

**Muddy Boots Risk Assessment Covid-19 increase in childcare provider numbers from June 2nd 2020**

**RA100**

This risk assessment **reflects the significant hazards and control measures present in our site** allowing the safe return of children and staff to Muddy Boots. This is a live document that is continuously reviewed alongside the latest Covid-19 government guidance. It should be read alongside existing risk assessments and health and safety arrangements that are in place

All **suspected or confirmed cases of COVID-19 will be reported** to the local **Public Health England (PHE) Health Protection team** on **0300 303 8162 (press Option 1, Option 1)**. This will enable staff to discuss the outbreak control measures that are needed and the information to be communicated to others.

Childcare Provider: Muddy Boots Pre-School	Establishment Risk Assessment	EY555372
<p><b>Address:</b> Chircombe Lane Bideford EX39 2RQ</p> <p><b>Phone Number: 01237 420736 Muddy Boots Mobile : 07483 167994</b></p>		
<p><b>Staff, Children &amp; Visitors</b></p>	<p>Date assessment completed: 25/05/2020 Reviewed 27/05/2020 Reviewed 27/08/2020 Reviewed 30/09/2020 Reviewed 26/10/2020 Reviewed 23/11/2020 Reviewed 13/01/2021</p> <p>This document will remain under constant review due to the fast-changing nature of DfE / Government guidance in response to the challenges posed by Covid-19.</p>	
<p><b>Return to childcare risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19):</b>  <a href="#">covid-19 guidance for schools and other-educational settings</a>  <a href="#">covid-19 implementing protective measures in education and childcare settings</a>  <a href="#">covid-19 early years and childcare closures</a></p> <p><b>This risk assessment should be read alongside Devon guidance Early Years-reopening 1<sup>st</sup> June.</b>  <a href="#">Guidance for Early Years Settings on Re-Opening 1 June 2020</a></p>	<p>Owner Anna Buck</p>	

Significant Hazard Section	Control measures in place
Movement of persons around the setting	
Entrance and exit to childcare setting causing people to congregate compromising social distancing.	<p><i>From Monday 4<sup>th</sup> January 2021 it is mandatory to wear a face covering during drop off and pick up unless you are exempt due to health reasons. From Monday 16<sup>th</sup> November we put a new system in place to support safe arrival and departure at Muddy Boots. Due to the increase in cases in local areas we have this week received notification from the local authority that states `when around other people stay 2 mtrs apart from anyone not in your household , where this is not possible stay 1 metre apart with extra precautions e.g wearing a face covering. Parents are discouraged from gathering together at a closer distance than 2m at the gate. Please follow social distance guidelines in the carpark and signposting. Parents and children to use hand washing facilities on squirrel bench before entering grounds. We have a one in - one out system on the bottom gate, when the previous child leaves you can buzz the buzzer to enter. The child may be brought up to drop off outside of the reception area. Parents must not enter the building or reception area, a quick smooth pass over is encouraged. All staff will be present to determine a smooth transition. Children will be met by a member of staff and guided to outdoor play. If parents do need to enter the school cabin, masks must be worn. After all children have been dropped off and collected, the buzzer and door furniture will be sanitized</i></p>
Travel & Outings	<p>We do not intend to travel outside the boundaries of Muddy Boots during the pandemic, unless it is on our learning walk throughout the private secluded grounds of Chircombe House. If we choose to access the beach for beach school activity, we will abide by the social distancing rules. If we do choose to leave the boundary, all government guidelines will be followed and full risk assessments carried out.</p>
Overcrowding in the school cabin	<p><i>Guided work within the cabin will be in small groups, with thorough clean down after every activity. During outdoor play, Vast amounts of space and zones will be used to keep the children at distance from each other where possible. Zone 1 - Forgotten Woodland/Fire pit Zone 2 - Amphitheatre Zone 3- Field and Summer House Zone 4 School and Free Flow.</i></p>
Increased numbers during breaks compromising social distancing.	<p><i>Appropriate supervision is in place during snack time to ensure children are suitably spaced. Snacks to be given to the children, not to help themselves. According to numbers different zones will be used where possible.</i></p>
Increased numbers during lunchtime compromising social distancing.	<p><i>If children eat outside they will also be spaced around the amphitheatre or fire pit. This will be weather dependent. We have outdoor shelter we will utilise accordingly</i></p>

Inadequate social distancing measures leading to spread of the virus.	<i>On travel to school it is advised only one member of the family drops off and collects where possible. On entering the building the same staff should manage the bubbles. All staff will be working with the group to insure as much distancing as possible, and encourage outdoor play.</i>
Premises related matters	
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	Many toys have been temporarily placed in storage as a protective measure. This will make the cleaning process much more thorough at the end of the day and between play. We discourage people bringing toys from home wherever possible.
First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<i>All staff are first Aid trained. The usual standards of gloves to be worn if a child has a fall and needs personal care. Disposable aprons are also available on site. If a child develops symptoms, a member of staff that has worked closest with that child will access the emergency PPE storage box put on the protective PPE and wait with the child in the closed office/reception area, with open windows, for collection by parent</i>
Fire Procedures	<i>Fire procedures have been reviewed and taken into consideration, and our fire policy has been adapted accordingly. Social distance rules applied as much as possible, children line up 2 metres apart if fire alarm is heard, usual fire points apply. Line up in social distanced queue for counting. Doors will be propped open where necessary to reduce hand contact. These will not compromise fire protection (and security) measures. Fire evacuation routes and assembly points have been reviewed to ensure that social distancing guidelines are being met. <b>4/1/2021 Normal Fire Procedure resumed due to not requiring social distancing when queuing</b></i>
Water hygiene – management of legionella (Where appropriate)	<i>Cleaning and disinfection has taken place prior to reoccupation as per government guidance <a href="#">Managing school premises during the coronavirus outbreak</a> (and NPS guidance: Water Hygiene Management during Covid-19 Lockdown) )</i>
Using and monitoring new practices to reduce risk of Covid-19 transmission	<i>Staff to have read, agreed and signed the RA briefing prior to return, alternative layouts and any changes to fire evacuation routes, use of PPE, cleaning arrangements, location of designated room for suspected cases have been discussed. Daily morning and end of the day briefings will be carried out between staff. Managers and staff will collectively monitor arrangements throughout the day and make remedial actions where needed. There are opportunities for all employees to raise concerns / make suggestions. The Settings Policies &amp; Procedures have been reviewed Including Safeguarding. To include Covid-19.</i>
Staff rooms and offices to comply with social distancing and safe working practice	<i>Numbers of people have been reduced in the office to one at a time allowing social distancing, staff lunches are carried out abiding to the social distance rules – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible we have reduced the use of communal / shared facilities such as tea and coffee facilities and encouraged staff to bring their own food and utensils. Enhanced cleaning regimes as per below.</i>
Ventilation to reduce spread	<i>Windows are open and doors will be propped open, where safe to do so (bearing in mind fire safety, security and safeguarding).</i>
Management of waste	<i>Bins for tissues have lids and are emptied throughout the day. Catch it, Kill it, Bin it. Follow guidance on disposal of waste (such as used fluid resistant masks) <a href="#">Safe-working in education childcare and childrens social care including the use of PPE</a></i>

Activities to take place outdoors in line with social distancing.	<i>As many activities as possible to be carried out outdoors. See updated risk assessments for outdoor areas with risk assessed in the separate zones.</i>
Cleaning and reducing contamination	
Contaminated surfaces spreading virus.	<p><i>All unnecessary items that cannot be easily cleaned have been removed such as soft toys, fancy dress from the cabin and other learning environments where there is space to store it elsewhere. Regular cleaning is carried out in the zones that have been accessed. Gates and swings, anything that is not natural can be wiped.</i></p> <p><i>Staff to thoroughly clean down areas apparatus after activities between bubbles.</i></p> <p><i>Books will be wiped with anti bacterial spray or wipes. Toys have been minimised to make cleaning regimes easier, if toys don't wash easily or clean easily we will not use them.</i></p> <p><i>We will Follow this government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting</i>  <a href="#"><u>setting <i>Safe-working in education childcare and children's social care including the use of PPE</i></u></a></p>
Using play equipment – multiple-use	<i>Appropriately cleaning between activities with specific bubbles of children</i>
Shared resources and equipment increasing spread	<i>We will Prevent as much as possible the sharing of stationery and other equipment.. Enhanced cleaning regimes. Limited use of equipment. Staff will sign children in and out.</i>
Cleaning staff and hygiene contractor's capacity - providing additional requirements	<i>A deep clean will be in place by contract cleaners twice A week. Cleaning products being used are suitable and that adequate supplies of cleaning materials are available. It is the staff responsibility to inform the owner of any cleaning products required. See <a href="#"><u>Safe-working in education childcare and childrens social care including the use of PPE</u></a> and <a href="#"><u>Covid-19 decontamination in non healthcare settings.</u></a></i>
Sufficient handwashing facilities for staff and children.	<i>Where a sink is not nearby, Supervised access to hand washing facilities (tipee taps) and sanitiser will be available. These will be on entrance and exit to each of the learning environments. Children wash hands on entrance to the pre school at squirrel bench hand washing station and between all activity and crossing of zones.</i>
Additional time for staff and children to carry out handwashing	<i>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities through the day. Hand washing points on entrance/exit to each zone.</i>

Handwashing practice with children	<i>We have Reviewed the guidance on hand cleaning and sing handwashing songs for children. Help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: <a href="#">e-bug Information about the Coronavirus</a></i>
Sufficient supplies of soap and cleaning products	<i>Discussions have been held with suppliers and contractors to ensure sufficient supplies and deliveries. We use regular detergents and bleach. Each come with the relevant COSHH assessments and additional controls have been implemented where required where there has been any change in products.</i>
Toilets being overcrowded	<i>Children will only visit the toilet one after the other. Toilets will be cleaned after each use.</i>
Staff related issues	
Inadequate training for Managers on completion of RA for covid-19, leading to anxiety and lack of the reassurance needed for staff	<i>Guidance, risk assessment and checklists have been provided by Devon County Council and support is given via the Early Years &amp; Childcare Adviser with whom we have consistent contact.</i>
Insufficient staff capacity to deal with increased numbers of children - Shortage of staff to maintain EYFS ratios	<i>If there are any shortages of staff, We will look at the DfE list to prioritise who is offered a place based on staff availability. We always work well within the EYFS for staff ratios.</i>
Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	<i>Discussions and action plans have been made with the input of all staff and put in writing, discussing safety measures, timetable changes and staggered arrival and departure times, The assessments, policies and Risk assessments are agreed read and signed by all members of staff and open to change</i>
Staff understanding of new changes – safe practice at the setting.	<i>From 16<sup>th</sup> November all staff will wear face masks when entering and leaving the building and on gate management when greeting children and parents before and after school/ Staff have been involved in the planning</i>
Accessing testing arrangements are clear for all staff	<i>Access to testing is already available to all essential workers <a href="#">Apply coronavirus test</a></i>
Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<i>If a child, becomes unwell with symptoms of coronavirus while in the setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a 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 Ensuring that fluid resistant face masks are available and a supply is maintained. <a href="#">Safe-working in education childcare and childrens social care including the use of PPE</a></i>
Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors.	<i>Risk assessments have been undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious, Return to work interviews have been placed in all staff folders. Guidance on shielding and protecting extremely vulnerable persons <a href="#">Guidance on shielding and protecting extremely-vulnerable persons from covid 19</a> and clinically vulnerable people <a href="#">Staying alert and safe social distancing clinically vulnerable people</a> is followed when considering staffing arrangements.</i>

Staff use of PPE	<i>Staff will wear facemasks when greeting parents for drop off and collection at all times. Children whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance <a href="#">covid-19 early years and childcare closures</a></i>
Use of PPE Lack of understanding	<i>All Staff have been briefed on use and safe disposal of PPE Following guidance on putting on and taking off standard PPE <a href="#">Covid 19 personal protective-equipment use for non aerosol generating procedures</a> and above guidance on use in education settings.</i>
Dealing with suspected and confirmed cases / cases	<i>We will Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting <a href="#">covid-19 implementing protective measures in education and childcare settings</a></i>  <i>If you receive a phone call because your child is ill please collect them promptly.</i>  <i>Accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</i>
Child related issues	
Vulnerable groups who are clinically, extremely vulnerable.	<i>Parents should follow medical advice if their child is in this category: <a href="#">Guidance on shielding and protecting extremely vulnerable persons from covid 19 guidance on protecting people most-likely to get-unwell from coronavirus,shielding young peoples</a> or if someone within their household is in this category <a href="#">Guidance on shielding and protecting extremely-vulnerable persons from covid 19</a></i>
Children with EHCP	<i>Complete risk assessment before attendance, for advice on Inclusion contact your Babcock Early Years Consultant for childminders please contact your Early Years Advisor.</i>
Children unable to follow guidance	<i>Ensure that the same staff are assigned vulnerable children who need additional support</i>
Specific issues for EY stage children understanding social distancing	<i>Further EYFS stage guidance to be issued</i>
Member of a bubble group becoming unwell with COVID-19	<i>If a child is awaiting collection, they will be moved to the office where they can be isolated behind a closed door with an open window for ventilation, the child will have appropriate adult supervision. All staff have been briefed on this protocol We have ensured suitable PPE (including fluid resistant face mask) is available at this location.</i>

Transport	
<b>Travel to setting and provision of safe transport:</b>	<b>Parents and children are encouraged to walk or cycle to the setting where possible.</b>
School Transport arrangements support changes to school times	<i>Liaising with the School Transport Team before change are made. Follow government guidance <a href="#">Guidance working safely during covid-19 vehicles</a> N/A to Muddy Boots</i>
Provision of food	
Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination	<i>We will carry on following the usual food safety and hygiene procedures and Government guidance for catering establishments <a href="#">Guidance/working safely during covid-19/restaurants offering takeaway or delivery</a> . Ensure Health &amp; Safety policies are followed</i>
Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	<i>As above</i>
Catering staff are operating in a safe environment	<i>Catering staff to follow government <a href="#">Guidance/working safely during covid-19/restaurants offering takeaway or delivery</a></i>  <i>Snacks will be delivered to the children in the form of whole fruit snacks, or rice cakes and bread sticks. They will not be sharing a plate or dipping pot</i>
Communications with parents and others	
Parents, contractors and other staff entering or working in the setting.	<i>Cleaning contractors will be on site after hours.</i>
Suppliers understanding and complying with new arrangements	<i>Arrangements are made with suppliers and deliveries for quiet times or outside setting hours</i>
Communications to parents and staff	<i>Regular communications have been and will be made with all parents via the parents private facebook page and email, please update emergency contact details for all your children.</i>
Parent aggression due to anxiety and stress.	<i>Parents need to be aware of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety. This is apparent in the circulation of this Risk Assessment</i>



### Manager/Owner Recommendations - Additional Control Measures or Actions

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible
Food Hygiene	Hard covered Packed Lunch Box so wipeable on arrival	from 01/06/2020	Parents and staff
	Drinks Bottles to be kept separate from other children at all times	01/06/2020	All staff
Reducing the Risk of Contamination			
	Temporary ban on book bags		
	All Gates to be left open on parents arrival, children will be secure in the setting when handed over to reception area		
	Bags will be outside of the building distanced apart for collection at the end of the day		
	Children to distance at 2 metres from parents on pick up if we have a cross over		
	Sun Cream, please apply a long lasting sun cream before your child comes into school. We will guide them to apply more cream depending on weather conditions.		
Contract cleaners	As of Monday 23 <sup>rd</sup> November contract cleaners have taken on two more evenings a week to support the deep clean process and keep infection to a minimum. <b>This is now daily</b>		
Heater Refrigerator Flaps	The flaps have been reinstated and will be sprayed with disinfectant after every working day as part of the deep clean process		
Wrap around Childcare - St	<b>For the duration of the 3<sup>rd</sup> National Lockdown, wrap around childcare should only offer provision for children of critical workers where it is reasonably necessary to support their</b>	<b>05/01/2021</b>	

<p>Marys School Children</p>	<p>parents or carers to work, seek work, attend a medical appointment or undertake education or training.  Children will be kept in small consistent groups of no more than 15 and will not mix with pre school groups unless absolutely necessary</p> <p>St Marys school children will remain in their own bubble for before and after school clubs. A new shed is being erected for before and after school activity. The shed was completed on 27<sup>th</sup> October 2020. Snacks/breakfast will be delivered to the shed and consumed separately from the general pre-school. Children will be escorted by two members of muddy Boots staff, to the field entrance of St Marys school at 8.50, and collected at 3pm, walking back to Muddy Boots and remaining in the school bubble until parents collect.</p>		
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**Signed: Manager / Owner .....Anna Buck.....Date 13.01.2021**

The outcome of this assessment has been shared with the relevant staff and parents.  
A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.