**Busy Bodies Child Care Centre**

|  |
| --- |
| **Coronavirus (COVID-19) Risk assessment**  |
| **Assessment by: James Boddey**  |  **Date: September 2021** | **Review Date: Ongoing**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Focus**  | **Area of consideration**    | **Hazard / Risk**  | **Action Required**  |
| Children Staff  Parents/ Carers   | Drop off  Collection  |  Risk of coronavirus infection spreading to children and staff at the setting.  | * Social distancing to be adhered to at all times at drop off and collection time. If a staff member notices families not maintaining social distancing whilst waiting to come in to Busy Bodies they will be reminded by the staff.
* Parents to drop and pick up the children from the front door. Parents are to demonstrate social distancing at all times.
* Only children who are symptom free or have completed the required isolation period can attend the setting. Your child must have their temperature checked before they are brought to nursery. If the child does have a temperature of over 37.8 degrees Celsius then they should be kept away from the nursery and government guidelines on isolation should be followed. Staff will also have the option to take children’s temperature on arrival. This is an aspect of the risk assessment that is flexible and will change in reference to a variety of factors. A temperature check will always be done in a relaxed and fun way and using our head thermometers.
* On arrival at Busy Bodies, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19. If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed. If a test is not possible then they will not be allowed to return for 7 days.
* Children to enter the setting and staff take them to wash hands thoroughly on arrival at the setting. They are encouraged to use the hand washing station outside but if this is not possible due to the rain then they can wash their hands inside. Children are encouraged to wash their hands throughout the day.
* Encourage children to avoid touching their face, eyes, nose and mouth.
* Any child who has taken any form of paracetamol or ibuprofen will not be allowed into preschool for 12 hours after taking the medication.
* Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
* Aim to limit drop off and pick up to 1 adult per family
* Bags should be kept to a minimal and only essential items should be brought in. No buggies and pushchairs will be allowed in the setting and will be left outside.
* Consider allowing parents to enter the Pre-school for the purpose of settling In sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members.
* When a parent / carer comes to collect their child they will be acknowledged by a member of staff but will remain outside until the child is ready. The child will collect their belongings and then go and wash their hands. They will then be taken to the door and allowed to leave and see their parent / carer. Social Distancing must be maintained at all times and staff will then explain to the parent / carer any important information that must be shared.

  |
| Member Of The Household Testing Positive | Risk Of coronavirus infection spreading to children and staff at the setting.  | * "If a member of a child's household (e.g. sister, brother, family member) test positive for COVID 19 then we ask that the child stays away from Busy Bodies in line with that person's isolation date as specified by NHS Test and Trace".
 |
| Physical distancing    |  Risk of coronavirus infection spreading to children and staff at the setting. | * The use of communal internal spaces should be restricted as much as possible.  If staff are in the kitchen areas at the same time then a face covering must be worn at all times. Staff are advised to keep 2 metres away from each other at all times.
* Outdoor spaces should be used as much as possible as this increases the amount of space we have and therefore helps with social distancing.

  |
| Play and Learning  |  Risk of coronavirus infection spreading to children and staff at the setting. | * Minimise the resources available to those that can be cleaned effectively.  All toys that can not be effectively cleaned will be removed and replaced with items that can be easily cleaned.
* Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing, on arrival to the setting, after going to the toilet, after breaks, on collection from the setting and at the end of the working day.
* Mats and Rugs will be removed as these will be difficult to clean. Instead the floor will all be thoroughly cleaned at the end of the day and throughout the day.
 |
| Childrens Wellbeing and education  |  Risk of coronavirus infection spreading to children and staff at the setting. | * Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.
* Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time.
* Minimalize contact and mixing by altering, as much as possible, the environment.  The indoor environment has been changed to offer more space and limit areas where children can all bunch together in a small area. The idea behind this is so that the area in the middle can be used as a big learning space with children in all the different areas both inside and outside.
* Removal of soft furnishings, soft toys and toys that are hard to clean.
* As much time as possible will be spent outside and downstairs the door will be opened at all times. Children will need jumper and coat every day, they will also require sun cream before attending.
* Sleeping arrangements will be changed to ensure that children are spread out. We will continue with the guidelines that state that each child must have their own sleeping blanket and bedsheets. These blankets and bedsheets will continued to be washed after every use. Children will be spread out into different areas when they need to sleep or at least kept to a distance of 2.5 metres apart. The Safe Sleeping Policy will be followed in all other aspects.
* Staff will be able to check children’s temperatures throughout the day and if they feel that the children are unwell in any way they will be sent home. 37.8 degrees Celsius or above is considered a symptom. Although NHS are now advising that if a child is hot to touch , either head or chest, this is also considered as a having a temperature. It will be the managers discretion whether to check their temperature with a thermometer or to send the child home in this instant.
 |
| Toileting, nappy changing and cleaning up of accidents.  |  Risk of coronavirus infection spreading to children and staff at the setting. | * Children should be supported to do as much for themselves as possible.
* Limit number of children using sinks, queue to be in cloakroom or classroom to allow for more space.
* When changing nappies staff are to wear apron and one pair of gloves. Used nappy, gloves, apron and changer paper are to be double bagged and put into child’s bag for parents to dispose of at home
* Children should not attend if unwell.
* If an accident happens whilst it is dealt with no one else should use the bathroom.
* Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
* Children’s own clothes to be used where possible.
 |
| If a child starts displaying symptoms.  |  Risk of coronavirus infection spreading to children and staff at the setting. | * If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines.
* A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.  It is important that we have up to date contact details for all the children. On the parent / carer declaration form that will be sent out 1st June there will be a space to give us all the contact details in case we need to call a parent / carer to collect their child.  If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don’t have internet access)  |
|  | A case of COVID – 19 (child or adult) is suspected at Busy Bodies | Risk of coronavirus infection spreading to children and staff at the setting. | No restrictions or special control measures are required while awaiting laboratory test results for COVID – 19. No need to close the setting or send other children or staff homeOnce the child or member of staff has left the setting, settings should follow Cleaning of non-healthcare settings to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely. |
|  | A case of COVID – 19 (child or adult ) is confirmed at Busy Bodies | Risk of coronavirus infection spreading to children and staff at the setting. | If the child or staff member tests positive it is now the responsibility of NHS Test and Trace to identify close contacts with the person who has tested positive. If NHS Test and Trace contact you and your child has attended Busy Bodies 48 Hours before having symptoms or 48 hours before getting a positive COVID test then please tell NHS Test and Trace to contact James Boddey on 01584877654. From the 16th August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID 19 case. The child or staff member must follow the most recent COVID 19 Guidelines as set out by the Government. NHS Test and Trace should contact the parent or the staff member outlining their isolation period. Please pass this information on to Busy Bodies as soon as possible. If the staff member or parent chooses not to get a COVID 19 test after displaying symptoms then they must isolate for 10 days from the date they displayed symptoms.  |
|  | Safeguarding Procedure and Policy | Safety of children and staff | The Safeguarding Policy and Procedure has been amended during this time. All staff must read, understand and sign this amendment before resuming work.  |
|  | Testing | Risk of coronavirus infection spreading to children and staff at the setting | Access to testing is available to all essential workers and this includes anyone involved in education. A test can be booked through an online digital portal. If anyone develops symptoms they should be tested. If they test negative, they can return to Busy Bodies and their fellow household members can end their self-isolation. If they test positive we will follow guidance on implementing protective measures as above. All staff are advised to do Lateral Flow Tests twice a week to ensure they are COVID free and able to work safely at Busy Bodies.  |
| Workforce  | Attendance  |  Risk of coronavirus infection spreading to children and staff at the setting. | * Staff should only attend the Pre-school if they are symptom free, have completed the required isolation period or achieved a negative test result.
* Risk assessment to be reviewed constantly by staff and owner.
* Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves.

   |
| Workforce  | Wellbeing  |  Risk of coronavirus infection spreading to children and staff at the setting. | * Practitioners will continue to have monthly one – 2 –ones with their Manager to ensure they are happy and confident in the work environment. We want staff to feel confident and comfortable in the setting.
 |
| Food Preparation, snack and lunches  |   |   | * Staff and Children MUST wash hands before prep or eating,
* Adults to handle eaten food as little as possible.
* Children and adults to throw rubbish in the bin at the end of meal times. No rubbish to go home.
 |
| Workforce and  Parents  | Physical distancing/grouping  |  Risk of coronavirus infection spreading to children and staff at the setting. | * Wherever possible, staff should remain with their own environment e.g. either upstairs or downstairs and avoid contact between as much as possible.
* Social distancing must be maintained during breaks.
* Staff members should avoid physical contact with each other including handshakes, hugs etc.
* Where possible, meetings and training sessions should be conducted through virtual conferencing.
 |
| Training  and Updates |  Risk of coronavirus infection spreading to children and staff at the setting. | * All staff members must have read this risk assessment alongside other important risk assessments around infection control. They must ask any questions they have and fully understand all aspects of it.
* James Boddey (Owner) to regularly check the latest government advice for childcare settings and to ensure the advice is shared and followed.
* Staff must share key information about hygiene.
 |
| Physical distancing  |  Risk of coronavirus infection spreading to children and staff at the setting. | * Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.
* Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible. Parents are to leave promptly and move away from the preschool boundaries whilst maintaining social distancing guidelines.
* Consider allowing parents to enter the Pre-school for the purpose of settling in sessions if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members.
 |
| Parents, committee and Visitors   | Communication   |  Risk of coronavirus infection spreading to children and staff at the setting. | * Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves.
* We must share a goal of keeping everyone safe. Everyone involved in Busy Bodies has a duty to support us in looking after each other and play a key role in caring for each other.
 |
| Visits  |  Risk of coronavirus infection spreading to children and staff at the setting. | * Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the pre-school unless essential (e.g. essential building maintenance).
* Where essential visits are required these should be made outside of the usual Pre-school ours where possible.
* New family show rounds should be done virtually or outside of preschool hours.
* Any visitor to the setting must wash their hands on arrival and wear a face covering whilst inside the setting.
 |
| PPE  | Both Workforce and children   |  Risk of coronavirus infection spreading to children and staff at the setting. | * Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. This being said it is important that all staff members feel comfortable and happy with the arrangements being put into place. This being said I am going to be asking all staff to use their best feelings and thoughts around the use of face masks. They will be asked to weigh up both sides of the argument for face masks and come to a conclusion for themselves. I do not feel it is my responsibility to instruct staff members to wear face masks or not as this is unfair. Instead I will provide all relevant data and research on face masks and will allow them to make the choice for themselves.
* The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2metres from others. PPE is only needed in a very small number of cases including:
* Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
* If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn
 |
| Cleaning   | Undertake regular cleaning   |  Risk of coronavirus infection spreading to children and staff at the setting. | * Clean AND disinfect frequently touched surfaces throughout the day.
* This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.
* Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.
* Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.
* Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
* All floor surfaces are cleaned at the end of the day using appropriate chemicals. All surfaces, door handles and other large items are cleaned using anti-bacterial wipes.
* Items that have been used outside will also either be wiped by the anti-bac wipes or brought into the “bath”.
* Supply of PPE and cleaning resources will need to be carefully managed. This will require clean communicate between the staff team to ensure we have suitable amounts of each item we require.

  |
| Pregnant Member of Staff | Health and wellbeing of Mother and unborn baby | Risk of coronavirus infection spreading to children and staff at the setting. | * As the UK Public Health Website says, “COVID-19 spreads through close sustained contact with someone who has the virus (for instance being within 2 metres of someone for longer than 15 minutes)”. It is vitally important that we protect Pregnant Staff Members and their unborn child. We will do this by avoiding all instances where the staff member will be in direct contact with a child for extended periods of time. This includes but is not limited to doing activities, first aid requirements, lunch and snack times, nappy changing.
* The Pregnant Member of Staff will not answer the door to parents and carers.
* The Pregnant Member of Staff will not be involved in putting children to sleep as this will put them in close proximity to children for an extended period of time.
* The Manager will adapt the rotas so the Pregnant Member of Staff is involved in a lot of the jobs and activities away from the children e.g. preparing the snacks and setting up activities away from the children. They could also be placed on the Outside Rota more so that they can spend more time in the outside space where there is more space to not be close to children.
* PPE equipment such as masks, aprons, face shields and gloves will be provided by Busy Bodies. It is recommended that you wear these at all times. These PPE will reduce the risk of you getting COVID 19 and therefore you should wear them at all times.
* Hand sanitiser will be provided in the room and you can have your own personal hand sanitiser to keep on your person. Washing your hands as much is very important in stopping the spread of the virus.
* If a child has symptoms of Covid 19 then the Pregnant Member of staff will stay well away from the child and will not be near the child whilst they are awaiting collection.
* It is known from other respiratory infections (e.g. influenza, SARS) that pregnant woman who contract significant respiratory infections in the third trimester are more likely to become seriously unwell. For this reason the staff member must keep the Managers informed of important dates so we can make plans before the third trimester.
* The furlough scheme is only to be used if work is not available for you. It cannot be used to keep you off work due to pregnancy.
* A plan must be put into place before the staff members gets to their third trimester. This may involve a change of roles or contracted hours.
 |
| New Children Starting and Settling In | Provisions put into place to allow for parents / carers to safely enter the setting for a short period of time to allow the child to settle in.  | Risk of coronavirus infection spreading to children and staff at the setting. | * + In line with Government Guidelines visitors to the setting should be avoided as much as possible. Also parents / carers are asked to follow the recommendations in this risk assessment and avoid coming in through the front door of the setting.
	+ It is vitally important that we protect all staff, children and families that use Busy Bodies and therefore when we are inviting family members into the setting it must be done in a safe way that limits possible transmission.
	+ When a new child starts at Busy Bodies we will do all we can to obtain as much information as possible from the family before hand via telephone calls and emails.
	+ We understand that sometimes a child would have been due to start with us just before or during this lockdown period and they might need to go back to work. We will do all we can to support this.
	+ A Parent/Carer Declaration form will be filled out before the child arriving for the first day.
	+ We understand that transition into nursery is difficult and can lead to anxiety on the part of the parent / carer and the children. Typically we create a plan, parents and carers come in on the first few occasions and we put lots of support in. Due to the guidelines being in place and this risk assessment some of the things that we typically do will not be allowed.
	+ A time and day for first days and settle sessions will be arranged in advance to avoid other children coming and going and to ensure one member of staff will be totally free to talk to the parent and the new child.
	+ Visitors to the setting must wash their hands on arrival and wear a face covering whilst inside the setting.
	+ An area in the room or ideally the outside space will be used to help the child settle. The parent and carer will be allowed in just to this one area with their child. One member of staff (Key Person or Manager) will also go into the area with the child and parent/carer. This way the child can be supported to explore the resources in that space, play with their parent and the member of staff. They will have to stay in one area of the room or the outside space. The parent / carer must take their shoes, coat and all bags off before entering the main room. Wash hands on arrival and when they leave the setting.
	+ At the end of the settling session or when they feel ready to leave their child with us they will leave grabbing their bags, shoes and washing their hands on the way out. Once the parent and carer has left everything that the parent /carer touched will be cleaned with the Milton Solution.
	+ This process will continue for as long as it takes for the child and parent/carer to be happy and confident and the Manager will work closely with the parent to ensure everyone is happy with what is happening and planned.
	+ If the child or parent has any symptom of Covid 19 then they must stay away from Busy Bodies until symptoms have gone or they have had a negative test result.
 |
|   | Disposal of potentially contaminated waste  |  Risk of coronavirus infection spreading to children and staff at the setting. | * Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:
1. the individual tests negative; waste can then be put in with the normal waste
* the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste
 |
| Assessment by: James Boddey  |

This Risk Assessment, The COVID 19 Policy and Procedure and all aspects of our provision during this time have been lead by government guidelines. We have followed the guidelines and guidance at all times and will continue to do so.

Important Government Guidelines:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<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/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

<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/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings?fbclid=IwAR1gjcI7pjeQCXoRkG3_F3yqd7_CF4vgSscJZG2kjQ-xeNuwC10oLM9Pnmc>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures?fbclid=IwAR1Z9KSSUh_NzZYunejjRmH0ilBeaUg5LEpuMQ3YLsVM1N2mHxyzzj4QEy8>