

# OVERDALE TOTS HOLIDAY CLUB

## Corona Virus Risk Assessment



This risk assessment is written using the information from the Overview of scientific advice and information on coronavirus (COVID 19) published by the Department for Education in July 2020 and Coronavirus (COVID-19): safer travel guidance for passengers November 2020

### Social distancing in education settings

We know that, unlike older children and adults, early years and primary aged children cannot be expected to remain 2 metres apart from each other and staff.

*The following table will outline the extra protective measures we will take to help reduce any risk of transmission of infection.*

### What the setting will do if we have positive cases

If we had a child or staff who has been with in the setting within the last 48 hours of having a positive COVID-19 test then as a preschool we would have to close fully we would all have to isolate for 7 days.

If another child or staff who was in isolation receives a positive test within this time they would need to inform us and they would have to isolate for 14 days from their positive test. We are asking parents that if siblings or other members in your household are isolating for COVID-19 reasons please inform us and keep your child at home.

| People / Area Identified           | Procedure / Action to be Taken  | Required Outcome   | Reviewed |
|------------------------------------|---|--|----------|
| <b>Dropping Off and Picking Up</b> | Temperature checks of the children will be carried out before they enter the main room.   | To monitor health and wellbeing of children                                      | Daily    |
| Amendments                         | Please ring the bell we will let parents in one at a time in the lobby, We ask you to wear a face masks if your are able to do so for drop off and collection.  | To reduce contact with other parents and carers                                  | Weekly   |
| Amendments                         | We will ask that only one parent or carer drops off and picks up. As per government's guideline during Lockdown only an adult from the child's household will be able to collect them maintaining family's bubbles. | To reduce contact with other parents and carers and follow government guidelines | Daily    |
|                                    | Hand sanitiser (as long as it is available) will be provided for parents use only before opening the door   | To reduce the risk of transmission   | Weekly   |

| <b>People/Area Identified</b> | <b>Procedure / Action to be Taken</b>   | <b>Required Outcome</b>   | <b>Reviewed</b> |
|-------------------------------|---|---|-----------------|
| <b>Staff</b>                  | It is the responsibility of all members of staff to inform management of any change in their and their household's wellbeing.                                 | To ensure isolation guidelines are met                                | Daily           |
|                               | Staff will have their temperature taken at the start of their shift.  | To monitor health and wellbeing of staff                              | Daily           |
|                               | Staff will wash their hands immediately on entering the building and at regular intervals during the day  | To ensure good hygiene procedures                                     | Daily           |
| <b>Amendments</b>             | Car sharing is not allowed per government guidelines.   | To follow government guidelines                                       | Daily           |
| <b>Families</b>               | It is the responsibility of all parents and carers to inform management of any change in their child's and their household's wellbeing.                       | To ensure isolation guidelines are met                                | Daily           |
|                               | Children should be provided with their own water bottle, lunchbox and sunhat. <i>These should be named and placed in a bag for ease of use and collection</i> | To reduce contact with different items                                | Daily           |
| <b>Amendments</b>             | We plan to use the outside areas as much as possible so children should have coats, gloves, hats, and appropriate footwear. Please name all items             | To reduce contact with staff  | Daily           |
| <b>Amendments</b>             | Car sharing is not allowed per government guidelines  | To follow government guidelines                                       | Daily           |
| <b>Main Room</b>              | The room will be divided into 2 sections and the children will be restricted to using only one section.   | To reduce contact with staff and each other                           | Daily           |
|                               | Staff will encourage the children to wash their hands frequently  | To reduce the risk of transmission by using good hygiene              | Daily           |
|                               | Avoid direct contact with equipment and staff by removing certain activities<br><i>E.g. Catch, passing objects around.</i>                                    | To reduce the risk of transmission by equipment                       | Daily           |
|                               |   |   |                 |
| <b>Equipment</b>              | Clean the equipment regularly during the day  | To reduce the risk of transmission                                    | Daily           |
|                               | Limit the equipment that is used  | To enable staff to monitor the use of the equipment and keep it clean | Daily           |
|                               | Clean the equipment used thoroughly at the end of each day  | To reduce the risk of transmission                                    | Daily           |