Objective: to ensure the safety of staff and children

Reviewed by: Owner Samantha Agunbiade

Government guidance source:

***Setting guidance:*** <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

[***Food safety guidance:*** https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19](Food%20safety%20guidance:%20%20https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19)

Key:

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|  | No Action required |
|  | Partially met- Some action required |
|  | Not met- immediate action required |

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| **Guidance requirements** | | **Hazards** | **How people may be harmed** | **Control measures in place** | | | **Actions needed** |
| 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school | | | | | | | |
| Has Brightstars adequately communicated to children, parents, carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus | | COVID brought into school | COVID spread  Closure of bubbles | * Provide information to parents sharing procedure for drop off and collection. * Discourage parents from gathering together and implement social distancing outside the setting to minimise the adult to adult contact. * Communicate with parents that one parent is to drop off and collect and they must remain socially distanced outside the setting whilst a member of staff bring their child to them. * On arrival, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with school or current isolation guidelines followed. | | | Signs to be place in relevant places the parents and children can clearly see upon arrival- to be completed before the term commences. |
| Has Brightstars adequately communicated to staff to enter the school if they are displaying any symptoms of coronavirus | | Staff spreading COVID whist attending the setting | Covid spreads | * Staff should only attend work if they are symptom free, have completed the required isolation period or achieved a negative test result. * Risk assessing with regular health questionnaires for returning staff. * Consideration should be given to limiting the number of staff in the setting at any one time to only those required to care for the expected occupancy levels on any given day. * Practitioners should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves. * Staff to be vigilant on health and stay away if unwell. * Testing is available to all key workers and their households. * Current government guidance to be followed. * Staff to complete covid-19 safety courses. * If a staff member or child becomes infected by COVID and this infection can be traced to the setting a RIDDOR report should be completed. | | |  |
| 2. Clean hands thoroughly more often than usual | | | | | | | |
| Are there sufficient handwashing facilities available? Where a sink is not nearby, is hand sanitiser provided in classrooms and other learning environments | | Spread of COVID within the school | Cross contamination | * Hand sanitisers are purchased and ready to deliver to the school settings * Stock of soaps and hand towels to be monitored and reported to the relevant person should they run low | | | Ensure sanitiser is in place before setting opens. |
| Are procedures in place to ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly | | Spread of COVID within the school | Cross contamination | * In place, staff are aware they may need to monitor this is being varied our correctly and that some children may need additional support. | | | No Action |
| Are procedures in place to ensure that all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing | | Spread of COVID within the school | Cross contamination | * Yes, staff are prepped on the procedures for arrival and at relevant intervals in between. * Staff are aware of the need to clean the sink areas after each bubble and also ensure that if there is no sink available that hand sanitiser is used. | | | No Action |
| 3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. | | | | | | | |
| Are procedures in place to ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’) | | Spread of COVID within the school | Cross contamination | * Staff are familiar and reminded of the guidance and they encourage children. * Tissues available within class bubbles to ensure pupils and staff have access to these where needed. * Visuals to be placed around the room to visually support this | | | Place visual props up before term commences |
| Are procedures in place to ensure that bins for tissues are emptied throughout the day | | Spread of COVID within the school | Cross contamination | * Bins are emptied at the send of a session i.e. morning and afternoon * All bins have lids in order to ensure that tissues etc. remain within and do not have to be picked up by others | | | Further enforce with staff need to empty bin following each session |
| Are procedures in place to ensure where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units | | Spread of COVID within the school | Cross contamination | * Open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). * Where air conditioning systems are present, these should be adjusted to full fresh air. * If air conditioning systems cannot be adjusted to full fresh air these should be switched off. | | | No Action needed |
| 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products | | | | | | | |
| Has setting discussed with staff the additional cleaning requirements and agreed additional hours to allow for this | | Spread of COVID within the school | Cross contamination | * Discussed expectations during a staff meetings, all staff agreed and appropriate measures are in places. | | | Ensure COSHH files are up to date with any additional substances or cleaning supplies |
| Is school following the COVID-19: cleaning of non-healthcare settings guidance | | Spread of COVID within the school | Cross contamination | * School has confirmed they are | | | No action needed |
| Are surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, being cleaned more regularly than normal | | Covid remaining on surfaces and spreading by touch | Cross infection | * Appropriately cleaned between bubbles of children and only one bubble of 15 maximum at a time. * Remove unnecessary items, where there is space to store it elsewhere. Regular cleaning. Remove items that cannot be easily cleaned such as soft toys. * Sand, water & messy play needs to be single use only, provide each child with their own tray, which is cleaned after use. * Books can be wiped with anti-bacterial spray or wipes. Minimise toys to make cleaning regimes easier, if toys don’t wash easily or clean easily don’t use them. * Follow government cleaning guidance if someone becomes ill with suspected COVID-19 at the setting. * Prevent the sharing of stationery and other equipment where possible. * Suitable procedures in place for managing access to items of ‘heavy use’ such as IT equipment tablets to reduce social distancing. * Enhanced cleaning regimes. Limit use of equipment staff to sign children in and out. | | | No action needed |
| Have arrangements for hot school been put into place and how will hygiene be effectively implemented? | | Staff and children in contact with hot meals cutlery/plates/utensils etc | Transmission of covid from surfaces | * Follow usual food safety and hygiene procedures and relevant government guidance. * Ensure Health and Safety policies are followed. | | | No Action needed |
| Have classrooms and other learning environments been organised to maintain space between seats and desks where possible? | | Children and staff passing covid within bubble | Cross infection | * Desks are placed at suitable distance. * Resources are cleaned in between bubble use * A system is in place to ensure that all children continue to be able to access all resources during their session, but on a rota basis to ensure cleaning is carried out in between. | | | Continue to monitor the effectiveness of current procedures, in working practice an alternative may suit better. |
| How will fire alarm/drill protocols be adapted to maintain social distancing between bubbles | | Children and staff if social distancing is compromised during fire drills | Transmission of covid between bubbles | * During a recent full staff meeting it was discussed and understood effectively that, where appropriate bubbles are to be maintained with relevant staff, and also social distancing maintained. Should the need to mix bubbles for safety arise where possible only 2 bubbles will be mixed and this will be recorded | | | Ensure staff and children are regularly talking about the procedure following a fire drill to help the children to further understand what to do. |
| 6. Where necessary, wear appropriate PPE. | | | | | | | |
| Is PPE available to members of staff who require it to carry out cleaning safely | | Lack of PPE | Staff catch Coronavirus due to lack of PPE | * Setting has enough stock of PPE to deal with both daily needs and suspected cases * Setting is able to order PPE as supplies decrease | | | Monitor level of PPE |
| 7. Communication | | | | | | | |
| Is the protocol in place should to close bubble and inform public health should there be a positive case within school | | Covid is present within school | Transmission risk hugely increased | BrightStars will follow school procedure:  Head teacher and SLT members know that they will take the following action for a positive case:   * Close the bubble immediately informing all pupils/parents that they must isolate for 2 weeks * inform the rest of the school community that the bubble has been closed. * Inform Lincolnshire Public Health and follow any direction Complete LA covid card to ensure all LA protocols have been completed Inform Director of Education immediately   Should pupils/staff have symptoms:   * Pupil/staff member will be sent home immediately Those supervising pupils will have the specified PPE Parents/Carers of pupils will be asked to get test completed Should the test be negative then pupil will be allowed to return after symptoms have subsided Should it be positive then the protocols above will be followed | | |  |
| Have staff received any necessary training | | Staff not understanding protocols | All members of school community if protocols not used precisely | * All staff completed Covid awareness course | | | No action needed |
| 8. EYFS Arrangements | | | | | | | |
| Are specific arrangements in place to ensure that the EYFS expectations are met. | EYFS children unable to access learning due to overly structured formal environment | | Mental health of EYFS children damaged due to limiting protocols | Physical distancing between groups of children and staff is implemented as far as possible The use of communal spaces is managed to limit the level of mixing between groups The use of private outdoor space is maximised to ensure social distancing measures can be adhered to Sharing of toys and resources between children is reduced Any shared toys or resources that can be easily cleaned, are cleaned between different groups’ use Unnecessary items are removed from the learning environment to facilitate cleaning Children are supervised when washing hands or using hand sanitiser and are taught how to do it effectively A good supply of disposable tissues is available throughout the premises and ‘catch it, bin it, kill it’ is encouraged through signage Surfaces, such as toys, books, doors, sinks, toilets and light switches are cleaned more regularly, using disinfectant, and in line with the COSHH Policy Children are discouraged from bringing items and toys from home unless it is essential. In the event that items are brought from home, they are appropriately cleaned on arrival | | |  |
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