

Risk Assessment

Task/Activity	Covid-19 (Coronavirus) risk assessment - suspected / confirmed cases. 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 settings, 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 settings outside the home • Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person <p>This risk assessment must be read alongside the Covid-19 (Coronavirus) pandemic risk assessment</p>				
Hazard How could harm be caused?	Who could be harmed? Staff? Children? Parents? Visitors? Public?	Existing Controls What are we already doing to prevent harm?	Risk Rating High/Medium /Low	Additional Controls Needed? If YES, transfer to Action Plan
Coming into contact and mixing with other individuals who may be unwell (all).	Members of staff, children, parents, visitors	If anyone in the setting becomes unwell with: <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 they must be sent home to begin isolation. Booking a polymerase chain reaction (PCR) test Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test as quickly as possible. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or	Low	Yes

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		<p>ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare have priority access to testing. All children can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.</p> <p>Nursery managers should ask parents, carers and staff to inform them immediately of the results of the test, with evidence.</p> <p>Please note, PHE is clear that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>		
<p>Coming into contact and mixing with other individuals who may be unwell (children).</p>	<p>Members of staff, children</p>	<p>Isolate a child showing symptoms If a child is awaiting collection:</p> <ul style="list-style-type: none"> • they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision. • this should be a member of staff who has already had contact with the child, and preferably not a member of the Nursery management team. • ideally, a window should be opened for ventilation • if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people • if they need to go to the bathroom while waiting to be collected, they should be taken to a separate bathroom if possible. The 		

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		<p>bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else</p> <ul style="list-style-type: none"> • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. <p>As is usual practice, in an emergency situation call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a PCR test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p>		
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		<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. This includes the bathroom if used.</p>		
<p>Coming into contact and mixing with other individuals who may be unwell (staff).</p>	<p>Members of staff, children, parents</p>	<p>Staff displaying symptoms of coronavirus (COVID-19)</p> <p>If a staff member develops symptoms of coronavirus (COVID-19) whilst at work, they must be sent them home to self-isolate and advised to get a test as soon as possible.</p> <p>They should begin isolating and follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. The isolation period includes the day the symptoms started (or the day the test was taken if they do not have symptoms), and the next 10 full days. If any of the individual's household members also attend the setting they will also need to be sent home at the same time.</p> <p>Once the staff member has left the premises, thoroughly disinfect and clean all surfaces and contact points they came into contact with using standard cleaning products. This includes the bathroom if used.</p> <p>If a staff member develops symptoms of coronavirus (COVID-19) while at home, they should</p>		

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		<p>not attend work and should notify their setting immediately.</p> <p>Their manager should advise them to arrange to have a PCR test to check if they have coronavirus (COVID-19) and let the Nursery know the results. Education and childcare workers are prioritised for testing.</p>		
<p>Coronavirus spreads mainly from person to person. This can happen between people who are in close contact with one another.</p>		<p>Child or staff members who test positive for coronavirus (COVID-19)</p> <p>Contact the child or staff member who has tested positive.</p> <p>Managers need to find out if they attended the setting during the infectious period. The infectious period is 2 days before their symptoms started (or their test date if they did not show any symptoms) to at least 10 days after.</p> <p>Managers must confirm that they must not attend the setting for at least 10 full days from the day after the start of their symptoms or test date if they did not have any symptoms (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test).</p> <p>If they did not attend the setting during the infectious period, no further action is required.</p> <p>Identify close contacts of the child or staff member who has tested positive.</p> <p>If they attended the setting during the infectious period, managers need to identify potential contacts during this period following the guidance for contacts of people with confirmed coronavirus</p>		

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		<p>(COVID-19) infection who do not live with the person.</p> <p>'A contact' is a person who has been close to someone who has tested positive for COVID-19 whether this was a LFD or PCR test. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.</p> <p>A contact can be:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 • anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a LFD or PCR test: <ul style="list-style-type: none"> – face-to-face contact including being coughed on or having a face-to-face conversation within one metre – <i>skin-to-skin physical contact for any length of time</i> – been within one metre for one minute or longer without face-to-face contact – been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) – travelled in the same vehicle or a plane <p>All children who had shared a group/room with the confirmed case during their infectious period would be considered contacts on the basis that social distancing is assumed not possible.</p>		
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		<p>Managers should identify potential contacts during the infectious period by:</p> <ul style="list-style-type: none"> • using attendance records to see who shared a group/room with the child or staff member who has tested positive • asking the staff member who has tested positive which children or other staff members they have had contact with whilst in the setting • asking other staff members if they have been in contact with the child or staff member who has tested positive <p>Inform close contacts they need to self-isolate Managers must contact parents and carers of children and any staff who have been identified as close contacts of a positive case. Let parents and carers know that their child:</p> <ul style="list-style-type: none"> • must self-isolate for 10 days from the date of the last contact with the child or staff member who has tested positive - the isolation period includes the date of last contact and the next 10 full days • needs to follow the guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person • does not need to get tested unless they have or develop symptoms themselves <p>Share information with parents and carers Contact other parents, carers and staff to let them know there has been a confirmed case of coronavirus (COVID-19) in the setting and the actions you are taking. You should advise them:</p> <ul style="list-style-type: none"> • close contacts have been identified and asked to self-isolate 		
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		<ul style="list-style-type: none"> the setting remains open to all other children (normal opening hours apply) <p>Nursery staff must not share the names of people with coronavirus (COVID-19) unless essential to protect others.</p>		
Action Plan				
Additional Control Measures	Who will complete the action?	Target date for completing action?	Signature of Manager	
<p>Communicate with staff and parents</p> <ul style="list-style-type: none"> PCR test positive result – once all contacts have been identified, they should be informed to isolate. Letters should be sent to parents/carers to inform them of what to do next and where to seek further information. Rapid testing centre or work place testing LFD positive result - where a positive test is recorded from an LFD rapid testing centre or work place testing LFD, the member of staff should begin self-isolation at home and book a confirmatory PCR test. They should also inform the setting immediately. Once all contacts have been identified, they should also be informed to isolate. Letters should be sent to parents/carers to inform them of what to do next and where to seek further information. LFD home testing kit positive result- where a positive test is recorded from an LFD home testing kit, the member of staff should begin self-isolation at home and book a confirmatory PCR test. They should inform the setting immediately. Once all contacts have been identified, they should be informed to isolate. 	Nursery Manager / Head of Commercial & Marketing	As and when required (confirmed cases).		

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<p>Letters should be sent to parents/carers to inform them of what to do next and where to seek information.</p> <p>Please note: Contact tracing will continue to be triggered by a positive LFD result in settings, but will be stopped automatically after receipt of a negative confirmatory PCR test, if the PCR was taken within the 2 days following the positive LFD result.</p>			
<p>Child or staff members who test positive for coronavirus (COVID-19): When to contact the local health protection team</p> <p>Contact the local health protection team if:</p> <ul style="list-style-type: none"> • the number of cases exceeds 2 within 14 days • you have taken the action outlined but are still seeing more cases • you are thinking you might need to close because of the number of people affected • a child or staff member in the setting has been admitted to hospital • you are getting significant interest from local media <p>The local health protection team will advise you on the next steps.</p> <p>We will also notify the Local Authority Early Years Team and Ofsted of any confirmed cases in the setting (either child or staff member), and if we have to close the setting as a result.</p>	<p>CEO, Head of Childcare & Operations, Nursery Manager</p>	<p>Confirmed cases</p>	
<p>Preparing to welcome back children and staff members who have been self-isolating after testing positive for coronavirus (COVID-19)</p> <p>The child or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine</p>	<p>Nursery Team</p>		

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<p>and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone.</p> <p>If they still have a high temperature after 10 days or are otherwise unwell, they are advised to stay at home and seek medical advice.</p> <p>The isolation period includes the day the symptoms started (or the day the test was taken if they did not have symptoms), and the next 10 full days.</p> <p>In most cases, settings and parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending the setting, the setting can take the decision to refuse the child if, in their reasonable judgement, it is necessary to protect their children and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in the light of all the circumstances and current public health advice.</p> <p>Children and staff members who have been self-isolating after being identified as a close contact of a positive case of coronavirus (COVID-19)</p> <p>If the child or staff member remains well and does not show signs of coronavirus (COVID-19) symptoms, they can return to their normal routine at the end of the isolation period.</p>			
<p>Obligations for self-isolation</p> <p>If a member of staff has COVID-19 symptoms or have received a positive test result they must stay at home and begin to self-isolate for 10 days from when their symptoms start.</p>	<p>Nursery manager, individual member of staff / parents</p>	<p>As and when required</p>	

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<p>They must stay at home while they are waiting for a home test kit or a test site appointment and should only leave home to visit a COVID-19 test site or in certain circumstances. They should not leave home for any other reason, including alternative work or childcare, and only exercise within their home, garden or private outdoor space.</p> <p>Self-isolation dates:</p> <ul style="list-style-type: none"> • Confirmed case: The isolation period includes the day the symptoms started (or the day the test was taken if the person does not have symptoms), and the next 10 full days. • Confirmed case – household members (including any siblings): should self-isolate for 10 days. The isolation period includes the day the first person in the household's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.) • Confirmed case – close contacts who do not live with the person: must stay at home and complete 10 full days isolation from the date of last contact. <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days.</p>			
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<p>If a member of the household starts to display symptoms while self-isolating, they will need to restart the 10 day isolation period and book a test.</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>Please see the Stay at Home Illustration.</p> <p>Individuals could be fined if they do not stay at home and self-isolate following a positive test result for COVID-19 and are notified by NHS Test and Trace that you need to self-isolate.</p>			
<p>Side effects of children taking a vaccination or teething Vaccines may cause a mild fever in children. This is a common and expected reaction, and isolation is not required unless coronavirus (COVID-19) is suspected.</p> <p>Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething.</p> <p>Parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should seek advice from their GP.</p> <p>If coronavirus (COVID-19) is suspected, settings should follow the advice in this risk assessment.</p> <p>PHE advice is that if any of the 3 COVID-19 symptoms are present then the child must isolate and get a test. Settings should not accept a GP diagnosis of 'not</p>	<p>Nursery manager / parents</p>	<p>As and when required</p>	

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<p>COVID-19' without a test unless a GP has a clear alternative diagnosis.</p>			
<p>General principles of cleaning after a person with symptoms of, or confirmed COVID-19 has left the setting The minimum PPE to be worn for cleaning an area after a person with symptoms of or confirmed COVID-19 has left the setting is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.</p> <p>Public areas where a symptomatic person has passed through and spent minimal time, but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>Use a household detergent followed by disinfection. Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants</p> <p>Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</p>	<p>Nursery Manager</p>	<p>As and when required</p>	

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<p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.</p> <p>Sanigone Where there has been a cluster or outbreak of Covid-19 the Nursery must be treated with Sanigone. Sanigone is a total release room sanitiser and disinfectant, and contains a propellant, which when activated emits a fine mist of powerful sanitising ingredients. This provides full coverage to all surfaces including hard to reach areas.</p> <p>Laundry Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.</p> <p>Clean and disinfect anything used for transporting laundry with the usual products, in line with the cleaning guidance above.</p> <p>Waste Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ul style="list-style-type: none"> • Should be put in a plastic rubbish bag and tied when full 			
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<ul style="list-style-type: none"> • The plastic bag should then be placed in a second bin bag and tied • This should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> • keep it separate from the other waste • arrange for collection by a specialist contractor as hazardous waste • Note - there may be a charge for this service. <p>Other household waste can be disposed of as normal.</p>			
<p>Test and Trace</p> <p>Nursery Managers must ensure they understand the NHS Test and Trace process.</p> <p>Staff members, parents and carers will need to:</p> <ul style="list-style-type: none"> • book a test if they or their child has symptoms <ul style="list-style-type: none"> - the main symptoms are: <ul style="list-style-type: none"> o a high temperature o a new continuous cough o a loss or change to their sense of smell or taste 	Nursery Manager	As and when required	

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<ul style="list-style-type: none"> • self-isolate immediately and not come to the setting if: <ul style="list-style-type: none"> ○ they develop symptoms ○ they have been in close contact with someone who tests positive for coronavirus (COVID-19) ○ anyone in their household, support or childcare bubble develops symptoms of coronavirus (COVID-19) ○ they are required to do so having recently travelled from certain other countries ○ they have been advised to isolate by NHS test and trace or the PHE local health protection team ○ provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19), or if asked by NHS Test and Trace <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test as quickly as possible. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>If someone has a negative COVID-19 PCR test result after being tested because they had symptoms they may have another virus such as a cold or flu they should stay at home until they feel well. They should seek medical attention if they are concerned about their symptoms. They can stop isolating as long as:</p> <ul style="list-style-type: none"> • they are well • no-one else in their household has symptoms or has tested positive for COVID-19 • they have not been advised to self-isolate by NHS Test and Trace 			
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<p>Anyone in the household who is isolating because of their symptoms can also stop isolating.</p> <p>Testing after the isolation period has ended Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19.</p> <p>If, however, they have an LFD antigen test within 90 days of a previous positive COVID-19 PCR test, for example as part of a workplace or community testing programme, and the result of this test is positive, they and their household should self-isolate and follow the steps in Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. If it is more than 90 days since you tested positive by PCR for COVID-19, and you have new symptoms of COVID-19, or a positive LFD antigen or PCR test, follow the steps in this guidance again.</p>			
<p>Mental Health and Well-Being For some people self-isolation (staying at home) can be boring or frustrating. They may find their mood and feelings being affected and feel low, worried or have problems sleeping.</p> <ul style="list-style-type: none"> - Staying in touch with friends and relatives on the phone or by social media may help - Carry on hobbies and interests within the home if able to - Take regular exercise within the home if possible <p>Nursery management must signpost staff to the Listening Line, and any other relevant support lines and useful websites.</p>	Nursery Manager	As and when required	

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<p>Line Managers and Well-Being Champions must follow the strategies outlined in the ICP Nurseries Wellbeing Toolkit</p> <p>Family / staff communication logs must be completed, noting all contacts with an individual or family whilst not in attendance at Nursery.</p>			
<p>COVID-19: long-term health effects Around 10% of mild Coronavirus (COVID-19) cases who were not admitted to hospital have reported symptoms lasting more than 4 weeks. A number of hospitalised cases reported continuing symptoms for 8 or more weeks following discharge.</p> <p>For staff Nursery management must complete the Return to Work Form and Well-Being Health Check. Where long-term health effects occur, a <u>Long Covid Critical Care Plan</u> must be completed.</p> <p>Nursery Management must signpost staff to any relevant support lines, agencies, and useful websites.</p> <p>For children or staff who are identified as having any long-term health effects a Critical Care Plan must be completed. Further information can be found here: https://www.gov.uk/government/publications/covid-19-long-term-health-effects/covid-19-long-term-health-effects.</p>	<p>Nursery Manager</p>	<p>As and when required</p>	