

## COVID 19 Risk Assessment for Busy Bees Nursery School and Kid's Club

- 📌 **All the measures below are subject to frequent ongoing review and changes to government scientific advice or guidance.**
- 📌 **All staff are responsible for being proactive and making ongoing dynamic assessments of risk. All staff are responsible for following the controls within this assessment**

Hazard	Who might be harmed	Controls required	Additional controls	By who
Sick attendee	All users	Children and staff <b>must NOT</b> attend if any member of the household in which they live is showing signs of Covid-19.	All parents/carers to confirm at drop-off that their child is healthy. Otherwise admission will be denied.	All users LB and SG
Cross contamination via room exchange	All users	Staff to avoid "cutting through" rooms at all times - outdoor access to rooms only. Shoe covers will be provided for staff as required.	Where possible, children will not frequent more than one classroom throughout the day and will remain in small "bubble groups" further details set out below.	All staff and children
Access to office by more than one person	Office staff Managers Admin	Where the office is used by two people staff should not sit face to face.  Desk space to be kept clean and sanitised - no sharing of stationery or office equipment.  Staff and children are not permitted to enter the office unless invited to do so.	If more than one person is using the office - windows and doors must remain open to allow ventilation.	LB SG SF

Cross-contamination of infection through sharing the phone and intercom system	All staff	Managers and admin staff to answer the phone and intercom system (if available).	A designated member of staff to answer calls and enquiries when managers are unavailable. Phones and intercoms to be cleaned using an antibacterial wipe immediately after use. Transfer calls through to class/office phones if necessary - <b>no phone sharing.</b>	All staff
Surface Contact transfer	All users of building.	Before and after each session, a nominated member of staff will disinfect <b>ALL</b> areas in communal use as per below and tick off sheet. Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as gate latches, entry system, bell, door handles, light switches, tablets, reception area and toilets using appropriate cleaning products and methods.	Rigorous checks will be carried out by room leaders to ensure that the necessary procedures are being followed. Antibacterial wipes/spray and cloths to be provided in all rooms to be used as necessary. All surfaces to be disinfected as used.	RB All Staff
Staff social distancing during brakes	All users	Lunch breaks may be taken in the Kid's Club but staff must remain 2 meters between other adults outside their own class group and clean/anti bac their own eating area after the break.		All staff  LB
Contact at drop off and collection - Risk to R value	Elderly, pregnant parent, those with existing underlying health	No social gathering in the car park or in the playground. <b>It is requested that all parents/carers entering the premises should wear a face mask at all times.</b>  Only one parent/carer to enter the premises at a time.	Where possible children should be collected by 5.30 pm however, later collections of up to 6.00 PM are permissible In these circumstances children may need to merge into one classroom or outdoor play area - but will be kept	LB All users

<p>Contact at drop off and collection - Risk to R value cont....</p>	<p>conditions/vulnerable</p>	<p>Notices on gates to ensure 2m social distancing is met, All adults to sanitise hands using the pump on the gate prior to entry. Parents to take children directly to classroom door, Staff to welcome/release children. Parents to remain behind social distancing markers. Any late collections MUST be arranged by telephone call to the office.</p> <p>Older children are expected to enter the building without parental support, except in the case where a child is unsettled and staff member may step outside to assist a parent – or call for management support.</p> <p>Staff will be wearing a face mask at drop off/pick up time.</p> <p>All users must follow the one way system to enter and exit the premises.</p>	<p>in separate bubble groups within these areas. Tables and toys will be clean and sanitised be use.</p> <p>(Separate arrangements for Little Chicks users - with staff supervision , parents may enter the coat area to help settle children)</p> <p>Parents and visitors to the nursery will be required to wear a facemask whilst on the premises.</p>	<p>All users</p>
<p>Children changing rooms or joining other bubble groups risking cross exposure to infection between</p>	<p>Children and staff</p>	<p>Wherever possible children will remain in consistent groups and in consistent rooms – or outdoor spaces and with consistent members of staff.</p>	<p>In circumstances where children or staff need to change rooms, a register of persons affected will be maintained and dated so that contact tracing can be easily accessed if required.</p> <p>If staff are required to provide cover care in a class outside their own bubble group it is expected that they</p>	

groups.			wear a face mask for the duration of their time in that room. Where possible these members of staff will maintain social distancing guidelines between other members of in the new bubble group. It is expected that they still support children as necessary, but limit close interactions wherever this is possible.	
Contamination of setting upon arrival.	All users	On entry to nursery <b>every arrival</b> will clean their hands with hand sanitiser. Outdoor shoes will be disinfected, indoor shoes to be worn indoors.  Children and staff to come into nursery bathed or showered from the previous day and wearing clean clothes/uniform.	Staff to encourage children to hang up personal belongings (where appropriate).  Staff may request additional uniform from the spares cupboard if required.	All staff Children
Personal hygiene contamination	All users	Staff must reduce this risk of spreading germs by keeping finger nails short and nail polish free. Acrylic nails are not to be worn at any length. Long hair should be tied back and kept away from the face.	Jewellery must be kept to a minimum e.g. wedding rings and watches. Watchstraps materials should be washable.	
Child Contact 1	All users	Frequent hand washing taking place. Reminding children of social distancing where possible - Children not cuddling, hand holding, sharing cups etc. Snuffle stations in all rooms. Tissues, hand wipes, bins, squishy soap, hand towels prominent in handwashing areas. Child-friendly posters. Small group time discussions re hygiene each session. Staff will be provided with appropriate PPE for caring for children's intimate needs	All Staff/children to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also to catch coughs and sneezes in tissues - Staff will supervise hand cleaning and follow Busy Bees hand cleaning procedures displayed outside each bathroom.	All users

		and when attending to accidents and illness.	Follow <b>Catch it, Bin it, Kill it</b> and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.  In general practice staff will not be encouraged to wear face masks when working with the children in their own bubble groups; some may choose to do so for their own reassurance following discussion with management.	LB
Child contact 2	All users	Staff will attend to children's personal care needs as appropriate - only necessary contact touching between adults and children e.g. holding hands and cuddling discouraged unless required for reassurance.	Children are not permitted to role play hair dressers or makeup saloons etc. Staff to supervise, encourage and role model safe social distance play where possible.	All users
Acceptable behaviour	All users	Positive behaviour guidance will remain with good practice. In cases of exceptional circumstances children with challenging behaviour will be required to stay at home.	To reduce the risk of infection transmission "spitting" on the premises is forbidden by all adults and children.	All users
Lack of Social distancing	All users	Children to remain in "bubbles" within their classes.  No more than 4 children in the bathroom area - one per toilet/sink	Health and safety risk assessments carried out prior to opening - consider changing the layout of the environment.  Adult supervision required at all times	LB RB All staff
Overcrowding 1	All users	Adults to adhere to 1m social distancing restrictions where possible.		LB
Overcrowding	All users	To reduce the risk of passing on germs,	Management have drawn up rotas for	RB

2		outside play and fresh air to be encouraged as much as possible (within bubble group distancing and staffing ratios)	use of the sports field and forest school areas.	
Snacks/food provision	Children/ staff	Parents to provide snacks and lunches for children in a clear plastic wipe-able box clearly labelled with their child's name.  Snack and Lunch tables to be set up to facilitate social distancing between bubbles.  Children are permitted to bring a pre-heated hot lunch to nursery if they attend a full day session. It is expected that heated food is kept in a thermos throughout the morning session. At this time we are not re-heating/cooking food.	Water and milk will be provided in sanitised cups  Children must bring in clearly named water bottles to be left at nursery and sterilised daily.	All users
Deliveries/ Milk And all visitors	All users	Deliveries to be left by entrance gate, using intercom to communicate. All items (including Coolmilk) to be disinfected by staff wearing gloves before bringing in to setting.	All appointments will be arranged via the manager.	LB
Risk of infection transmission using school transport	Children and supervising adults	As far as possible children will sit in bubbles that reflect the bubble groups within the school  Hand sanitiser will be available for use upon boarding and disembarking vehicles  Queuing and boarding the vehicles will be organised and controlled.	Busy Bees will work with local primary schools to try and co-ordinate children's traveling groups/times - this may be staggered or require more than one journey	LB RB

		<p>As far as possible the seats available to the children will maintain social distancing.</p> <p>Vehicle interiors will be sanitised between each journey e.g. seats, seatbelts and surrounding areas.</p> <p>Upon arrival at Busy Bees, children will remain in their school bubble groups as far as possible.</p>	<p>As far as possible children will occupy the same seat on a daily basis.</p> <p>All other factors in this risk assessment will take affect for the Kid's club and correspond with the full school Covid-19 Policy and procedures</p>	
Road safety & wellbeing of children walking to/from Beck Row Primary	Staff and Children	<p>Children to walk together in bubble groups of with their allocated adult.</p> <p>Keep 2 metre social distancing between groups.</p> <p>Children <b>do not</b> hold hands. <b>A rope snake will be used for road safety - this will be sanitised between use on each occasion.</b></p>	<p>Social distancing guidelines to be relaxed only in case of an emergency.</p> <p>Staff to follow previous risk assessment guidelines for walking children to/from school.</p>	Staff and children
Availability of staff Session viability	All users	Risk assess and identify staff with pre-existing health conditions and pregnancy - refer to government guidance when planning staffing rotas.	Discuss work with staff, needs of the families/setting, willingness to return, what we will provide, show risk assessments and government guidelines - discuss concerns in consultations and supervision.	RB
Unexpected staff shortage at late notice affecting ratios.	All users	<p>In the event of unexpected staff illness e.g. late at night or early morning, children and one staff member will use an unoccupied class (Bumble Bees) and leave the door open to the next room so that access to help is available if required.</p> <p>If the nursery manager is unavailable - Katie Hill will co-ordinate the room cover.</p>	If unexpected illness arises outside work hours the staff member should contact the nursery manager on 07784713301 as soon as possible (out of working hours).	All staff

Staff changing bubbles to cover appointments and unexpected staff absence	All users	In the event that a staff member needs to cover in a class outside their own bubble group on a temporary basis, social distancing measures should be observed as much as possible between other staff and children.	As far as possible, temporary cover staff should not undertake personal care responsibilities with children such as comforting, preparing food, changing clothes, toilet duties. Continue with following good hygiene practices.	All staff
Storage	Staff access to resources/personal items	Staff personal belongings in lockers at all times.	Following activity risk assessments - resources to be stored away and brought out before sessions begin, sterilised and returned/disposed of as necessary.	All staff
End of sessions Virus lurking on resources/surfaces.	All users	Staff to sterilise/disinfect all resources/areas used in that session including toys.	Checklist for every session completed and supervised by room leader.	RB
Activities causing cross infection	All users	Health and safety checks and activity risk assessments to be completed daily.  Rachel Davies will ensure that all safety risk assessments are effective, monitored, reviewed and updated as required.	Health and safety checks risk assessments to be completed - removal of all toys and items that are difficult to clean, reducing the quantity of resources, removing unnecessary furniture, adjusting routines, using outdoor spaces.	RB LB all staff
The opening up of outdoor play equipment, creating higher risk of	All users	Only one group of children will be permitted to use the outdoor on a daily basis. This will be rotated throughout the week on pre-arranged schedule.	High frequency contact points will be sanitised prior to children using the area daily.  At this time the play equipment will remain closed for use of children being	All staff

infection transmission.			dropped off and collected from nursery.	
Suspected COVID illness in setting Staff	All users	Staff should not attend work if they are unwell. If symptoms present at work the staff member should return home immediately, self-isolate and follow local government advice for testing for COVID-19 <b>Staff wanting to book a test should call 01702742173 and use the code they have been provided with for the fast track service.</b> Staff to inform management of their current situation immediately.	Staff should refer to updated staff sickness policy in line with government guidance)  In the case of an emergency and ambulance should be called.  All staff to update personal emergency contact information with the manager.	RB All Staff
Suspected COVID illness in Setting Child	All users	Children should not attend nursery if they are unwell. If symptoms present at nursery the child must be cared for in an isolated area by staff wearing appropriate PPE. Parents must be called and child collected within 30 minutes.	Staff and parents should refer to updated child sickness policy.  All staff to check child contact information/emergency contact details are up to date.	RB
Accidents	All users	In the event of accident or injury, normal policy and procedure will be followed but with extra PPE to be worn for administration of first aid.	There will be trained first aiders available in each room	All staff
An emergency/incident occurring onsite.	All users	A manager, named person in charge or safeguarding lead will be onsite and contactable at all times	In the rare event that a manager is unavailable - proprietor Jean Beales is on site at all times.	LB RB GC
Difficulties arising from mental health problems	All users	Regular supervision and wellbeing checks to be undertaken with staff working and shielding.	Signpost staff and parents to appropriate mental health support services.	All staff

			Support helpline numbers to be displayed in classes.	
School Closure due to an emergency	All users	Follow health and safety guidance, Government guidance, updated policies and risk assessments	Inform parents and Staff Inform the local authority <a href="mailto:Childcare.planning@suffolk.gov.uk">Childcare.planning@suffolk.gov.uk</a> Inform OFSTED	LB
The wider opening of the setting - increasing the risk of infection for staff, parents and children previously considered as vulnerable or shielding due to having particular characteristics	Elderly, pregnant parent/carer, those with existing underlying health conditions/vulnerable	All users will follow updated health and safety risk assessments in relation to COVID-19, including the general risk assessments covered in this document.  For example, pregnancy risk assessment, individual SEND or behaviour management  The Nursery will follow current government guidance to protect those who are shielding:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>	All users will follow strict control measures: <ul style="list-style-type: none"> <li>• Minimise contact by not attending the nursery if showing the signs of COVID-19 or any house hold member (follow: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>)</li> <li>• Clean hands thoroughly and more often than usual</li> <li>• Ensure good respiratory hygiene by promoting the “catch it, bin it, kill it approach”.</li> <li>• Follow enhanced cleaning protocols as directed in the health and safety risk assessments.</li> <li>• Minimise contact between groups where possible</li> <li>• Wear PPE where appropriate.</li> </ul>	All users
The re-opening of the swimming	All users	Stringent safety measures will be followed through a separate COVID- 19 swimming pool risk assessment	All adult pool users must read the separate risk assessment prior to assisting with a swim class.	All staff

pool increasing the risk of cross infection			At this time the pool remains open but awaiting further government guidance starting 5/11/2020	
The wider opening of the setting - increasing the risk of infection for all users	All users	<p>In response to any infection all users must:</p> <ul style="list-style-type: none"> <li>Engage with NHS Track and Trace <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> or call 119 if you have no internet access</li> <li>Manage confirmed cases of coronavirus (COVID-19) amongst the setting community</li> <li>Contain any outbreak by following local health protection team</li> </ul>	Complete part one and part two proforma for reporting suspected/confirmed COVID-19 cases linked to the government data collection system.	All users
Children and/or families attending the setting after travelling from restricted travel zones and countries increasing the risk of	All users	<ul style="list-style-type: none"> <li>At this time, overnight stays and holidays away from primary residences are not permitted. This includes holidays abroad and in the UK. You are permitted to stay away from home for education and work purposes, but you must continue to follow the UK governments travel corridor</li> </ul>	<ul style="list-style-type: none"> <li>All persons returning from restricted travel zones and countries must self-isolate for the required 14 days. If persons are re-joining a household group where young children are attending the setting, it is a requirement that the child/children should also remain</li> </ul>	All users

infection to all users		guidance to determine whether you need to self-isolate for 14 days before your family returns to nursery.	at home and not attend the nursery during this period of quarantine.	
------------------------	--	---	--	--

**This risk assessment will take effect for Thursday 5<sup>th</sup> November - for further information about the latest government guidance follow this link: <https://www.gov.uk/guidance/new-national-restrictions-from-5-november#stay-at-home>**

**KEY DOCUMENTS FOR PLANNING AND RISK MANAGEMENT [www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)**

**PLEASE REFER TO BUSY BEES NURSERY SCHOOL COVID-19 POLICY COVID-19 FOR FURTHER DETAILS OF OUR PROCEDURES RELATING TO THIS RISK ASSESSMENT**

**Updated - 05/11/2020**