**Risk Assessments for Covid – 19 8th April 2022**

This risk assessment has been constructed in line with all current government guidance and Public Health Guidelines

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| **Areas for consideration** | **How can the areas be Covid secure?** | **Has this been addressed?** | **Possible updates or changes to controls measures once in practice** |
| General health and safety checks before opening | Normal risk assessment checks will be completed visually but not on paper. Staff to sign the white board in the main room by the kitchen room door to say checks have been done daily and record fridge, freezer and room temperatures. Staff may choose to use their own white board pen which can be kept in their drawer/ bum bag or poly pocket on the wall. Each week wiped clean for the next week with a disposable tissue. | y |  |
| Outdoor spaces | Taking as much indoor activities and play outdoors as possible. Using free – flow if safe and can be supervised appropriately.  Extending the inside area around the backdoors outside to create additional space as well as using the outdoor shelter. | y |  |
| Sun cream | Parents to apply all day sun cream on children before sessions start as staff will not be able to apply. Children old enough to apply and help siblings will be able to with cleaning of hands afterwards. Children struggling to apply sun cream may have assistance from staff but ideally staff will not apply it to the child themselves. If staffs are applying gloves should be worn. | Informed |  |
| Clothing | Parents to equip children with appropriate clothing for heat, cold or wet weather. Children to be able to fasten own clothing as far as possible depending on age and ability. Encourage children to help each other where needed.  When indoors we will have good ventilation so encourage parents to dress children in layers that can be added and removed as needed | Informed |  |
| Toys and equipment | Toys and equipment will be cleaned by staff at regular times especially when we have active cases of Covid. Equipment difficult to clean can be quarantined for 72 hours | y |  |
| Removing unnecessary equipment | All equipment that is more unsafe or restricts space in the room will be removed to the outdoor shed. Any toys such as dressing up clothes that have close contact with children will remain unused to reduce risks. | y |  |
| Soft furnishings and toys | All soft toys, blankets, cushions and dressing up clothes to be removed until further notice | y |  |
| Stationary and well used resources | Stationary is spray cleaned/ steamed regularly partially if there are active cases within the setting. Adults may choose to have their own pens and keep them in bum bags, drawers or poly pockets on the wall. | y |  |
| Personal belongings of children | Children may only bring essential items in, which will be a coat, hat, water bottle, change of clothing if needed, and lunch box. All items should be stored in a ruck sack to keep contained. No toys, cuddly toys, books etc. will be allowed. Any comforters should be left at home or a spare brought that can remain at prime time throughout. It should be cleaned and washed beforehand. Items will not be allowed to come and go from home to prime time. Water bottles may stay out on their tables or at the water filling area. Term time any extras as school require may be brought such as a book bag or PE kit.  All belongings should be placed on the pegs in the main room. | Informed |  |
| Peg area | Children to hang bag up with a space between each other where possible | Y |  |
| Personal belongings of staff | Staff to put items in a bag where everything can be contained. Each staff member will be allocated a drawer in a filing cabinet in the adult toilet for their belongings or a box if no spare drawers. No coats, bags etc. should be left in the office/ kitchen area where the Manager will need access to a clean and sanitised desk area. Staff should bring and use their own coffee mugs and water bottles/ cutlery if needed. | Informed |  |
| Personal care | All children and staff should maintain good personal hygiene. Staff should not undertake any personal care for a child that they or parents can do for themselves such as hair styling. Staff may help children of an age in need of help and support with personal care such as hand washing and toileting but with full PPE on. | Informed |  |
| Behaviour in relation to Covid-19 | Prime Time will not tolerate any negative behaviour that puts the safety of other children or staff at risk of Covid-19. Children will have rules for hand washing,’ catch it, kill it, bin it’ and being respectful to others personal space and will be reminded of them within the colour card behaviour system displayed. Deliberate rule breaking when at an age of understanding shall mean they are removed from the sessions by sending children home. Any spitting will not be tolerated. | y |  |
| First Aid | Children will be talked though how to help themselves with first aid when it’s a minor incident. Staff will reassure and care for children from a distance throughout. If they incident is more serious and needs adult input they shall either call 999 or apply PPE to be able to care for the child. PPE will be in the area near the store room and will include aprons, gloves, masks and shields. | y |  |
| First Aid training | Staff will continue to access first aid training and follow trainer’s guides to keeping safe. We shall always have a 12 hour paediatric first aider on site or seek advice if this is not possible due to high staff sickness | y |  |
| Temperature checks | Staff will check children’s temperatures with a digital scanner if they suspect them to be unwell. Any child with a temperature or staff member will be sent home and placed in self- isolation whilst waiting for collection. No reasons or excuses for high temperatures will be accepted. A high temperature is still a high temperature when over 37.8 degrees. | y |  |
| Safeguarding children from abuse | All sessions will have a trained level 3 DSL present or contactable and all staff shall be aware of possible higher levels of possible abuse following Covid- 19, including domestic abuse and offer support and guidance following the local safeguarding board’s guidelines. | y |  |
| Mobile phones of children and staff | Staff shall place mobile phones in their own poly pockets on the wall in the main room for safeguarding reasons and they should not be touched during a session unless permission is sought for an emergency and staff must thoroughly clean their hands afterwards.  Children should not bring mobiles or any electric gadgets to prime time in holidays. In term time children in year 5 and 6 may bring a mobile for safety of walking to and from school. These should be placed in the basket on the wall and not used.  The main setting phone will be used by only the session leader where possible and will be cleaned after use and between staff. | Y | . |
| Noise control | Children naturally make noise when playing but inside noise levels will be controlled as shouting can increase the risk of the spread of Covid -19. We use a noise monitor to make children aware of their voices and shall encourage shouting whilst outside only. Staff may use the outside more when the room is noisier and use other incentives to help reduce noise. Staff should also be vigilant to why noise may be occurring e.g.) is it because the children are all busy and highly engaged in play or is it because they are bored and need adult input to redirect them. | y |  |
| Paper work such as accident/ incident forms/ medication forms, registration etc. | Any child requiring medicine that is prescribed should inform staff by email before the session so the appropriate medication form can be emailed to the parent and returned.  Accident forms will be completed by staff as normal  Registration forms will be emailed to parents to complete, where this is not possible a hard copy will be given.  Any paper work handling may be left to quarantine for 72 hours before filing away. Staff will always clean hands after handling paper work or post. | y |  |
| Dropping off and collecting children | As children are dropped off and collected from Prime Time at different times there is no need to delegate times to parents, however parents will be reminded with signs to keep a 2 metre distance from each other. Parents will be responsible for making their own preferences clear to other parents when coming across each other on school grounds and take personal responsibility for their own safety. Parents will be asked to wait at the line after ringing the bell and children may come forward to enter and leave. Staff will limit conversations with parents at the door and communicate via phone call, email or text as far as possible. No parents will be allowed inside the building unless agreed with the leader. Reasons to enter may be to settle a child who is distressed, to meet with a member of staff to discuss any concerns or to view the setting as a potential new user. Parents inside the building will be discouraged | y |  |
| Visitors and parents inside the building | Visitors will be only allowed inside when pre- booked. Any new children of a young age who need settling in will be invited to come to view with parents when no children are present. If needed a parent may be authorised to enter to help children settle in extreme circumstances with the leader’s permission. Staff will always do their best to settle children without their parents and normally children settle better when parents have left. Parents will be communicated to on how it is going via email, phone call or text.  Any visitors who do need entry will be required to wash their hands or sanitize and leave their details via the visitor’s sheet. | Y informed | . |
| Gatherings of parents on school grounds or at entrances | Parents will be discouraged to gather at entrances or on school grounds but have a personal responsibility to themselves. | Informed |  |
| Handwashing | Children and staff must wash their hands or sanitize when entering the building.  Children and staff will wash their hands regularly throughout the day with hot water and soap for at least 20 seconds. Children will use the aid of a timer in the bathroom area to ensure they are washing for the appropriate time. Staff may have their own antibacterial gel for use as well as PT sanitiser in the room.  Everyone will be required to wash their hands before and after eating and if they cough or sneeze or touch their nose or mouth as far as possible. | y |  |
| Toilets | Children will be reminded to shut the toilet lid before flushing.  Staff will clean toilets throughout the day using PPE focusing on frequently touched surfaces such as chains, door locks and timer buttons.  Staff toilets will be cleaned by staff after each use including toilet locks and taps. | y |  |
| Signs of Coronavirus - no entry allowed | Anyone, staff or child displaying symptoms of Coronavirus/ respiratory illness who is obviously unwell should remain at home to stop more people becoming unwell and potentially causing a shutdown of Prime Time due to staff sickness.  Coronavirus symptoms are in children   * a high temperature or shivering (chills) – a high temperature means you feel hot to touch on your chest or back (you do not need to measure your temperature) * a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours * a loss or change to your sense of smell or taste * shortness of breath * feeling tired or exhausted * an aching body * a headache * a sore throat * a blocked or runny nose * loss of appetite * diarrhoea * feeling sick or being sick   The symptoms are very similar to symptoms of other illnesses, such as colds and flu.  Anyone staff or child who displays one of the main symptoms of coronavirus should try to stay at home until they are temperature free and feel well. If they are able to and have access to LFT they will be encouraged to test themselves for Covid.  Tests can be brought to confirm if you have Covid from a pharmacy (We have a short supply of tests for staff at Prime Time who are displaying symptoms). If Covid is confirmed by a test you should   * remain away for 5 days as an adult from the date of the test and 3 days for a child   Prime Time should be informed of positive Covid results. | Informed |  |
| Staff safety training | Staff will be emailed copies of the risk assessment and policies with terms and conditions. Staff will also be inducted beforehand on all things related to Coronavirus and how it will affect the way they work | y |  |
| On site contractors | On site contractors will only be allowed inside with permission of the session leader. Where entry is not essential staff will work with contractors to achieve their work | y |  |
| Staff groupings | Parents should be made to be aware that staff isolation runs a risk of possible short term closures of Prime Time. Staff should social distance from each other as much as possible and should wear face coverings most of the time due to the confined spaces and free movement of children in play unlike a classroom type environment. However, it is ultimately staff choice and to be made as a team that session. Masks can be removed when eating, drinking, at low risk of being in close contact with anyone, outside and when needed to support a child’s needs and development. | y |  |
| Cleaning procedures throughout the day | We will display a laminated tick chart to show areas that need frequent cleaning throughout the day. Areas for frequent cleaning will include frequently touched surfaces and toilets and basins.  An employed cleaner will also clean each evening and will have a chart to tick to show all areas have been addressed. | y |  |
| Hygiene | Staff and children will be taught and encouraged to ‘catch it, bin it, and kill it’ and will have available tissues around the room and closed lid bins. All bins should be cleaned. Good hygiene will be encouraged as a self- care and independence skill throughout. | y |  |
| Ventilation | Where weather allows and as much as possible inside activities should be taken outside. Free- flow should be encouraged when ratios and staff availability allow for it to help reduce inside crowding.  All windows and doors should be opened to some degree at all times to allow good ventilation. All persons should be encouraged to wear warm clothing and heating should remain on to help regulate a comfortable temperature whilst creating natural free air movements to reduce the droplets in the air. Droplets can linger for 3 hours. We use a co2 monitor to manage this.  The outdoor shelter may also be opened to allow more air through the building.  Air conditioning units may be used as there is no evidence they cause any additional risks and where they can be set to allow natural air flows they should be. | y |  |
| Doors | Door should be propped open safely where possible to allow air to move freely. All door handles and fire exit bars need frequent cleaning. | y |  |
| Supplies of cleaning materials | Cleaning materials will be well stocked with good products that are alcohol based where possible. The cleaner and staff must keep the manager informed of stock control and consider longer time periods to order stocks in. | y |  |
| PPE | As above, stocks should include a supply of gloves, aprons, masks and shields and should be stock controlled to ensure we have time to order new stocks.  Staff may choose to wear gloves in sessions. It is also a requirement of their normal role to wear gloves for personal care duties and cleaning.  Staff should wear their own washable or disposable masks throughout the session at times when distancing is difficult and always when it is a requirement of their role to do so such as performing close contact care. PT has a supply of disposable masks for staff to use if they wish to.  Staff will also have access to plastic disposable aprons and shields for intimate care.  Any staff member who needs to get close to a child or adult for first aid, comfort, nappy changing, toilet help or emergency will be required to put PPE on first. This will include disposable mask, apron, shield and gloves. | y |  |
| Lunch times / Meal times | Children should have lunches in packaging they can open as far as possible themselves and should bring their own water bottles and cutlery if possible. Staff will help children too small to do themselves. Children will have lunches at their table or outside and quiet time afterwards whilst still sitting at their table.  All cutlery, plates and cups will be cleaned in the dishwasher after breakfast or snacks. Snacks will not be self-serving but staff will prepare for children following their choices. Children will however be encouraged to spread and put together their snacks once placed on the plate by staff. | Informed |  |
| Independence of children in personal care and hygiene practices | Children will be encouraged to be independent for their own needs even more so than normal. Children will be encouraged and talked through practices such as wiping their bottoms, cleaning a graze and undoing their own food packaging. However, staff will never leave a child at a disadvantage to their peers, in need or upset. | y |  |
| Cleaning of shared spaces | Staff will clean shared spaces such as toilet, kettle, phone, microwave, cooker, fridge, and freezer handles etc. at regular times throughout the day as displayed on the cleaning lists on the wall.  All areas should be kept free from clutter as far as possible. | y |  |
| Staff breaks | Staff will not eat or have rest breaks in the kitchen/ office area. Breaks should be taken at home, in the car, in the playground or shelter or in the park. In extreme circumstances staff may request to eat in the kitchen if it is not being used by other staff for work purposes and all areas such as kitchen sides and desks should be sanitized before and after eating. | y |  |
| Office/ Kitchen area | Only 2 people should be in this area at 1 time. Staff should be aware it is used as an office and kitchen and keep it free from clutter.  If the manager is working in the office and staff need to enter the manager will leave before they enter or agree for them to enter if both are wearing masks.  All paper work and resources needed should be moved to the main room for ease of access by staff. All personal belongings should be moved to the drawer allocated in the adult toilet area. | y |  |
| Adult toilet | Cleaned after each use by staff, toilet lid is loose and can be used to place over the top when flushing if needed to reduce spray in the room. Staff may wish to clean before use. | y |  |
| Sickness on site | Any child or staff member who becomes unwell whilst on site will be sent home immediately.  Staff may temperature check themselves and children throughout the day and any high temperatures will require a child to go home.  Any child who displays symptoms of being unwell and especially of Coronavirus will be isolated from others straight away by seating outside in the playground if weather is appropriate or by sitting in the small hallway at the front door. An adult will supervise and reassure whilst wearing full PPE. Parents will be called to collect straight away and any delay to collect may result in 999 being called if deemed an emergency. | y |  |
| Fire procedures | All fire procedures will remain as normal. First exit being out of the back door and meeting in the playground and 2nd exit being the front door to the carpark. The leader should lead children outside along with the register and phone. The assistant should check the building is empty, close all doors and windows and bring the children’s information files from the top of the grey filing cabinet in the kitchen. The leader would call for help 999 and register all children and staff. | y |  |
| Reporting | Any positive test result will be informed to prime time by parents if it is the child themselves.  Prime Time will contact as follows  Public Health Dorset  [Publichealth-hp@dorsetcouncil.gov.uk](mailto:Publichealth-hp@dorsetcouncil.gov.uk)  LA – Liz Curtis Jones at  [earlyyearsadvice@dorsetcouncil.gov.uk](mailto:earlyyearsadvice@dorsetcouncil.gov.uk)  They will guide us on what to do next (staff please see info sheet in yellow covid file). All managers, deputies and chair of trustees have been trained in what to do. | y |  |
| Holidays and travel abroad | Any staff member or family travelling abroad should follow all safety advice by the current government guidelines | y |  |
| Cleaning by cleaner at the end of the day | The cleaner will have a thorough cleaning checklist for the end of the day. | y |  |
| Medicines | No child should be given calpol to reduce a high temperature before coming into Prime Time. Prime Time staff may take temperatures throughout the day. Staff will not give calpol or any non- prescribed medicines to children. Any child who is in need of medicine should not be at Prime Time but at home resting. If specific circumstances override this it will be discussed by individual case. | y |  |
| People with certain characteristics that place them at higher risk | Staff or children with higher risks should be supported by line managers and trustees to help reassure and reduce anxiety. Ensure understanding of risk assessments and encourage social distancing from other staff, parents and children where possible. Full use of PPE as staff feel they require. Supervisions should be used as a time to discuss all such anxieties with a manager for advice and support. | y |  |
| Local Lock Downs/ high cases or variants | Any local lockdown or local high cases or of new variants would most likely result in tougher restrictions and we would review the service we could provide in light of this at that time. A return to previous control measures may be necessary and we will risk access according to the current advice being given and our outbreak management plan |  |  |
| Signage | Prime Time will display as much signage as possible for parents to help understand distances, gatherings on grounds and procedures for feeling unwell. We shall also display signage for children inside that helps remind them to keep distances, wash hands, close toilet lids etc. | y |  |
| Parent Information | Parents will be issued with updates on covid via email and directed to it on our website.  Policies will be reviewed in relation to this risk assessment and shared via our website and signposted to parents via our Facebook page.  All policies, risk assessments and contracts are under constant review and may be altered as government advice and guidance changes | y |  |
| Fees | Parents should be encouraged to pay fees by BACS or childcare vouchers wherever possible. If cash or cheque is the only option parents should place the money in a named envelope, inform staff they wish to pay with cash so it can be handed safely. Staff should wash hands after handling cash thoroughly. | y |  |
| Drop off and collections to and from school term time | Children in key stage 1 will be dropped off and collected from the school allotment area  Children in key stage 2 will walk themselves to school and back to Prime Time. Gates will be secure with a school staff member on them and no parents allowed on site.  A school TA will assist any children in key stage 2 if needed to get to Prime Time.  Prime Time will email the school office and head with listings of children on Prime Time’s books and ask parents give 24 hours’ notice to book term time sessions as far as possible. | y |  |
| Keys | Staff should use their own keys to open doors within prime time and not share keys. If a communal key is available for the store room it may be placed on the hook by the door for use and cleaned daily. | y |  |
| School use of the room | School will not use the room for small group work at present and it will be reviewed as guidance changes | y |  |
| Lateral Flow Tests for Staff | Staff without symptoms of Covid are to encouraged to self-test themselves with a home testing kit once a week but this is voluntary. Prime Time has some supplies of Covid tests for staff use if they are displaying symptoms of Covid. | Y |  |

Created by: Helen Pugh

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