

Tree top childcare

COVID-19 Risk Assessment for opening of the setting from September term 2020

COVID-19 Risk Assessment

Setting name	Tree top childcare		
Assessment carried out by (name/role)	Teresa Smith / Manager		
Date of assessment	19/01/2021	Date of next review	01/03/2021

Hazard identified	The spread of Covid-19 coronavirus
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Who might be harmed?	How may they be harmed?	Measures to control the risk	How the risk will be controlled	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> Staff Pupils Parents Anyone who enters the setting. 	Risk of contracting Covid-19 and risk of transmission to others.	Following social distancing measures. Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)	Staff will be emailed instructions on what to do if they or someone in their household experiences symptoms. Staff will be given instructions on what to do if a child shows symptoms when at the setting.		Staff/leaders		

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	Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)	<p><u>Hygiene measures</u></p> <p>Using hand wash, hand sanitiser and hand friendly cleaning wipes.</p> <p>Using PPE where necessary.</p> <p>Increased frequency of hand washing for 20 seconds with soap and water.</p> <p>Hand friendly antibacterial wipes can also be used.</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach) lots of tissues will be available.</p>	<p>Any staff / pupils displaying symptoms of coronavirus in the setting will be sent home promptly.</p> <p>Anyone displaying potential symptoms will be asked to leave the setting.</p> <p>If children develop symptoms they will be required to wait in the allocated area, staff will contact their parent/ carer to collect them promptly without delay.</p> <p>If they need to use the toilet, they must use an allocated toilet which must be robustly cleaned immediately after use.</p> <p>Staff/pupils will be encouraged to get tested if they display symptoms of coronavirus.</p> <p>If a member of staff or pupil tests positive, anyone who has been in close contact with them will be required to self-isolate for 14 days.</p> <p>NHS Test and Trace will be contacted by the Tree top childcare office staff.</p>				

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			<p>Children will be kept in bubbles. These bubbles will be the same as within the school day.</p> <p>Staff will be given clear guidelines on expectations with regard to hygiene measures at Tree top childcare. This will include sanitising hands on arrival, and only moving between bubbles when absolutely necessary,</p> <p>Staff will be asked to guide children with a strict hygiene plan. This includes staff checking children have washed their hands on arriving to the setting, and after using the toilet, after sneezing or coughing.</p> <p>If a child coughs or sneezes they should use a tissue or the middle of their arm, throw the tissue away and wash and sanitise their hands using the 'catch it, kill it, bin it' approach.</p> <p>Lidded bins will have a foot pedal to open, or will be an open bin. This will reduce children touching the lid and further transmission. Tree top childcare will provide tissue</p>				

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			<p>bins, allocated in each bubble away from air flow.</p> <p>Other rubbish including any recycling will be placed in a normal rubbish bin in each base area of the bubble.</p> <p>liquid hand soap and disposable paper towels will be used. Supplies will be regularly checked by staff so they can be replenished.</p> <p>Staff will be regularly reminded about hand washing and social distancing, through emails, posters and training.</p> <p>Staff will need to give extra support to Foundation Stage children and those with additional needs, especially when they are using the toilets, and at all times when sanitising their hands. Staff should guide from a distance as much as possible and use PPE where necessary.</p>				

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			<p>Water bottles – every child will be required to have their own water bottle which is kept on their allocated table within their bubble, to avoid unnecessary moving around. If a child forgets their own water bottle a drink can be provided in a disposable cup.</p> <p>Water fountains are closed.</p> <p>Staff will not be required to wear their lanyards.</p>				
		Enhanced cleaning	<p>Enhanced cleaning.</p> <p>Staff must clean the setting regularly. This includes at the end of every session.</p> <p>Staff must clean frequently touched surfaces often.</p> <p>All bins must be regularly emptied.</p> <p>Cleaning of indoor and outdoor play equipment will be carried out regularly.</p> <p>Craft and stationery items will not be shared. Children will be allocated their own toys and equipment to use.</p>				

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			<p>Children will eat in their allocated area within their bubble.</p> <p>All soft furnishings and toys will be removed.</p> <p>Tree top childcare staff are not permitted to go beyond the setting. This includes into the school staff-room. Staff will wear a face covering in school communal areas and when opening the setting door.</p> <p>Staff will follow strict cleaning guidelines when or if a person has possible or confirmed coronavirus.</p> <p>Regular checks on cleaning will be carried out by Teresa Smith and leaders.</p>				
		Minimising contact and mixing between groups of staff and pupils.	<p>The following practices have been put in place:</p> <p>Children will be kept in their bubbles, which are the same as in the school day.</p> <p>Staff will avoid crossing between bubbles as much as possible, and will follow social distancing measures.</p>				

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			<p>Employees will be based at one setting.</p> <p>Staff will not be permitted to use the school staff-room.</p> <p>Only one parent will be permitted to drop off and collect their child at any time.</p> <p>All communication will be via email or phone as much as possible.</p> <p>Families will be advised by email, of drop-off and pick-up protocols that minimise contact.</p> <p>Children will have an allocated area for their coats and other belongings within their bubbles. Each child's personal items will be kept separately away from others.</p> <p>Rearrangement of the setting to reduce the risk of transmission, including removal of unnecessary soft furnishings and toys.</p> <p>Staff to maintain a 2-meter distance, or as much distance as possible.</p>				

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			<p>All children will be allocated their own space within the setting.</p> <p>Staff will need to be vigilant when outside on the playground to ensure bubbles of children are kept apart. Staff will encourage children to social distance within their bubbles.</p> <p>Children will be given food in individual packets, on disposable or individually allocated plates/ bowls.</p> <p>Registers will only be filled in by one member of staff at each session.</p> <p>Reduction of unnecessary movement around the setting building where possible.</p> <p>Additional support for children as necessary, to follow these measures:</p> <p>Emergency evacuation procedures will comply with social distancing rules.</p>				

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			<p>First aid will be carried out in the bubble area. The bubbles own first aid book will be completed and the parent telephoned. Where necessary an email will be sent with first aid guidance (e.g. for a bumped head.) If the parent cannot be reached by telephone a letter will be sent home with the child.</p> <p>Tree top childcare will eliminate paperwork as much as possible.</p> <p>All medical rubbish will be disposed of appropriately and promptly.</p> <p>WE HAVE TO ACCEPT THAT CHILDREN MAY NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS. HOWEVER, WE WILL USE OUR BEST ENDEAVOURS TO MAINTAIN THIS AS MUCH AS POSSIBLE.</p>				

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				Schools will put in place and implement their own Risk Assessments.	The schools	3/9/2020	
		<p><u>PPE</u></p> <p>We ask all staff to wear a face covering in school communal areas, and when opening the setting door.</p>	<p>Tree top childcare will supply face masks, gloves, aprons and face shields for the use when necessary to maintain protection.</p> <p>For example: In personal care situations where contact is required, e.g. intimate care needs, for first aid or if a child becomes unwell with symptoms of coronavirus.</p>				
		<p>Reducing face-to-face contact between staff and any person in the building or outside on the playground/ field.</p>	<p>Face-to-face meetings between groups of staff will not take place. Correspondence will be through email, telephone, zoom, or at an individual social distancing meeting with Teresa Smith.</p> <p>Only the Tree top childcare staff are allowed within the setting, unless it is one member of school staff accessing their cupboards.</p>				

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			An allocated member of staff who is filling in the register must mark in and out the Tree top childcare staff. This is for fire safety and for Test and Trace purposes.				
		Social distancing in school office and communal spaces.	<p>Staff work back-to-back or side-to-side (rather than face-to-face) if 2-metre distance cannot be maintained.</p> <p>Staff are required not to share workstations and equipment unless properly sanitised between users.</p> <p>Tree top childcare staff are not permitted in the school office unless in exceptional circumstances. Leaders will make decisions.</p>				

Hazard identified	Stress and anxiety					
Who might be harmed and how?	Measures to control the risk	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<ul style="list-style-type: none"> Children Parents Staff <p>Additional pressures relating to operating under coronavirus restrictions resulting in stress or anxiety.</p>	<p>Ensure time is allocated to talk about any worries.</p> <p>Regular reassurance by Leaders.</p>	<p>Tree top childcare can be contacted through email or phone to discuss any issues or worries.</p> <p>Staff should listen and discuss any worries children have at a safe distance, being kind, caring and understanding.</p> <p>Tree top childcare will carry out an Individual risk assessments and care plan for children with SEND and behavioural needs.</p>				

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		<p>Teresa Smith will communicate with staff regularly to identify any concerns they may have, so any support and changes can be considered where necessary. Staff will be encouraged to come forward confidentially with any concerns they have about workload or wellbeing.</p>				