

Risk Assessment

Task/Activity	Covid-19 (Coronavirus) pandemic risk assessment Please note, failure to follow control measures set out in this risk assessment may result in disciplinary procedures being followed		Location	ICP Nurseries
<p>This risk assessment has been developed using government guidance:</p> <ul style="list-style-type: none"> • Safe working in education, childcare and children's social care Nurseries, including the use of personal protective equipment (PPE) • Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak • Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection • COVID-19: cleaning in non-healthcare Nurseries outside the home 				
Hazard <i>How could harm be caused?</i>	Who could be harmed? <i>Staff? Children? Parents? Visitors? Public?</i>	Existing Controls <i>What are we already doing to prevent harm?</i>	Risk Rating <i>High/Medium /Low</i>	Additional Controls Needed? If YES, transfer to Action Plan <i>This risk assessment will be further personalized to reflect the needs of each Nursery</i>
Failure to follow the preventative measures set out in the system of controls outlined in this risk assessment.	Staff, Children, Parents, Visitors, Public	Keeping children and staff safe is our utmost priority. Nursery Managers must: <ul style="list-style-type: none"> • ensure that all staff understand the system of controls in this risk assessment and how they are applied in the setting. Time should be taken for staff to review the actions in the system of controls and ask questions • ensure that all staff have read and understand their responsibilities as set out in the Covid-19 Employee Code of Conduct 	Low	

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		<ul style="list-style-type: none"> ensure that parents and carers are aware of the system of controls, how this impacts them and their responsibilities in supporting it <p>All staff <u>must</u> follow the preventative measures set out in the system of controls as outlined in this risk assessment, to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene, and minimising contact where possible, including maintaining social distance between staff within Nurseries.</p> <p>The system of controls is the set of actions early years Nurseries must take. They are outlined in more detail below:</p> <p>Prevention</p> <ol style="list-style-type: none"> 1 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID19) symptoms or who have someone in their household who does, or have been advised by NHS test and trace to self-isolate, do not attend settings 2 Where recommended, use face coverings 3 Clean hands thoroughly more often than usual 4 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 5 Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents 6 <u>Minimise contact between groups where possible</u> 7 Where necessary, wear appropriate personal protective equipment (PPE) 		
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		<p>8 Keep occupied spaces well ventilated.</p> <p>Numbers 1, 3, 4, 5 and 8 must be in place in all settings all the time. Numbers 2 and 6 must be properly considered, and settings must put in place measures that suit their particular circumstances. Number 7 applies in all specific circumstances.</p> <p>Response to any infection</p> <p>9 Engage with NHS Track and Trace</p> <p>10 Manage and report to Ofsted and the PHE advice line confirmed cases, of coronavirus (COVID-19) amongst the setting community</p> <p>11 Contain any outbreak by following local health protection team advice</p> <p>Numbers 9-11 must be followed in every case where they are relevant.</p> <p>The predominant new variant of coronavirus (COVID-19) is more transmissible; however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. All elements of the system of controls are essential.</p>		
<p>Around 1 in 3 people with COVID-19 have no symptoms so are unaware that they may be transmitting the virus to other people</p>	<p>Staff, Children, Parents, Visitors</p>	<p>Promote and engage in asymptomatic testing, where available</p> <p>Rapid testing remains a vital part of our plan to suppress the virus. The use of rapid lateral flow antigen tests allows settings to identify asymptomatic cases that would otherwise go undetected. The rapid Covid-19 tests are also known as Lateral Flow Device (LFD) Tests and results are normally available within one hour.</p>		

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		<p>COVID-19 Home Testing for Nursery Staff Each nursery now has supplies of lateral flow device (LFD) test kits. Staff should take their test kits home and carry out the test twice a week, 3 to 4 days apart. The tests should be carried out in the evening before work as this allows more time for the test process to be carried out, and also sufficient time to react to a positive test result.</p> <p>Staff are encouraged to engage in asymptomatic testing which in turn will help to control infection, reduce staff absenteeism and offer further reassurances to our parents and workforce.</p> <p>Tests are only for the use of the person assigned the kits; they should not be used by anyone else.</p> <p>Collection Points The collection point in each Nursery must:</p> <ul style="list-style-type: none"> • be able to be secured to prevent unauthorised access to the test kits, such as the staff room • not be outside - the test kits need to be stored in temperatures between 2 and 30 degrees • have a desk or space for individuals to sign for the test kits they are collecting • allow enough space for social distancing <p>It is also worth noting that the manager coordinating the handing out of the test kits should wear an appropriate face covering at all times and maintain 2m distance from anyone coming to collect their test kits.</p> <p>Signing for the test kits</p>		
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		<p>When issuing the kits to staff, the Nursery Manager or Deputy Manager must record who takes the test kits, on the attached ICP Covid-19 Test Kit Log. Staff must sign to say they have received the test kit.</p> <p>Please ensure any pen used for multiple signatures is cleaned before the next member of staff provides their signature.</p> <p>How the tests work The LFDs supplied do not require laboratory processing and can provide a quick result in around 30 minutes. Once the test has been conducted the member of staff should log the test result online at https://www.gov.uk/report-covid19-result and will also need to separately, inform the nursery of the test result.</p> <p>Staff will also receive a text/email notification of a positive or negative result from NHS Test & Trace.</p> <p>How to report test results Staff should provide their results (positive, negative or void) to NHS Test and Trace via the self-report gov.uk page. It is important to report negative tests so that Test and Trace know the numbers of people tested and can effectively monitor the levels of COVID. Void results also need to be reported for quality assurance purposes, so that Test and Trace can monitor that the devices are working correctly.</p> <p>When logging test results online staff should select the second option ('A school, college or other education provider') when filling in the 'Who was the test for?' section online at https://www.gov.uk/report-covid19-result</p>		
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		<p>The text/email notification of a positive or negative result MUST be shared with the nursery to support local contact tracing.</p> <p>The Nursery Manager must still complete and send the Covid-19 Reporting of Possible or Confirmed Cases to coronavirus@icpnurseries.com</p> <p>Recording results at your setting It is important for settings to log test results, to support staff to follow the correct guidance depending on their test result. The attached ICP COVID 19 Test register will help you to</p> <ul style="list-style-type: none"> • identify participants with positive results, for bubble management and contact tracing • manage stock and distribution of kits to participants based on how many kits they have used (they may use more if any invalid tests occur) • encouraging participants to follow requirements when reporting results online, or by phone (you may want to send reminders on test days to take a test and report results) • identifying and reporting incidents <p>The ICP COVID-19 Test register should be kept until further guidance is given.</p> <p>The Kit Log and Test Register must be separate documents for data protection purposes (so that those signing for results cannot see the results of their colleagues).</p> <p>Staff with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also</p>		
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		<p>need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is negative, it overrides the self-test LFD test and the staff member can return to the early years setting. Those with a negative LFD test result can also continue to attend the early years setting and use protective measures.</p> <p>Nursery Management teams will be required to keep a record of tests on the Rapid Testing Log.</p> <p><u>Please note, the home testing arrangements do not replace symptomatic testing. If any staff or children have symptoms they must self-isolate immediately, book a PCR test and follow national guidelines.</u></p>		
<p>Coming into contact and mixing with other individuals who may be unwell</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p>Minimise contact between individuals who may be unwell where possible</p> <p>Children, staff and other adults must not come into the setting if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms: <ul style="list-style-type: none"> ○ a high temperature of 37.8 degrees centigrade or higher ○ 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 sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal • a member of their household (including someone in their support bubble or 	<p>Low</p>	

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		<p>childcare bubble if they have one) has coronavirus (COVID-19) symptoms</p> <ul style="list-style-type: none"> • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test <p>They must not attend with immediate effect and for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date, if they did not have any symptoms but had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>Where a child or member of staff becomes unwell whilst at Nursery, the measures set out in the Covid-19 (Coronavirus) risk assessment - suspected / confirmed cases.</p> <p>Staff Health Declaration: Covid-19 Each member of staff must complete a Staff Health Declaration: Covid-19 on arrival for their shift at Nursery. If the answer is yes to any of the questions, they must inform the Nursery Manager immediately. Any member of staff who is displaying any symptoms, no matter how mild, must be advised to stay at home and arrange to have a test, in line with the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. The declaration must be kept securely on file at the nursery for 21 days. After 21 days, this information will be shredded.</p> <p>Training</p>		
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		All staff members must receive appropriate instruction and training on infection control and risk assessments within which they will be operate. All staff to have completed Virtual College online course, Prevent COVID-19.		
Mixing of groups of children and staff may increase and maximise the risk	Staff, Children	<p>Group Sizes Early years Nurseries are no longer required to organise children and staff in small, consistent groups so can return to normal group sizes.</p> <p>Nurseries must still consider how they can minimise mixing within Nurseries, for example where they use different rooms for different age groups, keeping those groups apart as much as possible.</p> <p><u>Minimising contact between groups can reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for coronavirus (COVID-19).</u></p> <p>For children in early years Nurseries, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply. Nurseries will continue to use these to group children.</p> <p>Unlike older children and adults, early years children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years Nurseries the government have taken this into account. Nurseries should therefore work through the system of controls set out below and within this risk assessment.</p>	Low	

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		<p><u>Team members should maintain 2m distancing wherever possible. If 2m distance cannot be achieved, minimize the number of people involved at any one time, for the shortest period (less than 15 minutes ideally)</u></p> <p><u>Team members should reduce the risk to themselves and others at 1m by taking suitable precautions:</u></p> <ul style="list-style-type: none"> • <u>Sit / stand side by side or behind other people, rather than facing them</u> • <u>Meet people outdoors, rather than indoors</u> • <u>Keep interactions brief</u> • <u>Increase ventilation</u> <p>If children are unsettled or upset, practitioners should continue to be available to offer reassurance, comfort and support. The Key Person should comfort the child by talking to them soothingly in an age appropriate manner, offering a calming touch to their shoulder, back or tummy, or cuddles if they are wanted and by trying to distract the child or engage them in play.</p> <p>It is still important to reduce contact between people as much as possible. <u>Children and staff where possible, must only mix within their room group, and should stay away from other people and groups.</u></p> <p>Public Health England (PHE) is clear that if early years Nurseries, do this, and crucially if they are also applying regular hand washing, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.</p>		
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		<p>Children and adults should minimize contact and mixing by altering, as much as possible, the environment and routines of the day (such as staggered break times).</p> <p>Contact and mixing should also be reduced by:</p> <ul style="list-style-type: none"> • plan staff deployment and care of children, ensuring that there are no more than 16 children in a group at any time, where possible • basing staff and children who are members of the same household, in the same room • accessing rooms directly from outside where possible • considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors • the environments are organised to maintain space between activities • unnecessary items are removed from the setting where there is space to store it elsewhere • staggering breaks to ensure that any corridors or circulation routes used have a limited number of children / staff using them at any time • staggering mealtimes - children should clean their hands beforehand and eat in the groups they are already in. groups should be kept apart as much as possible and tables should be cleaned between each group. 		
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		<ul style="list-style-type: none"> • children should not bring their own drinking cups and water bottles from home, these must be provided by the nursery • children should be brought their lunch in their classrooms • staggering staff lunch breaks • staff who go out for their breaks must, adhere to the government guidance, staying alert and safe and wash their hands- on return • ensuring that toilets do not become crowded by limiting the number of children or adults who use the toilet facilities at one time • different groups do not need to be allocated their own toilets, but toilets will need to be cleaned regularly and children must be encouraged to clean their hands thoroughly after using the toilet • changing units/mats organised for each room where needed • making adjustments to fire / emergency drills to allow for social distancing as appropriate. <p>Nurseries must take steps to reduce the use of shared resources:</p> <ul style="list-style-type: none"> • By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff • By seeking to prevent the sharing of toys and other resources where possible. • Shared materials and surfaces should be cleaned in between each group's use, and disinfected more frequently 		
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		<ul style="list-style-type: none"> • The use of communal soft toys, and musical instruments which are blown into is currently suspended • Limited amounts of scissors, pens and pencils, paint brushes may be offered, but must be wiped down between use. • Cushions or mats may be used to help children to sit in their own space during group time activities. <p>Please see the Use of Water / Sand / Mud / Play Dough during Covid-19 Risk Assessment.</p> <p>Where children attend more than one setting Parents should be encouraged to limit the number of Nurseries their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff. Mixed placements should be avoided as much as possible but if that is not possible then Nurseries, parents should work through the 'systems of controls' collaboratively, to address any risks identified and allowing them to jointly deliver appropriate care for the child. If a parent has decided to use just one out of their usual 2 Nurseries, then a decision will need to be made regarding which setting they will attend. If the other setting has stated that the child can only attend one setting, then nursery managers will need to liaise with the other setting.</p> <p>Rotas Rotas and key groups must be planned each day, using the Staff Rota. Nurseries will ensure that:</p> <ul style="list-style-type: none"> • where possible, the presence of any additional members of staff should be 		
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		<p>agreed on a weekly basis, rather than a daily basis to limit contacts.</p> <ul style="list-style-type: none"> • as far as possible, room groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the week. • children and adults are always in the same room groups each day, and different room groups are not mixed during the day, or on subsequent days. • wherever possible children use the same room in the setting throughout the day, with a thorough cleaning of the rooms at the end of the day. <p>Relief staff Relief staff can be used, and they can move between settings. All temporary and regular staff and visitors should follow the arrangements for managing and minimising risk. They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking.</p> <p>To help minimise the numbers of relief staff entering the setting, managers should consider using longer assignments with relief staff.</p> <p>Where relief staff move between settings during the week, the manager of their base nursery must provide them with a rapid LFD test, to be taken prior to attending work at each nursery where they are providing cover.</p> <p>Where relief staff are required to cover in two or more nurseries within one day, the manager of the</p>		
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		<p>first placement must provide them with additional rapid LFD tests to be taken before each placement.</p> <p>Other contacts While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>Staff meetings and training</p> <ul style="list-style-type: none"> • Where possible, meetings and training sessions should be conducted through virtual conferencing. • Where meetings and training are held 'face to face, system of controls must be adhered to and the environment must be set up to ensure frequent hand cleaning and good respiratory hygiene practices; regular cleaning of meeting area; minimising contact and mixing (maintain social distancing where possible). Please refer to the Face to face Training and Staff Meetings Risk Assessment. • External training providers who are delivering face to face training, must provide a comprehensive Covid-19 risk assessment prior to a booking being confirmed. <p>Outside Space</p> <ul style="list-style-type: none"> • Use outside space, where possible, as this can limit transmission and more easily allow for distance between children and staff • Outdoor equipment should not be used unless the setting is able to ensure that it is 		
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		<p>appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</p> <ul style="list-style-type: none"> Use gazebos to offer shaded areas in the garden where children can play, eat and sleep. <p>Mealtimes</p> <ul style="list-style-type: none"> It is very unlikely that COVID-19 is transmitted through food. Only the chef and assistant (where applicable) will have access to the kitchen – this is their designated working space. in order to limit opportunities for contact, they should remain working in the kitchen, and not move unnecessarily between the other rooms on the site, for example covering lunches across multiple rooms. Staff will fetch prepared food from the kitchen and bring it back to their rooms. All meals will be served within the rooms, or outdoor area, and served by staff from the room. Children's self-service is currently suspended. There should be no more than 8 children at any meal table, and the table layout should allow a comfortable space between children. Crockery, cutlery, cups etc. must be supplied by the nursery, and not brought from home. Crockery and eating utensils should not be shared. Tables, chairs, the floor, must be cleaned before and after mealtimes. 		
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		<p>Sleep time</p> <ul style="list-style-type: none"> • Where space allows, children may sleep outside, in sheltered / shaded areas or Gazebos. Thermals and sleeping bags to be purchased fir cooler temperatures if needed. • Sleep mats which are showing any signs of wear and tear, or exposed foam must be disposed of and new beds purchased. • The sleep area must not be crowded. Sleep mats must be placed at least 30cm apart. • Children must be positioned so that they are face to feet with the child laying on the neighbouring sleep mat. • The floor on which the sleep mats are placed must be swept, and if needed mopped so that it is clean and free from debris. • Children must be provided with clean, individual bedding and not share the same bedding or sleep surface with another child. Each child will have their own labelled sleep bag in which their bedding will be stored. • Bedding must be washed at least weekly, unless soiled. • Sleep mats must be cleaned daily, and must be sanitized after they have been contaminated (such as by vomit, mucous, blood, or toileting accidents) • Bedding must always be checked to ensure it is clean. Staff must never walk over beds that have been made up, and when supporting children to get ready for sleep staff must not sit on the beds / bedding in order to avoid the spread of germs. 		
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		<ul style="list-style-type: none"> • Sleep mats should have a designated floor side and designated sleeping side. The sleeping side of sleep mats cannot touch one another, the floor, or the floor-side of other children's sleeping surfaces. • Sleep mats should be stored safely in a clean, dry place. • Bedding or sleep surfaces used by the same children must be washed between use by each child. • Within our rooms there are quiet carpeted rest areas with soft cushions where children can go if they wish to rest and relax at any time of the day. All cushions and blankets must be laundered at the end of each day. <p>Staff rooms and offices</p> <p>The use of staff rooms and offices is staggered to limit occupancy and allow social distancing where possible.</p> <p>Nursery Managers should plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <p>Steps that will usually be needed include:</p> <ul style="list-style-type: none"> • staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms • using safe outside areas for breaks • creating additional space by using other parts of the workplace 		
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		<ul style="list-style-type: none"> regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts 		
<p>Arrivals and Departures of children, parents, staff and visitors, which can enhance the spread of germs if appropriate protocol is not in place</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p>Arrivals and Departures As far as possible, parents should not enter early years premises.</p> <p>Front of house staff (members of the leadership team) must be deployed to ensure families are supported with new arrangements as they arrive at and leave nursery.</p> <p>Front of house staff must consider the 'door STEP' risk assessment before commencing duties: S: self, am I ready to open the door? Do I have the resources I need to carry out the task? T: task; do I need to take the child from the parent, or offer any other support to the children, parents, staff as they arrive / depart? E: environment, have I carried out a visual inspection of the area, got control over the environment (door under my control for example, 2m markings on the approach to the door); P: people, have I ascertained that only one adult is accompanying the child, have I asked them ahead of opening the door if they are symptomatic, live with someone who is symptomatic.</p>	<p>Low</p>	

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		<p>Drop off and collection arrangements will vary from site to site, be dependent on numbers of children attending and accessibility to the site and building. During arrivals and departures, measures to be taken should include adherence to social distancing guidelines:</p> <ul style="list-style-type: none"> • Open as many points of entry / exit to the nursery to avoid crowding as staff and families arrive / depart. • Discourage parents from gathering at the nursery entrance and communal areas. • Where queuing is taking place, use queue management systems such as floor markings to maintain a safe distance. • Limit drop off and pick up to 1 parent per family and stagger the timings where necessary. Siblings should be discouraged from accompanying the parent. • Parents are told 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) • Reduce contact time between staff and parents at drop off / pick up to less than 15 minutes. • To avoid where possible, touching parents when physically handing over young, or distressed children. • Arrange drop off and pick up of children at the nursery entrance to avoid parents entering the nursery unnecessarily • When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area 		
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		<ul style="list-style-type: none"> • 'Drop and go' procedure put in to place with more communication taking place via telephone or video chat. • Parents are to leave promptly and move away from the nursery boundaries whilst maintaining social distancing guidelines. • At most sites, on site car parking spaces will no longer be available to staff and parents, and instead used to facilitate queues and waiting space. Alternative arrangements may be made where no safe, local parking is available. • Parents may leave pushchairs at the nursery by prior arrangement with the nursery management team. • Mangers must ensure that pushchairs are folded down and stored in a way that avoids them touching other children's pushchair. • On arrival, parents must use the antibacterial spray and disposable paper towels provided by the nursery to wipe down their buggy, before folding down. Parents must wash or sanitise their hands after wiping down their pushchair. • Car seats, scooters, bikes etc. must not be left at the nursery. <p>For health and safety reasons, in some circumstance it may be necessary to structure drop off / pick-ups to avoid overcrowding. In such cases Nursery Managers must inform parents:</p> <ul style="list-style-type: none"> - what time to arrive - where to queue - where to park - whether the car park out of bounds or not 		
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		<p>Face Coverings</p> <p>In situations where social distancing between adults in settings is not possible (e.g. when moving around in corridors, staff rooms, offices and communal areas), staff are encouraged to wear face coverings.</p> <p>All nursery staff who are supporting greetings and departures will be encouraged to wear a face covering, and respectfully request that parents also wear a face covering during this time too, where possible.</p> <p>In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth, can be reusable or single-use face coverings which securely fit round the side of the face.</p> <p>Face coverings are not classified as PPE (personal protective equipment) which is used in a limited number of Nurseries to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial Nurseries.</p> <p>When wearing a face covering staff should:</p> <ul style="list-style-type: none"> • wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on • avoid wearing on the neck or forehead • avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus 		
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		<ul style="list-style-type: none"> • change the face covering if it becomes damp or if it has been touched • avoid taking it off and putting it back on a lot in quick succession <p>When removing a face covering:</p> <ul style="list-style-type: none"> • wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing • only handle the straps, ties or clips • do not give it to someone else to use • if single use, dispose of it carefully in a residual waste bin and do not recycle • if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric • wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn with the prior agreement of the Operations Manager.</p> <p>Face visors or shields should not be routinely worn as an alternative to face coverings.</p> <p>There are some places outside of the setting where the law requires face coverings to be worn, for example on public transport.</p> <p>Information about Face coverings: when to wear one, exemptions, and how to make one, can be found here.</p>		
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<p>Visits and Visitors attending the site which heightens the risk of germs spreading</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p>Visits to the setting from parents and carers, additional staff, external professionals and non-staff members</p> <p>Settings should restrict all visits to the setting to those that are necessary and make use of remote visits wherever possible.</p> <p>In-person visits from parents can take place if they are necessary. Settings should work with parents to ensure parents still have visibility of the childcare environment during this time, including through the use of remote visits, pictures and phone calls.</p> <p>Parents should not be allowed into the setting unless there is a specific need. Children should be dropped off and collected at the door, if possible. Stay and play sessions, such as where the purpose is for parent to meet each other, should not take place at the setting.</p> <p>There will be occasions when visits to the setting are necessary, but Nurseries are encouraged to avoid visitors entering their premises, wherever possible. A record should be kept of all visitors which follows the guidance on maintaining records of staff and visitors to support NHS Test and Trace.</p> <p>All Nurseries will be required to create a Test and Trace QR code for display at their entrance points. Nursery Managers must encourage all visitors to scan the QR code when they arrive, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19).</p> <p>Confirmation is required from all visitors that they do not have, or are showing symptoms of, coronavirus</p>	<p>Low</p>	
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		<p>Nursery managers must tell parents, staff or any visitors, such as suppliers, not to enter the nursery if they are displaying any symptoms of coronavirus (COVID-19)</p> <p>Home visits to children and families must not take place. Instead other forms of communication, email, telephone and video calling should be used to maintain contact.</p> <p>All planned visits/outings in the community which involve large groups of people in enclosed spaces are suspended.</p> <p>All extra-curricular activities to be suspended.</p> <p>Where visits to the nursery are unavoidable, ensure all visitors and contractors coming to Nursery are asked to wash their hands or use the alcohol hand gel provided, including Central Office staff.</p> <p>Some people, for religious or personal preference do not use alcohol hand gel; in these instances, handwashing requirements must be adhered to.</p> <p>Implement reduced physical contact/maintain social distancing wherever possible, e.g. do not greet visitors with close physical contact or handshakes or offer a reassuring hand on the arm or shoulder of an upset or worried adult.</p> <p>Visits/interactions with high risk groups, e.g. visits to Residential Care Homes are currently suspended.</p> <p>Parent/Celebration/Internal Events are suspended until further notice.</p>		
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Risk Assessment

		<p>New admissions / Prospective Parents For new admissions, Nurseries should consider providing virtual tours for prospective parents and carers.</p> <p>If parents are keen to visit in person, Nurseries should consider:</p> <ul style="list-style-type: none"> • ensuring face coverings are worn (please see page 15 for details) • there is regular handwashing, especially before and after the visit • strict social distancing is observed • open day / evening events for prospective parents will be 'by appointment only' for one adult (no children / siblings) at a time. • visits must take place in the evenings or on a Saturday when the nursery is unoccupied • cleaning must take place between events. <p>Prior to a visit, Nurseries should ensure that parents are aware:</p> <ul style="list-style-type: none"> • of the 'system of controls' • how this impacts them and their responsibilities during their visit • how to maintain social distancing from staff, other visitors, and children other than those in their care <p>Parents settling children Guidance from PHE outlines how parents are able to enter a setting to help their children adapt to their new environment. Nurseries should ensure that parents and carers:</p> <ul style="list-style-type: none"> • wear face coverings (please see page 15 for details) 		
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Risk Assessment

		<ul style="list-style-type: none"> • stay for a limited amount of time (ideally not more than an hour) • avoid close contact with other children • are aware of the 'system of controls', how this impacts them, and their responsibilities in supporting it when visiting a setting with their child <p>Please see Settling-in Policy Nursery Reopening for further details on settling new and returning children.</p> <p>Recruitment Recruitment activities should continue as usual. As this risk assessment advises limiting the number of visitors wherever possible, it may be appropriate for settings to consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible, such as using video conferencing. Where face-to-face meetings are arranged, settings should make clear to candidates that they must adhere to the system of controls that is in place. Settings also have the discretion to require face coverings for candidates where social distancing cannot be safely managed. When recruiting, settings must continue to adhere to the legal requirements regarding pre-appointment checks.</p> <p>Outings in the community Nurseries should maximise use of private outdoor space, providing:</p>		
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Risk Assessment

		<ul style="list-style-type: none"> • it is for the purpose of education or childcare • small groups of no more than 6 children, while adhering to EYFS ratios • they conduct a risk assessment in advance • the risk assessment demonstrates that they can remain socially distant (2 metres) from other people and groups, wherever possible • good hygiene is maintained throughout • thorough handwashing happens before and after the trip" <p>Where nurseries wish to take children on outings in the community they must follow refer to the control measures outlined in the <u>Risk Assessment for Outings in the Community.</u></p>		
Caring for school aged children - increased contact and mixing	Staff, Children, Parents	<p>Caring for school aged children Where nurseries are registered on the Childcare Register, they may care for children aged 5 – 8 years, where families cannot safely care for them at home, and no other childcare is available. Since 20 July, early years Nurseries have no longer been required to keep children in small, consistent groups within Nurseries but can return to normal group sizes. This change does not extend to cover provision for children over the age of 5. Where early years Nurseries are also caring for children over the age of 5, they should ensure they are also following guidance on protective measures for out-of-school Nurseries during the coronavirus (COVID-19) outbreak which includes guidance on group sizes.</p> <p>Providers that care for children both under the age of 5 and over the age of 5 separately, where it is possible to do so, may choose to apply the</p>	Low	

Risk Assessment

		<p>measures outlined in the Actions for Early Years and Childcare during Coronavirus Outbreak guidance to those children under the age of 5, and the measures outlined in the protective measures for out-of-school Nurseries during the coronavirus (COVID-19) outbreak to those over the age of 5.</p> <p>Providers that have mixed age groups together will need to, as far as possible, keep all children irrespective of age in small consistent groups of no more than 15. Each group must be with at least one staff member, or with more staff members to meet relevant ratio requirements.</p>		
<p>By not having Effective handwashing systems in place, will maximize the risk of contamination</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p>Promoting handwashing. Proper handwashing requires the following steps: 1: Moisten hands under running water 2: Apply soap 3: Rub hands for approximately 20 seconds out of the flow of water 4: Rinse hands 5: Dry hands with a clean disposable towel. At minimum, these procedures must be followed by all children and staff at the following times:</p> <ul style="list-style-type: none"> - Before / after handling food and eating - After toileting and nappy changing (staff and children) - Upon arrival and re-entering of the class - After dealing with bodily fluids (coughing, sneezing, nose wiping) - After touching objects that could spread germs such as bin lids or pets - Before / after playing with sand, water, or play dough. 	<p>Low</p>	

Risk Assessment

		<p>Bathrooms must be offer children adequate supplies of toilet tissue, sinks with liquid soap and paper towels. Bins, should ideally be pedal operated, must have lids and be emptied frequently.</p> <p>Toothbrushing programs are currently suspended.</p> <p>Staff member assigned to refill soap dispensers throughout the day</p> <p>Display posters and infographics around the nursery to remind all of the importance of hand washing.</p> <p>Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</p> <p>Use photographs and visual prompts with children showing how to wash hands to reinforce understanding.</p> <p>Share stories and talk to children about the importance of handwashing in key group times. Create opportunities for greater independence by ensuring that hand-washing facilities are well resourced and with easy reach of the children, and that soap and paper towels are readily available.</p> <p>Use songs as children wash their hands, to encourage them to wash for the appropriate amount of time (20 seconds). E.g. 'row, row your boat' and 'happy birthday' (sung twice). Share posters and videos with parents via social media and connect.</p>		
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Risk Assessment

		<p>Encourage children to avoid touching their face, eyes, nose and mouth.</p> <p>Ensure hand sanitizers are available at the entrance to the nursery and in each room.</p> <p>Hand sanitizer may be used if hands are not visibly soiled, the product contains 70% alcohol, manufacturer's instructions are followed, and children are closely supervised.</p> <p>Hand sanitizer must be stored out of reach of children. Hand cream will be supplied to staff.</p>		
<p>By not having appropriate Respiratory hygiene information clear for all parties and appropriate products available and in place to stop germs from spreading (catch it, bin it, kill it)</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p>Respiratory hygiene (catch it, bin it, kill it) Children should be taught the importance of not touching their mouth, eyes and nose, where possible.</p> <p>Adults must avoid touching their mouth, eyes and nose.</p> <p>Children and adults should cover their mouth and nose with disposable tissues when they cough or sneeze.</p> <p>If a tissue is not available, they should sneeze into the crook of their elbow, not into their hand.</p> <p>Dispose of tissues into a disposable rubbish bag and immediately clean children / adults' hands with soap and water or use a hand sanitiser.</p> <p>For older children, rooms should have a number of accessible 'hygiene stations'; these can be placed on a table or shelf and contain a mirror, and which</p>	<p>Low</p>	

Risk Assessment

		<p>holds tissues and a rubbish bin. Children should be taught to look in the mirror as they learn to wipe their noses, before disposing of the tissues in the bin.</p> <p>Staff should supervise young children to ensure they wash their hands for 20 seconds, with soap and water or hand sanitizer</p> <p>Staff should ensure that help is available for children or adults who have trouble cleaning their hands independently</p> <p>Avoid the use of lifts unless essential.</p> <p>Bins must have lids and be emptied throughout the day.</p> <p>Ventilation It is important to ensure good ventilation and maximising this wherever possible, for example, opening windows, where safe to do so (bearing in mind safeguarding in particular). In colder weather windows should be opened just enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied 		
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Risk Assessment

		<ul style="list-style-type: none"> re-arranging furniture where possible to avoid direct draughts <p>Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces.</p> <p>The temperature in the environment should be maintained at 16°C or above, or 13°C where considerable physical effort is required. Baby's sleep rooms and areas need to be kept at approximately 65°F (18°C). Please refer to the Health and Safety Policy and Procedure Manual.</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Nurseries can continue to use most types of air conditioning systems as normal. However, if you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. Read guidance on air conditioning and ventilation during the coronavirus outbreak.</p>		
<p>By not cleaning surfaces with anti-bacterial products that are touched frequently, will increase the risk of contamination</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p>Regular cleaning plays a vital role in limiting the transmission of COVID-19.</p> <p>Reducing clutter and removing difficult to clean items can make cleaning easier.</p> <p>Clean surfaces that are touched frequently</p> <p>To prevent the indirect spread of the virus from person to person, regularly clean frequently touched surfaces, such as:</p> <ul style="list-style-type: none"> door handles handrails 		

Risk Assessment

		<ul style="list-style-type: none"> - tabletops - play equipment - toys - books - tables - chairs - highchairs - cots - sinks - toilets - light switches - bannisters - electronic devices (such as tablets, computers, phones) - outdoor equipment <p>As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Staff must complete the ICP Nurseries Cleaning Checklists at least twice a day. Nursery Managers are responsible for checking these are being completed and filing them at the end of each week.</p> <p>Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</p> <p>Staff made aware of additional cleaning responsibilities, briefed on infection control, and knows how to safely use COSHH products, what the dangers are. Please refer to the Training and Development Checklist – Cleaning. Staff must only</p>		
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Risk Assessment

		<p>use cleaning chemicals which have been purchased from our preferred supplier, Gompels.</p> <p>When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used. Staff to wear disposable or washing-up gloves and aprons for cleaning</p> <p>Staff to use disposable cloths and warm soapy water followed by usual cleaning products. When cleaning, use the usual products, like detergents and those available from Gompels, as these will be very effective at getting rid of the virus on surfaces. Cleaning pods to be set up and MUST be stored out of children's reach around the setting both inside and out. Assign staff to key areas for cleaning at the end of each session</p> <p>The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided.</p> <p>Rugs may be used and cleaned at the end of each day with a steam cleaner / steam mop.</p> <p>Toys will need to be kept well organized. There should be sufficient resources to allow for some that are in use, being cleaned, and drying.</p> <p>Areas such as Superhero caves should be removed from sites.</p> <p>Blankets and cushions may be used if they can be laundered each day. There should be sufficient to</p>		
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Risk Assessment

		<p>allow some that are in use, being cleaned, and drying.</p> <p>Children may bring transitional objects such as comforters, blankets, soft toys or photographs of family members and pets to help provide comfort and security while they settle into the nursery routine. Where possible they should be left nursery and cleaned each evening. Any fabric comforters or soft toys brought from home, must be laundered each evening, before being returned to nursery the next day.</p> <p>The use of the Comfort Approach is currently suspended.</p> <p>Cleaning outdoor equipment Washing loose parts play and equipment: Wiping, immersion, steam cleaning or 72-hour exclusion are the recommended processes for cleaning of play equipment, equipment, or loose parts.</p> <p>Cleaning with a cloth is the same protocol as indoors, where desks, handles, seats etc will be wiped down with a suitable dilution of a cleaning fluid.</p> <p>If possible, fabrics such as tarpaulins or den building can be steam cleaned.</p> <p>'Hard to clean' items such as hoops, tennis balls, fabric, sticks etc. can be fully immersed and hung to dry using a large bowl or sink, filled with a suitable dilution of a cleaning fluid.</p>		
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Risk Assessment

		<p>Waterproofs, wellies and personal equipment: Children should not share personal equipment such as clothes and wellies Disinfectant will break down waterproofing, and therefore pure soap flakes should be used only.</p> <p>Deliveries Boxes holding deliveries should be cleaned before being brought into the nursery or opened outside and the contents transported into the nursery. Packaging must be disposed of as quickly as possible.</p>		
<p>By not having appropriate Laundry facilities and personal hygiene not being maintained. Will increase the risk of higher contamination and germs spreading</p>	<p>Staff, Children, Parents</p>	<p>Clothing, Laundry and Personal Hygiene There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</p> <ul style="list-style-type: none"> • All staff should wear clean uniform for each shift when caring for the children. • There is no longer a requirement for staff to change into their uniform when they arrive at the Nursery each day. • Uniforms should be washed at the maximum temperature that the fabric will tolerate. • Do not shake dirty laundry <p>Please see Standards of Appearance Guidance</p> <p>Children</p> <ul style="list-style-type: none"> • Children must wear clean clothing daily • Where possible, children should avoid wearing shoes with shoelaces. <p>Jewellery</p> <ul style="list-style-type: none"> • No wrist Jewellery is permitted • No rings are permitted except a wedding band 		

Risk Assessment

<p>By not having appropriate Personal protective equipment (PPE) available for use to all parties could increase the risk of germs spreading more quickly</p>	<p>Staff, Children, Parents</p>	<p>Personal protective equipment (PPE) PHE advises that for health and safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children's development.</p> <p>Based on current evidence and the measures that early years Nurseries are already putting in place, face coverings are not necessary when adults are interacting with children, even where social distancing is not possible. Face coverings may have a negative impact on interactions between staff and children, and their use when interacting with children in the setting should be avoided.</p> <p>The majority of staff in early years Nurseries will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child becomes ill with coronavirus (COVID-19) symptoms while at a setting, and only then if a distance of 2 metres cannot be maintained • where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>PPE for tasks involving changing nappies or general care for babies Staff should follow their normal practice when changing nappies and caring for babies more</p>	<p>Low</p>	
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Risk Assessment

		<p>generally, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves. If a child shows symptoms, they should not attend a childcare setting and should be at home and get tested.</p> <p>Gloves must be removed and disposed of after every use.</p> <p>First aid It is clear that treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards, including washing hands.</p> <p>Children who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p> <p>Stock Childcare Nurseries should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum.</p> <ul style="list-style-type: none"> • Stock check of essential supplies completed prior to opening e.g. gloves, aprons, hand soap, hand sanitiser, disinfectant, toilet rolls and tissues • Stock levels will be monitored closely 		
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Risk Assessment

		<ul style="list-style-type: none"> Supplies placed in each room for easy access to prevent staff leaving rooms for necessary equipment First aid box contents checked for stock and use by dates <p>Disposing of PPE Used PPE and any disposable face coverings that staff or children arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare Nurseries.</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p> <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> put it in a plastic rubbish bag and tie it when full place the plastic bag in a second bin bag and tie it put it in a suitable and secure place marked for storage for 72 hours <p>Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours</p>		
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Risk Assessment

		saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.		
If all parties are not being vigilant with signs and symptoms and are not getting Testing this will increase the risk of contamination/ germs spreading quicker	Staff, Children, Parents	<p>Testing Access to testing is already available to all essential workers. This includes anyone involved in childcare Education Nurseries, as employers, can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</p> <p>Children will have access to a test if they display symptoms of coronavirus. If they develop symptoms, they should be tested. If they test negative, they can return to their setting and their fellow household members can end their self-isolation. If they test positive, education and childcare Nurseries should follow guidance on implementing protective measures in education and childcare Nurseries.</p> <p>To access testing parents will be able to use the 119 / online coronavirus service.</p> <p>Contact Tracing The government has launched a national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus (COVID-19) symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child or adults tests positive.</p>	Low	

Risk Assessment

		<p>This could include, for example, direct discussion with parents and schools or colleges on recent contacts.</p> <p>All staff working for ICP nurseries can register for the App, which can be downloaded here: https://www.nhs.uk/apps-library/nhs-covid-19/</p>		
<p>By not having the correct measures in place to support and protect vulnerable children and those children with additional needs could put them at higher risk of becoming unwell and others around them</p>	<p>Staff, Children, Parents</p>	<p>Supporting vulnerable children and those with additional needs</p> <p>All children who normally access childcare are strongly encouraged to attend so that they can gain the learning and wellbeing benefits of early education.</p> <p>The nursery manager must identify and plan how best to support high needs groups, including vulnerable children and disadvantaged children when the setting reopens.</p> <p>Some children will need additional support to follow the measures set out in this risk assessment (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).</p> <p>All children who normally access childcare are strongly encouraged to attend so that they can gain the learning and wellbeing benefits of early education.</p> <p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Far fewer children should remain in the clinically extremely vulnerable group in the future following their routine discussions with their clinician.</p>	<p>Low</p>	

Risk Assessment

		<p>A small number of children will be unable to attend, in line with public health advice, because they are self-isolating, and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). Absences such as these, and occasions where children have been sent home from Nursery, must be recorded on the Child Absence Form.</p> <p>Nursery manager / key person must check on the welfare of any child who does not attend on any day, as per the Recording and Monitoring Attendance (Children) procedure.</p> <p>Safeguarding Our safeguarding principles in accordance with KCSIE 2020 and related Department of Health and Department of Education guidance, remain the same.</p> <p>We acknowledge that some children may attend Nursery having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased safeguarding and welfare risks. We will work with local and national services (such as Public Health England, Local Health Protection Teams and local children's services) to ensure necessary services and support are in place to support children and their families. The Designated Safeguarding Lead (and deputies) will be provided with sufficient time so they can provide appropriate support to staff and children regarding any new safeguarding and welfare concerns following Covid-19. This may include handling of referrals to children's social care and working with other agencies where appropriate.</p>		
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Risk Assessment

		<p>In the case of vulnerable children, particularly those with social workers, early years providers should continue to encourage these children to attend regularly and notify their social worker if they stop attending, including if they are self-isolating or shielding.</p> <p>Where there is a concern that a child is in need or suffering or likely to suffer from harm, the designated safeguarding lead or deputy should follow the Safeguarding Children and Child Protection Policy and consider any referral to statutory services (and the police) as appropriate.</p> <p>Children with special educational needs Please refer to Supporting Children with SEND during COVID-19 risk assessment.</p> <p>Nursery manager to complete risk assessment for those children with an EHCP. This should include full educational and care support for those children who have special educational needs and disabilities (SEND).</p> <p>Where children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines, it is imperative that childcare Nurseries conduct risk assessments around managing groups of children within the setting. This should include limiting the number of children in each group and reducing this to provide more space in each classroom or learning area.</p> <p>As far as possible, room groups of children should be supported by consistent staffing, and groups</p>		
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Risk Assessment

		<p>should remain as consistent as possible throughout the outbreak.</p> <p>Children who regularly spit or require physical contact If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.</p> <p>The issues will be specific to each child or young person and individual responses will be required. Staff should review and update existing risk assessments.</p> <p>In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary because these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and toys will be required.</p>		
People who may be at increased risk from coronavirus (COVID-19)	Staff, Children	<p>Supporting people who may be at increased risk from coronavirus (COVID-19) When completing this risk assessments, consideration has been given to staff and children with protected characteristics from groups where a disparity has been shown by the review of disparities in risks and outcomes (for example, age and sex, where someone lives, deprivation, ethnicity and/or people's occupation).</p>	Low	

Risk Assessment

		<p>The Public Health England report COVID-19: review of disparities in risks and outcomes shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.</p> <p>The higher-risk groups include those who:</p> <ul style="list-style-type: none"> • are older males • have a high body mass index (BMI) • have health conditions such as diabetes • are from some Black, Asian or minority ethnicity backgrounds <p>If people with possible risk factors are concerned, Nursery Managers must discuss their concerns and explain the measures the setting is putting in place to reduce risks.</p> <p>Nursery Managers should try as far as practically possible to accommodate additional measures and follow advice relevant to local areas, for example in areas of high transmission.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Nurseries have a legal obligation to protect their employees, and others, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way.</p> <p>Following the steps in this, and other risk assessments will help towards mitigating the risks of coronavirus (COVID-19) to children and staff and help Nurseries</p>		
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Risk Assessment

		<p>to meet their legal duties to protect employees and others from harm.</p> <p>All members of staff are supported through individual discussions (well-being meetings) with their managers around their concerns.</p> <p>Critical Care Plans should be reviewed and updated where applicable.</p> <p>Risk assessments should be completed where required.</p> <p>Steps should be taken to put in place any other necessary risk management measures required to minimise transmission to keep them, and others, safe.</p>		
<p>If we do not have the appropriate measures in place for our shielded and clinically vulnerable children and or staff, they can be more at risk of the infection and become unwell</p>	<p>Staff, Children</p>	<p>Staff who are clinically extremely vulnerable Shielding advice is being paused nationally from 31 March 2021. From 1 April 2021, clinically extremely vulnerable (CEV) people are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions.</p> <p>Staff in settings who are CEV are advised to continue to work from home where possible, but if they cannot work from home they should attend their workplace.</p> <p>Adults should maintain a 2-metre distance from others. Where this is not possible, they should avoid close face-to-face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care</p>	<p>Low</p>	

Risk Assessment

		<p>to socially distance from other adults including older children and adolescents.</p> <p>CEV individuals (aged 18 years and over) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.</p> <p>Read further Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <p>Staff who are clinically vulnerable Clinically vulnerable staff can continue to attend early years settings. While in Nursery they should follow the specific measures in this risk assessment to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distance from other staff in Nurseries. This provides that ideally, adults should maintain a 2 metre distance from others. Where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</p> <p>If staff are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus (COVID-19), managers must discuss any concerns individuals</p>		
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Risk Assessment

		<p>may have around their particular circumstances and reassure staff about the protective measures in place.</p> <p>Children self-isolating or shielding A small number of children will still be unable to attend early years settings in line with public health advice to self-isolate because they:</p> <ul style="list-style-type: none"> • have symptoms or have had a positive test result • live with someone who has symptoms or has tested positive and are a household contact • are a close contact of someone who has coronavirus (COVID-19) <p>The government know from growing evidence that many children identified at the start of the pandemic as CEV are not at increased risk of serious outcomes from COVID-19 and children are gradually being removed from the SPL as appropriate, following review with a clinician.</p> <p>Shielding advice is being paused nationally from 31 March. From 1 April, all CEV children should attend their setting unless they are one of the very small number of children under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>Children who live with someone who is CEV, but who are not CEV themselves, can still attend the setting and should ensure they maintain good prevention practice in the early years and home settings.</p>		
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Risk Assessment

		<p>Parents or carers who are anxious about their child attending the setting</p> <p>Managers need to consider that some parents and carers may be reluctant or concerned about their child attending the setting.</p> <p>This may include:</p> <ul style="list-style-type: none"> • children who have themselves been shielding previously but have been advised they no longer need to shield • children living in a household where someone is clinically vulnerable or are CEV • parents and carers who are concerned about the possible increased risks from coronavirus (COVID-19) such as those who have certain conditions such as obesity or diabetes <p>Discuss any concerns with parents and carers and explain the measures you are putting in place to reduce any risks.</p> <p>Staff who are pregnant</p> <p>Pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</p> <p><u>COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding</u> contains vaccination advice.</p> <p>Line managers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on workplace risk assessment for</p>		
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Risk Assessment

		<p>vulnerable people <u>Protect vulnerable workers during the coronavirus (COVID-19) pandemic</u> (). Information contained in the Royal College of Obstetricians and Gynaecologists and the <u>Royal College of Midwives guidance on coronavirus in pregnancy</u> should be used as the basis for a risk assessment.</p> <p>Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</p> <p>Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus (COVID-19) at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</p>		
<p>Children or adults who become unwell or there is a confirmed case of coronavirus in a setting, could spread the infection if procedures are not followed</p>	<p>Staff, Children</p>	<p>Children or adults who become unwell or there is a confirmed case of coronavirus in a setting Please refer to the Covid-19 (Coronavirus) risk assessment - suspected / confirmed cases for more information If anyone becomes unwell with a new continuous cough or high temperature of 37.8 degrees centigrade or higher, or a loss of, or change in their your normal sense of taste or smell (anosmia) in a childcare setting, they must be sent home and advised to follow the Guidance for Households with Possible Coronavirus Infection.</p>	<p>Low</p>	

Risk Assessment

		<p>Please note, Nurseries do not need to take children's temperatures every morning or throughout the day. Public Health England's guidance is that routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Please refer to the Monitoring and Managing High Temperature (Fever) in Children policy for further information about what to do when a child has a temperature.</p>		
<p>Children and staff may be experiencing a variety of emotional difficulties in response to the coronavirus (COVID-19) pandemic, including the effects of staying at home for a period</p>	<p>Children, parents</p>	<p>Supporting mental health and wellbeing Children and staff may be experiencing a variety of emotions in response to the coronavirus (COVID-19) pandemic, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker.</p> <p>It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support, a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges. Attending the setting allows social interaction with other children and staff, which benefits wellbeing.</p> <ul style="list-style-type: none"> • All staff must complete Children's Mental Health Training (NoodleNow!) as a minimum • A representative from each Nursery must complete Child Bereavement training • Each nursery must nominate 2 Emotion Coaching Champions, who must attend the Attachment, Emotional Regulation and Emotion Coaching in the Early Years Training <p>Nurseries must share with parents the Guidance for parents on supporting children and young people's</p>		

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		<p><u>mental health and wellbeing during the coronavirus outbreak.</u></p> <p>Nurseries can refer to the following helpful resources:</p> <ul style="list-style-type: none"> • Professional association for children and early years (PACEY): supporting children in your setting (https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/supporting-children-in-your-settingcoronavirus/) • Dr Dog explains coronavirus (http://www.lydiamonks.com/wp-content/uploads/2020/04/DrDogDoc.pdf) • 2 metres apart activity (https://cdn-busybees.ams3.digitaloceanspaces.com/downloads/twoMetreActivity.pdf) • Our hand washing song (https://cdnbusybees.ams3.digitaloceanspaces.com/downloads/handWashingSongActivity.pdf) • Talking to Children about COVID-19 (novel coronavirus) https://www.brighthorizons.com/familyresources/talking-to-children-about-covid19) <p>Nursery managers must continue to identify and support vulnerable children and parents by signposting them to appropriate local services such as mental health, domestic abuse or substance abuse services. Nurseries must maintain contact their local authority to understand what support is available. Agencies and nurseries should work together to actively look for signs of harms as per our Safeguarding Procedures.</p> <p>Line Managers and Well-Being Champions must promote the ICP Nurseries - We are Listening Line,</p>		
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Risk Assessment

		<p>where staff can share personal or professional concerns, or if they are worried about something in a confidential, safe way. E: listening@icpnurseries.com or T: 07508 017371.</p> <p>Line Managers and Well-Being Champions must follow the strategies outlined in the ICP Nurseries Wellbeing Toolkit.</p>		
<p>Disrupted attendance, in the event of non-attendance or closure may impact negatively on learning and development outcomes for children.</p> <p>Opportunities for early identification or more serious concerns for a child or family may be missed.</p>	Children	<p>Action to take should the Nursery be required to close</p> <p>The Nursery is required to work with the local authority to identify alternative provision for children who are not required to self-isolate and need places, Parents can also approach local authorities if their usual provider is not open.</p> <p>If a child moves Nurseries, important information should be provided by the parent or carer to the new setting on day one, including emergency contact details, dietary requirements and medical needs to safeguard the health, safety and welfare of the child.</p> <p>In the case of vulnerable children, the closed setting should notify the local authority (and social worker, where relevant) that these vulnerable children need alternative provision. The closed setting should work with the families of vulnerable children and local authorities (and social workers, where relevant) to support this. All contact must be recorded on the Family Communication Log.</p> <p>Staying in touch with parents or carers whose child is at home</p> <p>Nurseries must keep in regular contact with their children, via telephone / video calls. Before the call:</p>		

Risk Assessment

		<ul style="list-style-type: none"> • What do you know about the family already? Are there any vulnerabilities? For example, safeguarding concerns, physical health, emotional wellbeing, financial issues etc. • Does the child or family have any professionals involved with them and you in regular contact with these professionals? • Are there any barriers to communicating with the parent e.g. language barriers? • Make sure you are familiar with any relevant support for families e.g. information regarding local services for families can be found on local authority website e.g. Local Offer or home learning activities. You will need to check if families may have any difficulty accessing the information? • What time you are calling the family preferably in normal work hours, although sometimes it may be appropriate to call in the evening. • Are you using a work device (practitioners in EY settings should not be using personal devices, telephone numbers or emails etc.?) • Think about privacy if you are calling from your home, can you be overheard? • If you are using a video call, dress appropriately and make sure you do not have anything inappropriate in the background. <p>During the call consider:</p> <ul style="list-style-type: none"> • Who you are speaking to and their current location. Who is currently nearby and may overhear the conversation and whether 		
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Risk Assessment

		<p>there are any issues in relation to privacy. You may need to remind parents that children, however young may pick up on what is being said.</p> <ul style="list-style-type: none"> • Do the family have any worries and can you provide help or support or refer the family on for the appropriate support. • Do you have any concerns that need to be explored further? • If you want to talk to the child, or the child wants to talk to you, this needs to be done with the parent's permission and the conversation needs to be age appropriate. • Remain professional at all times and remember to remain professionally curious. • End the conversation in a positive way. <p>After the call:</p> <ul style="list-style-type: none"> • Keep a record of the call, time, duration, method and who you spoke to using the Family Communication Log • If you have any concerns about how the family is coping, signpost them to the relevant support or if they have multiple needs, consider making a referral for support using the Early Help process. • If you have any safeguarding concerns e.g. regarding the child's safety, speak to your setting's Designated Safeguarding Lead or contact Children's Social Care, as set out in Safeguarding Children and Child Protection Policy. <p>If you cannot contact the family:</p> <ul style="list-style-type: none"> • You may consider trying again at a different time. 		
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Risk Assessment

		<ul style="list-style-type: none"> Consider escalating any concerns in the usual way. <p>Supporting the Home Learning Environment when children are unable to attend Nursery</p> <ul style="list-style-type: none"> Where children are well / non-symptomatic Nurseries must plan home learning activities, which can be shared virtually each day with the child's parents. Use telephone / video calls to maintain contact between children, parents and key persons <p>There are many simple ways to help children learn and it does not have to be formal. Having everyday conversations, make-believe play and reading together all make a big difference to children's development. Parents should be supported to provide a positive learning environment at home. Nurseries can also direct parents to:</p> <ul style="list-style-type: none"> The Hungry Little Minds campaign. It features tips and practical activities that parents can do at home with children to support their early learning. BBC's Tiny Happy People The National Literacy Trust's Family Zone Guidance: Help children aged 2 to 4 to learn at home during coronavirus <p>Returning to Nursery</p> <p>Nurseries should prioritise helping young children to adapt to their new routines and supporting children to settle back into the setting, especially where there have been staffing changes. Continuing to</p>		
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Risk Assessment

		<p>support their early language and communication skills is essential.</p> <p>Children who have had limited opportunities for exercise should be encouraged to exert themselves physically.</p> <p>Nurseries may want to:</p> <ul style="list-style-type: none"> • consider how stories, singing and games can be used to help children to socialise and resettle into familiar everyday routines • plan how children can learn in age-appropriate ways about how they can keep themselves safe, including regular handwashing and using tissues consider how to encourage children to learn and practise these habits through games, songs and repetition 		
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Risk Assessment

<p>Transmission of germs if correct protocol is not in place and not being followed.</p> <p>Ensure Transport arrangements are pre-planned.</p>	<p>Staff, Children, Parents</p>	<p>Transport arrangements</p> <p>Public transport From 15 June 2020, face coverings must be worn on public transport in England. A face covering is a covering of any type which covers your nose and mouth. Some people don't have to wear a face covering for health, age or equality reasons.</p> <p>Hands should be washed or sanitised before and after touching a face covering.</p> <p>Children under the age of three should not be wearing face coverings, however there is an expectation that those aged three and over will be wearing them if they can do so properly.</p> <p>Making sure staff, parents and children follow the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel ensuring that transport arrangements cater for any changes to start and finish times.</p> <p>Encourage staff, parents and children to cycle, walk or drive to their setting where possible.</p> <p>Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible e.g. face coverings, gloves, hand sanitiser.</p>	<p>Low</p>	
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Risk Assessment

<p>Travel from overseas</p>	<p>Staff, Children, Parents</p>	<p>Exemptions to the global advice against non-essential travel On 4 July 2020 the government travel advice changed, with exemptions for travelling to certain countries and territories that no longer pose a high risk for British travellers. The government continue to advise against non-essential international travel, except to countries and territories listed. They also currently advise against cruise ship travel.</p> <p>The list of countries and territories exempt from advice against 'all but essential' international travel can be found here: https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel</p> <p>Return from travel Those returning will need to follow the rules for entering the UK. They must provide their journey and contact details up to 48 hours before they're due to arrive in the UK.</p> <p>Please see the rules for entering the UK: https://www.gov.uk/uk-border-control</p> <p>Travellers may have to self-isolate for the first 10 days they are in the UK. Please see the guidance for self-isolation when traveling to the UK: How to quarantine when you arrive in England</p> <p>They may not have to self-isolate when they arrive from some countries and territories.</p>	<p>Low</p>	
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Risk Assessment

		<p>Please refer to the travel corridors list for England: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p> <p>Please refer to the list of people who are exempt from the English border rules: https://www.gov.uk/government/publications/coronavirus-covid-19-travellers-exempt-from-uk-border-rules/coronavirus-covid-19-travellers-exempt-from-uk-border-rules</p> <p>From 15 December 2020 travelers will be able to take a COVID-19 test with a private test provider to see if you can end self-isolation early. Read more about the Test to Release for international travel scheme.</p>		
Contingency framework	Staff, Children, Parents	<p>The government has made it a national priority that early years settings should continue to operate as normal as possible during the coronavirus (COVID-19) outbreak. This remains the default position for all areas irrespective of local restriction tiers</p> <p>To help with this, the Government have published a Contingency framework: education and childcare settings (excluding universities)</p> <p>Decisions on any restrictions necessary in education or childcare Nurseries are taken separately on a case-by-case basis, in the light of local circumstances, including information about the incidence and transmission of coronavirus (COVID-19). More information on this process can be found in the COVID-19 contain framework: a guide for local decision-makers.</p>		

Risk Assessment

<p>Site has been closed for prolonged period- leaks, legionnaires in unused water areas, rodents, break- ins, broken locks doors and windows</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p>Health and safety check of the buildings to be carried out upon reopening; to include legionnaires checks.</p> <p>Further advice on this can be found in the guidance on legionella risks during the coronavirus outbreak: https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers guidance on emerging from lockdown: https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</p> <p>Nursery manager and health and safety officer to review risk assessments and implementing any measures to ensure that safety is maintained for wider opening.</p> <p>Consideration will need to be given to adjusting fire alarm procedures, for example assembly points, and how nursery management will ensure that staff and children are aware of them.</p>	<p>Low</p>	
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Risk Assessment

Action Plan			
Additional Control Measures	Who will complete the action?	Target date for completing action?	Signature of Manager
<p>COVID-19 vaccination</p> <p>ICP Nurseries supports and encourages all staff in getting the coronavirus (COVID-19) vaccine, and when it becomes available to them.</p> <p>The COVID-19 vaccination will reduce the chance of Team members suffering from COVID-19 disease.</p>			