risk assessment for Holiday club and out of school provision (Covid-19)

Risk	Control measure to consider	Local application of measures	Review date	Amendments
		<p>Guidance that we will be following to complete the risk assessment and to ensure that protocols and procedures are in-line with government guidance: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>		
<p>Who can attend the holiday club provision.</p> <p>School aged-children from the on-site school (St.Nicholas)</p>	<p>Up until April 12th 2021 out-of-school providers only to allow children of key worker families, or children who are vulnerable.</p> <p>From April 12th 2021 out of school and wraparound care providers can offer provision to all children.</p>	<p>Currently St.Nicholas School and Busy Kids are in separate bubbles to minimise the risk of transmission between settings and to reduce the impact that would be caused by a positive case of Covid-19. This is continually being monitored and reviewed, in-line with advice from PHE and Wiltshire Council.</p> <p>Busy Kids will not offer holiday club, or out-of-school provision until after 12th April 2021 due to staffing, the necessity of separate bubbles and reduced number of families needing the out-of-school provision to enable it to be financially viable.</p> <p>From 12th April Busy Kids has agreed with St. Nicholas school that the school mobile can be used for holiday club and for after-school club with stringent cleaning procedures in place, and ensuring the running is as safe to children, families and staff as possible.</p> <p>Current protocols and procedures to be shared with new staff, and families who will be using this provision prior to the 12th April.</p> <p>Parents to ensure that they follow procedures and protocols in place, including the system of controls and what to do if a</p>		

		<p>child/family member displays symptoms, or has a positive Covid test result.</p> <p>Staff and parents to wear face masks during transitions.</p> <p>Staff to ensure that cleaning procedures and protocols are followed-including all touch points including door handles, surfaces, chairs and toilets. The toys and resources are to be regularly cleaned throughout the day.</p> <p>Children encouraged to wash hands, or use hand sanitiser on arrival and before entering the school mobile.</p> <p>Children encouraged to wash hands for 20 seconds with soap and water between activities, snack and meal times and between going inside and outside.</p> <p>Children and staff encouraged to follow catch it, kill it, bin it approach and dispose of tissues in a separate bin.</p> <p>The mobile is to be cleaned thoroughly at the end of each session and toys to be cleaned, sterilised or removed and rotated with 48 hours in-between use.</p>		
Staff and workforce	<p>There should be enough staff to meet required ratios and you should have</p> <ul style="list-style-type: none"> - At least one person with first aid training - At least one person with up-to-date DSL training - A caretaker or cleaning staff 	<p>The staff who will be running the holiday club provision are:</p> <p>Karen who is currently the Busy Kids deputy manager, and also the deputy designated safeguarding lead for the setting. Karen also has up-to-date paediatric first-aid training and food hygiene. Karen holds a BA honours degree in early childhood studies.</p> <p>Kathy who has a level 3 in childcare and teaching assistant qualification. Kathy has completed first-aid and food hygiene training.</p> <p>Both staff members are known to the children from working at Busy Kids.</p> <p>Both staff members have read and signed the risk assessment, set up the holiday club provision and worked closely with the</p>		

		<p>manager of the setting, and the school to ensure that they understand all procedures and protocols that need to be followed.</p> <p>They will also complete cleaning at the end of the session in-line with government guidance, wearing PPE.</p> <p>The staff will take lateral flow Covid tests on Sunday 11th April 2021 and Wednesday 14th April 2021 to ensure that they do not have Covid prior to, and during the week that they will be running holiday club.</p>		
Risk assessment	Risk assessment for health and safety purposes to be completed, alongside a Covid specific risk assessment.	<p>This risk assessment will be read and shared with parents and staff.</p> <p>A separate risk assessment will be completed in-line with health and safety and ensuring the school mobile is safe to use and relevant checks have been completed.</p>		
Considering group sizes	<p>Decisions on groups sizes should be based on:</p> <ul style="list-style-type: none"> -whether the session can take place indoors or outdoors -current guidance on social distancing -the ability of the children to maintain social distancing and practise hand hygiene -the age of the children -nature of the provision (static, classroom set up rather than provision that involves moving around) - the size and layout of the premises -the ability to ventilate effectively with fresh air 	<p>We have two members or staff who would be able to work with a maximum of 8 children to ensure that any children who need extra one-to-one support have an adult who can provide this.</p> <p>Normal ratios are one 1 adult to 8 children but as the setting will be providing a ratio of 2 adults to 8 children this will ensure that extra cleaning, first aid and emergencies are able to be dealt with effectively and safely.</p> <p>The provision is a static mobile cabin, which has 2 entrances and windows which allow effective ventilation. The children have access to toilets, water and an outdoor space.</p> <p>The children and staff will be able to stay separate to the younger children and staff who attend the nursery setting to ensure that contact is minimised.</p> <p>If staff need to discuss anything with manager of the setting, or there is an emergency then they will use walkie-talkies to contact the manager. If they need to come over to the setting</p>		

		<p>to pass on a message, or in the case of an emergency they will wear face masks.</p> <p>The children will be aged 5 and over so will be able to understand of how to practise social distancing and practise hand hygiene. They will be supported by the staff, and will have access to soap and water throughout the day. Hand sanitiser will be offered on arrival, and throughout the day. The children will be encouraged to follow the catch it, kill, it bin it approach if they sneeze or need to wipe their nose.</p> <p>The windows and doors will be open throughout the day to ensure effective ventilation.</p> <p>The children will be able to access the outdoor space as much as possible throughout the day.</p>		
Indoor provision	<p>If sessions are normally ran indoors, consideration should be made as to whether this can be ran safely outside instead.</p> <p>To reduce the risk of transmission the aim is to minimise mixing between children, which can be achieved by keeping children in the same bubble as they are in during the school day. If this is not possible then the children should be grouped in small, consistent group of no more than 15 children with one adult.</p>	<p>The session can be ran outside as much as possible. The indoor space will be available throughout the day so that there is always a safe space for the children, as well as an area that can be accessed if the weather is bad, or if there is an emergency.</p> <p>The children and staff will stay in the same group across the week, the children will not mix with the children who attend the nursery setting.</p> <p>Due to the space and staff available, and the small number of children who need a space we will not be able to keep the children in the same bubbles that they are in during the school day. They will, however, be placed in a bubble of school-aged children only. There will be no more than 8 children in the bubble across the week.</p>		
Outdoor provision	All children can use outdoor provision, however it remains important to	The children and staff will be in their own bubble with sole use of the school mobile. They will have access to the front		

	<p>minimise mixing between children, and keep the children in separate bubbles.</p>	<p>playground which the nursery children will not be using. This will ensure that the bubbles remain separate.</p>		
<p>System of controls</p>	<p>The system of controls that have been set out by the government are to be followed at all times. These are as follows:</p> <ol style="list-style-type: none"> 1- Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting 2- Ensure face coverings are used as recommended 3- Ensure everyone is advised to clean hands thoroughly and more often than normal 4- Ensure good respiratory hygiene for everyone by promoting catch it, kill it, bin it approach 5- Maintained enhanced cleaning, including frequently touched surfaces 6- Consider how to minimise contact across the site and maintain social distancing wherever possible 	<p>The system of controls have been shared with staff and parents to ensure that they are followed.</p> <ol style="list-style-type: none"> 1- Children, young people, staff and other adults must not come into the setting if they: <ul style="list-style-type: none"> -have one or more coronavirus symptoms, or of a member of their household/support bubble has coronavirus symptoms -if they are legally required to quarantine, or -if they have had a positive test result. <p>They must immediately stop attending, and not attend for 10 days from the day after:</p> <ul style="list-style-type: none"> -the start of their symptoms -the test date if they did not have symptoms but had a positive LFD test (if a PCR test is taken within 2 days of the positive lateral flow test and is negative it overrides the self-test LFD and the child/staff member can return to the setting) <p>Anyone told to self-isolate by NHS track and trace, or by the local health protection team has a legal obligation to self-isolate.</p> <p>If anyone in the setting develops a new and continuous cough, or a high temperature , or a loss or change in sense of taste or smell they:</p> <ul style="list-style-type: none"> -must be sent home to begin self-isolation (including the day the symptoms started and the next 10 full days) -advise will be given for them to follow from guidance for households with possible or confirmed coronavirus -they will be advised to arrange to have a test to see if they have coronavirus 		

	<p>7- Keep occupied spaces well-ventilated.</p> <p>In specific circumstances:</p> <p>8- Ensure individuals wear appropriate PPE where necessary</p> <p>9- Promote and engage in asymptomatic testing, where available.</p> <p>Response to infection-</p> <p>10- Promote and engage with NHS test and trace process</p> <p>11- Manage and report confirmed cases of coronavirus amongst the setting community</p> <p>12- Contain any outbreak by following local health protection team advice.</p>	<p>Other members of the household (including any siblings and members of their support/childcare bubble should also self-isolate. Their isolation period includes the day symptoms started for the first person in the household and the next 10 full days. If a member of the household starts to display symptoms they will then need to re-start the 10 day isolation period and book a test.</p> <p>If a child in the setting displays symptoms and is awaiting collection, they should be moved to a well-ventilated room where they can be isolated behind a closed door, a window will be opened for ventilation. The child will stay at least 2 meters away from other people. The staff member dealing with them will wear PPE including a face mask and apron. They will use a separate bathroom which will then be cleaned before being used by anyone else.</p> <p>The other children will be removed to the outside area with another member of staff, or where it is safe for them to be, away from the child displaying symptoms.</p> <p>Once the child has been collected the area that they have been in, including any toys and resources will be cleaned before the other children can use the space and toys again.</p> <p>999 will be called if there is an emergency, with someone being seriously ill or injured, or a life at risk.</p> <p>Any staff member who has provided close contact care to someone with symptoms, and all other members of staff or children who have been in close contact with that person do not need to go home to self-isolate unless:</p> <p>-the symptomatic person tests positive</p>		
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Use of face coverings	<p>In settings where children below year 7 attend it is recommended that face coverings are worn by staff and adults (including visitors) in situations where social distancing between adults is not possible (for example moving around in corridors and communal areas)</p> <p>Children in primary school should not wear face coverings.</p> <p>When face coverings are worn they should be removed and stored safely</p>	<p>Staff are provided with face coverings, or are able to use their own if they would prefer.</p> <p>Staff will wear face coverings when talking to parents, or other professionals.</p> <p>Staff will ensure that they remove the covering safely and store in a sealed plastic bag between uses. If their face covering gets dirty or damp a new one will be provided.</p> <p>Staff will ensure they wash their hands, or use hand sanitiser before they put on their face mask and afterwards.</p> <p>Staff will not touch the front of their face covering when they have it on.</p> <p>After use they will dispose of temporary face coverings in a small plastic bag and then in a black bag which will be put into the waste bin. Or they will be asked to take their face covering home for it to be washed, or disposed of at home.</p>		
Safeguarding and well-being.	It is important that staff are aware of safeguarding issues and signs to look out for.	Staff have been trained on safeguarding and are aware of signs to look out for and the procedure to follow if they have concerns around a child.		

	<p>Staff may need to consider how to support children and young people who have found being at home for long periods of time hard to manage, as well as offering support for those who have developed anxieties relating to coronavirus. As well as supporting children who may have experienced bereavements.</p>	<p>Staff will ensure that they are available to children and parents to talk too if they have any issues, or need any support.</p> <p>Staff will seek advice from other professionals if any concerns are raised, or if any child/family needs support.</p> <p>The staff will ensure that the children have opportunities to talk about their experiences over the last few months, and have opportunities for conversations with trusted adults.</p>		
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Annexe B- Risk assessment for use of school mobile to run holiday club and after-school provision (Health and safety)

Identification of risk	Who is at risk	Level of risk	Control measure to reduce/eliminate risk	Review
Main entrance from the school mobile which leads onto playground	Children could run out of the building on to the playground	Medium	There is a safety gate in place so the children are not able to run straight out on to the playground without an adult opening the safety gate. As a precaution staff will ensure that the outside door is closed and that children are supervised when in the cloakroom area.	
Playground gates	Children could run out of the gates if they are not closed properly	Medium	Staff to ensure that all gates are shut and locked and that children are supervised at all times.	
Door to classroom and toilets	Children could go out of the main area into the toilet area	Low	Staff to encourage children to inform they if they are going to their bag or to the toilet so an adult can supervise by the door and ensure that they are safe within the building.	
Emergency exit door	A child could push the door open independently and access the outdoor space unsupervised. The door could get stuck.	Low	The mechanism has been adjusted to ensure that it isn't easy for the children to open. The staff will check the emergency exit door daily to ensure that it isn't stuck,	
Plugs and sockets	A child may touch the plug or socket and could get an electric shock, or their finger stuck	Low	Ensure that the sockets are covered. The children are older so understand not to put their fingers near the sockets and plus, staff will reinforce this.	
Tables and chairs	Children and staff could try to move a chair or table which could result in an injury.		Children encouraged not to move tables and chairs. If staff need to move a table or a chair then this should be done in-line with manual handling policy and procedure to be followed for lifting and carrying heavy objects.	

	Chairs and tables are frequently touched which may increase risk of transmission of colds, viruses and bugs including Covid-19.		All chairs and table are to be cleaned at the beginning and end of the session.	
Covid-19	Children and staff could become infected with the virus.	Medium	<p>We have policies, procedures and protocols in place to ensure that the risk is minimised, in-line with government and PHE guidance.</p> <p>Staff and parents informed of and to follow the system of controls.</p> <p>Staff and children to ensure that they are washing hands for 20 seconds with warm water and soap, and hand sanitiser is provided throughout the day.</p> <p>The catch it, kill it, bin it approach is followed for effective respiratory hygiene.</p> <p>Enhanced cleaning measures in place to ensure that the space, resources, touch points and toilets are cleaned more regularly.</p> <p>Face masks to be worn when talking to parents.</p>	
Cleaning equipment and store cupboard	Children or staff could inhale, get in eyes, or could get in eyes or hands which could cause irritation.	Low	<p>Cleaning solutions to be stored in a cupboard high up and out of the children's reach and once used to be put away immediately.</p> <p>Staff to wear PPE (face masks, aprons and gloves when using cleaning solutions)</p>	
Child to staff ratios (including absent staff member)	<p>Ensure that there is enough staff to supervise children in-line with statutory legal requirements.</p> <p>Ensure that there is enough staff to support children who may need one to one support.</p>	Low	<p>The ratio is 1 adult to 8 children, our aim is to have 2 adults to 8 children to ensure that children can be supervised appropriately.</p> <p>If a staff member is not able to come to work to let the manager know immediately so that appropriate cover can</p>	

			be arranged, or parents can be notified if provision is unable to be provide.	
Children with SEN/additional needs	Child is supported appropriately with a named adult.	Low	If a child has 1:1 support at school, this will continue at the out of school provision. School and parents to work with Busy Kids to ensure that strategies that are used are shared, and put in place to support the child and their needs.	
Ramp to playground	Someone could over	Low	Ensure that the area is safe and free from trip hazards. Encourage children to walk up and down the ramp.	
Key stage 1 garden-outside area	Children could go through the gates onto the playground or field. There are a variety of resources that the children may want to use.	Low	Children are not to use this area. All gates to be secured so that if a child does enter the area they cannot get out. The children will not use the resources as they are the school property. This is to avoid any accidents as well as to ensure any transmission of Covid from shared resources is minimised.	
Toilets	There is a door separating the toilets from the man classroom space. The toilets have locks on them.	Low Low	Adults to encourage the children to inform them if they go to the toilet. Children encouraged not to lock the doors on the toilet in case of an emergency.	
Dropping off and collection of children by parents/carers/teachers of the school	The staff may not have met the adult dropping off or collecting their child	Medium	The staff will be provided with a register which will contain information of who will drop off and collect the children. This will include parents/grandparents/teachers from the school. A child will not be allowed to go with an adult unless the manager and the parent have confirmed it, and a password has been used. If a staff member is unsure they will use the walky-talky to notify the manager at	

			<p>the nursery setting so that they can come across to the mobile and assist. Staff will not leave the children out of ratio or unattended.</p>	
First aid	A child or staff member may be hurt/injured/have an allergic reaction.	Low	<p>Parents to ensure that the staff at the setting is aware of medical history, medication that they are on, and any allergies that a child may have. Parents to inform staff if they consent for the staff to administer emergency medicine and first aid. All information that has been included on enrolment forms to be checked and updated where appropriate, this included phone numbers and emergency contact details. In the event of an emergency and first aid being needed, a fully trained first-aider will be the person who performs first aid. The manager of the setting will be notified and everything will be logged.</p>	
Fire	There may be a fire within the building or in another building on the site.	Low	In the even of the fire alarm being activated the children and staff will follow the fire evacuation procedure.	
Absent child	Child may not attend the session.	Low	If a child is not attending then the staff will seek confirmation from parent/school teacher as to why they are absent. The staff will follow the absent child procedure and follow any safeguarding procedures if there is a cause for concern.	
Safeguarding	There may be concerns for a child/family/staff member	Medium	All staff to be aware of signs of abuse, including neglect and emotional abuse. Staff to follow safeguarding policy and procedure alerting DSL or DDSL to any concerns and ensuring everything is logged effectively. The DSL or DDSL will follow up concerns and seek advice from safeguarding agencies in like with protocol if they feel a child is at risk of harm.	

Toys and resources	Toys and resources that are shared could increase a risk of transmission between multiple groups.	Low	Busy Kids to provide their own toys and resources, which will be cleaned after use. This will reduce the risk of transmission of viruses between the school and Busy Kids setting when the space is shared during term-time.	
	Toys and resources that are broken.	Low	Any toy, or resource that is broken will be removed immediately, and the manger will be notified.	
	An accident could happen due to a toy or resource.	Low	If a child is hurt or harmed due to a toy or resource, this should be logged and the manger notified. The item/object will be removed immediately.	
	Some resources might not be appropriate to be used because of Covid.	Low	Toys and resources will be risk assessed when necessary and in-line with current guidance.	