

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
Name of manager	Michelle Burgess
Assessment completed by	Michelle Burgess, Karen Burge, Allan Wall
Assessment date	18/08/2020

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>

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

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
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
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 changes to start/end of day apply. • Staff on duty to supervise. 	<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
Children attending more than one Early Years setting	<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 	<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

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<p>numbers of providers that they are attending.</p>	<ul style="list-style-type: none"> 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>2. Maintaining distancing and reducing contact – internal areas and play areas</p>		
<p>Number of children and room sizes impede the means to reduce contact</p>	<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 using 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.
<p>Number of staff and size of staff rest spaces impede the means to distance and reduce contact</p>	<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

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> Staggered break times for staff. 	<ul style="list-style-type: none"> Staggered break times will be encouraged to reduce the number of staff in the kitchen at any one time
3. Hygiene and Cleaning	<u>Guidance on cleaning non-healthcare settings</u>	
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.
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 around the site to complement handwashing facilities. 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. 	<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.

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
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
4. Site and Buildings	<u>DfE Guidance on school premises management</u>	
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 <u>specific guidance</u> • 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"> • 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. • Hand sanitiser provided at main entrance
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
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 closed during the day (and locked if not fire doors). • Additional ventilation via open doors and windows should not occur in unoccupied parts of the site. 	<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

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
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
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
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
6. Health and Wellbeing		
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.
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
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. Ventilate the room if possible. PPE should be worn if contact is required. 	<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

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	<ul style="list-style-type: none"> • 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"> • Child to wait in the office/outside with a member of staff wearing PPE until they are collected • 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>Staff wellbeing affected by the working experience.</p>	<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
<p>Child wellbeing is impacted by the current situation causing physical and mental ill health.</p>	<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

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
		<ul style="list-style-type: none"> • Staff available to support children to talk about any concerns/experiences they may have had.
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.
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 if staff training/competence has lapsed. 	<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 • Staff training on first aid/medical needs/medications are up-to-date and alternative arrangements in place if training has lapsed
1:1 teaching and children with SEND or EHC plans are adversely affected by the current situation.	<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
7. Risk assessments and Policies		
Standard risk assessments do not take account of additional COVID-19 risks	<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 	<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

RISK	CONTROL MEASURES TO CONSIDER	LOCAL APPLICATION OF MEASURES
	measures to counter any significant infection transmission risk <ul style="list-style-type: none"> • One-off activities such as fundraising events, firework displays etc will be subject to separate risk assessment. • Out of school provision is subject to a separate risk assessment. • Behaviour policy amended to reflect COVID-19 protocols. 	<ul style="list-style-type: none"> • 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.
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.

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
Name of Chair of committee	Allan Wall		
Signature of Chair of committee	A.Wall	Date:20/08/2020	
Date of review	28/09/2020		