

## Risk Assessment

<b>Task/Activity</b>	<b>Covid-19 (Coronavirus) pandemic risk assessment</b>  Effective until Friday 7 <sup>th</sup> January 2022.  <b>Please note, failure to follow control measures set out in this risk assessment may result in disciplinary procedures being followed</b>		<b>Location</b>	ICP Nurseries
<p>This risk assessment has been developed using government guidance:</p> <ul style="list-style-type: none"> <li>• Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</li> </ul>				
<b>Hazard</b> <i>How could harm be caused?</i>	<b>Who could be harmed?</b> <i>Staff? Children? Parents? Visitors? Public?</i>	<b>Existing Controls</b> <i>What are we already doing to prevent harm?</i>	<b>Risk Rating</b> <i>High/Medium /Low</i>	<b>Additional Controls Needed?</b> <i>If YES, transfer to Action Plan. This risk assessment should be further personalised to reflect the needs of each Nursery.</i>
Failure to follow the preventative measures set out in the control measures outlined in this risk assessment.	Staff, Children, Parents, Visitors, Public	<b>Keeping children and staff safe is our utmost priority.</b>  Nursery Managers must: <ul style="list-style-type: none"> <li>• ensure that all staff understand the control measures in this risk assessment and how they are applied in the setting. Time should be taken for staff to review the actions in the control measures and ask questions</li> <li>• to ensure that all staff have read and understood their responsibilities as set out in the <b>Covid-19 Employee Code of Conduct</b></li> <li>• ensure that parents and carers are aware of the control measures, how this impacts them and their responsibilities in supporting it.</li> </ul>	Low	

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		<p>All staff <u>must</u> follow the preventative measures set out in the control measures as outlined in this risk assessment to minimise the risks of transmission.</p> <p>All staff must:</p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone</li> <li>2. Maintain appropriate cleaning regimes, using standard products such as detergents</li> <li>3. Keep occupied spaces well ventilated</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol>		
<p>Not having effective hygiene and handwashing systems in place will maximise the risk of contamination</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p><b>1. Ensure good hygiene for everyone</b></p> <p><b>Promoting hand hygiene</b></p> <p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that children clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Proper handwashing requires the following steps:</p> <ol style="list-style-type: none"> <li>1: Moisten hands under running water</li> <li>2: Apply soap</li> <li>3: Rub hands for approximately 20 seconds out of the flow of water</li> <li>4: Rinse hands</li> <li>5: Dry hands with a clean disposable towel.</li> </ol> <p>At minimum, these procedures must be followed by all children and staff at the following times:</p> <ul style="list-style-type: none"> <li>- Before/after handling food and eating</li> <li>- After toileting and nappy changing (staff and children)</li> <li>- Upon arrival and re-entering of the class</li> <li>- After dealing with bodily fluids (coughing, sneezing, nose-wiping)</li> <li>- After touching objects that could spread germs, such as bin lids or pets</li> </ul>	<p>Low</p>	

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		<ul style="list-style-type: none"> <li>- Before/after playing with sand, water, or play dough.</li> </ul> <p>Bathrooms must offer children adequate supplies of toilet tissue, sinks with liquid soap and paper towels.</p> <p>Bins should ideally be pedal operated, must have lids and be emptied frequently.</p> <p>A staff member must be assigned to refill soap dispensers throughout the day.</p> <p>Display posters and infographics around the Nursery to remind all of the importance of handwashing.</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.</p> <p>Create opportunities for greater independence by ensuring that handwashing facilities are well resourced and within 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 time (20 seconds). E.G. 'row, row your boat' and 'happy birthday' (sung twice).</p> <p>Share posters and videos with parents via social media and Connect.</p> <p>Ensure hand sanitisers are available at the entrance to the Nursery, in the staff room and in each room.</p>		
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		<p>Hand sanitiser 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 sanitiser must be stored out of reach of children. Hand cream will be supplied to staff.</p> <p><b>Respiratory hygiene (catch it, bin it, kill it)</b> Children and adults should cover their mouth and nose with disposable tissues when they cough or sneeze.</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>If a tissue is not available, they should sneeze into the crook of their elbow, not into their hand.</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 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. Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water or hand sanitiser after coughing, sneezing or using a tissue.</p> <p>Staff should ensure that help is available for children or adults who have trouble cleaning their hands independently</p> <p>The <a href="#">e-Bug COVID-19</a> website contains free resources for staff, including materials to encourage good hand and respiratory hygiene.</p>		
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		<p><b>Use of personal protective equipment (PPE)</b> The majority of staff in early years Nurseries will not require PPE beyond what they normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• tasks involving changing nappies or general care for babies</li> <li>• first aid</li> </ul> <p><b>Disposing of PPE</b> 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"> <li>• put it in a plastic rubbish bag and tie it when full</li> <li>• place the plastic bag in a second bin bag and tie it</li> <li>• put it in a suitable and secure place marked for storage for 72 hours</li> </ul> <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 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.</p>		
Not cleaning surfaces with anti-bacterial products that are touched frequently, will increase the risk of contamination.	Staff, Children, Parents, Visitors, Public	<p><b>2. Maintain appropriate cleaning regimes, using standard products such as detergents</b></p> <p>Regular cleaning plays a vital role in limiting the transmission of COVID-19. Reducing clutter and removing difficult to clean items can make cleaning easier.</p> <p><b>Clean surfaces that are touched frequently</b></p>	Low	

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<p>By not having appropriate Laundry facilities and personal hygiene not being maintained, may increase the risk of higher contamination and germs spreading.</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"> <li>- door handles</li> <li>- handrails</li> <li>- tabletops</li> <li>- play equipment</li> <li>- toys</li> <li>- books</li> <li>- tables</li> <li>- chairs</li> <li>- highchairs</li> <li>- cots</li> <li>- sinks</li> <li>- toilets</li> <li>- light switches</li> <li>- bannisters</li> <li>- electronic devices (such as tablets, computers, phones)</li> <li>- outdoor equipment</li> </ul> <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.</p> <p>Staff must complete <b>the ICP Nurseries Cleaning Checklists</b> 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 of frequently touched surfaces is essential in bathrooms and communal kitchens.</p> <p>Staff are 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 <b>Training and Development Checklist – Cleaning</b>. Staff must only use cleaning chemicals that have been purchased from our preferred supplier, Gompels.</p>		
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		<p>Staff to use disposable cloths and warm soapy water with our usual cleaning products.</p> <p>When cleaning, our usual products and detergents, which are available from Gompels, will be very effective at getting rid of the virus on surfaces.</p> <p>Cleaning pods must be set up and <b>MUST</b> 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>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 organised. There should be sufficient resources to allow for some that are in use, being cleaned, and drying.</p> <p>Blankets and cushions may be used if they can be laundered each day. There should be sufficient to 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><b>Cleaning outdoor equipment</b> 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>		
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		<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> <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><b>Clothing, Laundry and Personal Hygiene</b></p> <p>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"> <li>• All staff should wear clean uniform for each shift when caring for the children.</li> <li>• Uniforms should be washed at the maximum temperature that the fabric will tolerate.</li> </ul>		
<p>Poorly ventilated areas will increase how much virus is in the air, and increases the risk from aerosol, droplet and contact transmission.</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p><b>3. Keep occupied spaces well ventilated</b></p> <p>When the setting is in operation, it is important to ensure it is well ventilated and that a comfortable environment is maintained.</p> <p>Managers must identify any poorly ventilated spaces as part of their risk assessment and take steps to improve fresh air flow in these areas.</p> <p>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).</p>	<p>Low</p>	

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		<p>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"> <li>• opening high level windows in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied</li> <li>• re-arranging furniture where possible to avoid direct draughts</li> </ul> <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 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 <b>Health and Safety Policy and Procedure Manual</b>.</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 be 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 <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p>		
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		Where mechanical ventilation systems exist, Managers should ensure that they are maintained in accordance with the manufacturers' recommendations.		
Coming into contact and mixing with individuals who have developed COVID-19 symptoms or has a positive test	Staff, Children, Parents, Visitors, Public	<p><b>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p> <p>Staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into the setting if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your setting develops symptoms of COVID-19, however mild, you should send them home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a child is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any rooms they use should be cleaned after they have left.</p> <p>The household (including any siblings) should follow the PHE stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>	Low	
Around 1 in 3 people with COVID-19 have no symptoms so are unaware that they may be transmitting the	Staff, Children, Parents, Visitors	<p><b>Engage in asymptomatic testing</b></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> <p><b>COVID-19 Home Testing for Nursery Staff</b></p>	Low	

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<p>virus to other people</p>		<p>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><b>How the tests work</b> 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 <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> 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 &amp; Trace.</p> <p><b>How to report test results</b> 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</p>		
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		<p>'Who was the test for?' section online at <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> The text/email notification of a positive or negative result MUST be shared with the nursery manager.</p> <p>Where an LFD test gives a positive result, the Nursery Manager must complete and send the Covid-19 Reporting of Possible or Confirmed Cases to <a href="mailto:coronavirus@icpnurseries.com">coronavirus@icpnurseries.com</a>.</p> <p>The <b>ICP COVID-19</b> 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 need to arrange a lab-based polymerase chain reaction (PCR) test within 2 days of the LFD 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.</p> <p>Those with a negative LFD test result can continue to attend the early years setting.</p> <p>Nursery Management teams will be required to keep a record of tests on the <b>Rapid Testing Log</b>.</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>		
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<p><b>Coming into contact and mixing with other individuals who may be unwell</b></p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p><b>Minimise contact between individuals who may be unwell where possible</b></p> <p>Children, staff and other adults must not come into the setting if:</p> <ul style="list-style-type: none"> <li>• they have one or more coronavirus (COVID-19) symptoms: <ul style="list-style-type: none"> <li>○ a high temperature of 37.8 degrees centigrade or higher</li> <li>○ a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours</li> <li>○ 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</li> </ul> </li> <li>• a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms and the individual is not considered double-vaccinated (meaning they have received their final dose of an MHRA-approved vaccine in the UK vaccination programme at least 14 days prior to contact with a positive case) and/or is not exempt because they are over the age of 18 years and 6 months.</li> <li>• they are required to quarantine having recently visited countries outside the Common Travel Area</li> <li>• they have had a positive test</li> </ul> <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"> <li>• the start of their symptoms</li> <li>• 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)</li> </ul> <p><b>Staff Health Declaration: Covid-19</b> Each member of staff must complete a <b>Staff Health Declaration: Covid-19</b> on arrival for their shift at Nursery. If the answer is yes to any of the questions, they must inform the Nursery Manager immediately.</p>	<p>Low</p>	
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		<p>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>Please note, Nurseries do not need to take staff or 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 <b>Monitoring and Managing High Temperature (Fever) in Children policy</b> for further information about what to do when a child has a temperature.</p>		
<p><b>Mixing of groups of children and staff may increase and maximise the risk</b></p>	<p>Staff, Children</p>	<p><b>Group Sizes</b></p> <p>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).</p> <p>Nursery managers 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>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> <p>Children and adults should minimise 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"> <li>plan staff deployment and care of children, ensuring that groups are kept to the smallest number possible.</li> </ul>	<p>Low</p>	

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		<ul style="list-style-type: none"> <li>• basing staff and children who are members of the same household, in the same room</li> <li>• accessing rooms directly from outside where possible</li> <li>• 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</li> <li>• the environments are organised to maintain space between activities</li> <li>• unnecessary items are removed from the setting where there is space to store it elsewhere</li> <li>• staggering breaks to ensure that any corridors or circulation routes used have a limited number of children / staff using them at any time</li> <li>• 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.</li> <li>• children should not bring their own drinking cups and water bottles from home, these must be provided by the Nursery</li> <li>• children should be brought their lunch in their classrooms</li> <li>• staggering staff lunch breaks</li> <li>• ensuring that toilets do not become crowded by limiting the number of children or adults who use the toilet facilities at one time</li> <li>• 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</li> <li>• changing units/mats organised for each room where needed</li> </ul> <p><b>Where children attend more than one setting</b> 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 control</p>		
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		<p>measures 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><b>Rotas</b> Rotas and key groups must be planned each day, using the <b>Staff Rota</b>. Nurseries will ensure that:</p> <ul style="list-style-type: none"> <li>• where possible, the presence of any additional members of staff should be agreed on a weekly basis, rather than a daily basis to limit contacts.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p><b>Relief staff</b> 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</p>		
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		<p>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 first placement must provide them with additional rapid LFD tests to be taken before each placement.</p> <p><b>Other contacts</b> While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p><b>Staff meetings and training</b></p> <ul style="list-style-type: none"> <li>• Where possible, meetings and training sessions should be conducted through virtual conferencing.</li> <li>• Where meetings and training are held face to face, control measures 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. Please refer to the <b>Face to face Training and Staff Meetings Risk Assessment</b>.</li> <li>• External training providers who are delivering face to face training, must provide a comprehensive Covid-19 risk assessment prior to a booking being confirmed.</li> </ul> <p><b>Outside Space</b></p> <ul style="list-style-type: none"> <li>• Use outside space, where possible, as this can limit transmission</li> <li>• Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</li> <li>• Use gazebos to offer shaded areas in the garden where children can play, eat and sleep.</li> </ul> <p><b>Mealtimes</b></p> <ul style="list-style-type: none"> <li>• It is very unlikely that COVID-19 is transmitted through food.</li> </ul>		
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		<p>another child. Each child will have their own labelled sleep bag in which their bedding will be stored.</p> <ul style="list-style-type: none"> <li>• Bedding must be washed at least weekly, unless soiled.</li> <li>• Sleep mats must be cleaned daily, and must be sanitised after they have been contaminated (such as by vomit, mucous, blood, or toileting accidents)</li> <li>• 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.</li> <li>• 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.</li> <li>• Sleep mats should be stored safely in a clean, dry place.</li> <li>• Bedding or sleep surfaces used by the same children must be washed between use by each child.</li> <li>• 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.</li> </ul> <p><b>Staff rooms and offices</b> The use of staff rooms and offices is staggered to limit occupancy.</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"> <li>• staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring distancing is maintained in staff break rooms</li> <li>• using safe outside areas for breaks</li> </ul>		
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## Risk Assessment

		<ul style="list-style-type: none"> <li>creating additional space by using other parts of the workplace</li> <li>regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage</li> <li>encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts</li> </ul>		
<p><b>Arrivals and Departures of children, parents, staff and visitors, which can enhance the spread of germs if appropriate protocol is not in place</b></p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p><b>Arrivals and Departures</b> 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:  <b>S: self</b>, am I ready to open the door? Do I have the resources I need to carry out the task?  <b>T: task</b>; do I need to take the child from the parent, or offer any other support to the children, parents, staff as they arrive / depart?  <b>E: environment</b>, have I carried out a visual inspection of the area, got control over the environment (door under my control for example);  <b>P: people</b>, 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>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:</p> <ul style="list-style-type: none"> <li>Open as many points of entry / exit to the Nursery to avoid crowding as staff and families arrive / depart.</li> </ul>	<p>Low</p>	

## Risk Assessment

		<ul style="list-style-type: none"> <li>• Discourage parents from gathering at the nursery entrance and communal areas.</li> <li>• Where queuing is taking place, use queue management systems such as floor markings.</li> <li>• 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.</li> <li>• 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)</li> <li>• Reduce contact time between staff and parents at drop off / pick up to less than 15 minutes.</li> <li>• To avoid where possible, touching parents when physically handing over young, or distressed children.</li> <li>• Arrange drop off and pick up of children at the nursery entrance to avoid parents entering the Nursery unnecessarily</li> <li>• When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area</li> <li>• 'Drop and go' procedure put in to place with more communication taking place via telephone or video chat.</li> <li>• Parents are to leave promptly and move away from the nursery boundaries.</li> <li>• 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.</li> <li>• Parents may leave pushchairs at the Nursery by prior arrangement with the nursery management team.</li> <li>• Mangers must ensure that pushchairs are folded down and stored in a way that avoids them touching other children's pushchair.</li> <li>• 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.</li> </ul>		
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## Risk Assessment

		<ul style="list-style-type: none"> <li>Car seats, scooters, bikes etc. must not be left at the Nursery.</li> </ul> <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"> <li>what time to arrive</li> <li>where to queue</li> <li>where to park</li> <li>whether the car park out of bounds or not</li> </ul>		
<p><b>Visits and Visitors attending the site which heightens the risk of germs spreading</b></p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p><b>Visits to the setting from parents and carers, additional staff, external professionals and non-staff members</b></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</p>	<p>Low</p>	

## Risk Assessment

		<p>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 (new continuous cough or high temperature of 37.8 degrees centigrade or higher, or a loss of, or change in, your normal sense of taste or smell (anosmia)), or have someone in their household who is. A <b>Visitor / Contractor / Parent Health Declaration</b> MUST be completed by any Parent / Visitor / Contractor entering the nursery premises.</p> <p>In instances where Nurseries need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC plan, Nurseries should assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they should closely follow the protective measures in the setting, and the number of attendances should be kept to a minimum.</p> <p>Visits for SEND therapies should continue on site, where possible. If they need to attend in person, they should:</p> <ul style="list-style-type: none"> <li>• follow guidance relevant to the setting</li> <li>• keep the number of attendances to a minimum</li> <li>• wash hands frequently</li> <li>• where possible to do so, maintain social distancing</li> <li>• be informed about the control measures in the setting</li> </ul> <p>Where visits can happen outside of setting hours, they should.</p> <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>		
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## Risk Assessment

		<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> <p><b>New admissions / Prospective Parents</b> 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"> <li>• there is regular handwashing, especially before and after the visit</li> <li>• social distancing is observed</li> <li>• open day / evening events for prospective parents will be 'by appointment only' for one adult (no children / siblings) at a time.</li> <li>• cleaning must take place between events.</li> </ul> <p>Prior to a visit, Nurseries should ensure that parents are aware:</p> <ul style="list-style-type: none"> <li>• of the control measures</li> </ul>		
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## Risk Assessment

		<ul style="list-style-type: none"> <li>• how this impacts them and their responsibilities during their visit</li> <li>• how to maintain distancing from staff, other visitors, and children other than those in their care</li> </ul> <p><b>Parents settling children</b></p> <p>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"> <li>• stay for a limited amount of time (ideally not more than an hour)</li> <li>• avoid close contact with other children</li> <li>• are aware of the control measures, how this impacts them, and their responsibilities in supporting it when visiting a setting with their child</li> </ul> <p>Please see <b>Settling-in Policy Nursery Reopening</b> for further details on settling new and returning children.</p> <p><b>Recruitment</b></p> <p>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.</p> <p>Where face-to-face meetings are arranged, settings should make clear to candidates that they must adhere to the control measures that is in place.</p> <p>When recruiting, settings must continue to adhere to the legal requirements regarding pre-appointment checks.</p>		
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## Risk Assessment

<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>Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves and to follow the practical steps set out in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 to minimise their risk of exposure to the virus.</p> <p>Staff in settings who are CEV should currently attend their place of work.</p> <p><b>Clinically extremely vulnerable children/staff</b> Clinical studies have shown that children and young people, including those originally considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable.</p> <p>All children and young people should continue to follow the same guidance as everyone else, which can be found at <a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a>. For a very few individual children specific clinical advice may be given and this should continue to be followed.</p> <p>The Department for Health and Social Care have developed an <a href="#">FAQ</a> that can be accessed online.</p> <p><b>Pregnant Staff</b> Pregnant staff and their employers should follow the advice in the <a href="#">Coronavirus (COVID-19): advice for pregnant employees</a>. Further advice for pregnant staff is available at guidance and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynaecologists.</p>	<p>Low</p>	
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## Risk Assessment

		<p>Managers must discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.</p> <p><b>Parents or carers who are anxious about their child attending the setting</b></p> <p>Managers need to consider that some parents and carers may be reluctant or concerned about their child attending the setting. This may include:</p> <ul style="list-style-type: none"> <li>• children who have themselves been shielding previously but have been advised they no longer need to shield</li> <li>• children living in a household where someone is clinically vulnerable or are CEV</li> <li>• 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</li> </ul> <p>Discuss any concerns with parents and carers and explain the measures you are putting in place to reduce any risks.</p>		
<b>Travel from overseas</b>	Staff, Children, Parents	<p><b>Children and staff travelling from abroad</b></p> <p>All children and staff travelling to England must adhere to travel legislation, details of which are set out in <u>red, amber and green</u> list rules for entering England.</p> <p>Parents and carers should bear in mind the impact on their child's learning and development which may result from any requirement to quarantine or isolate upon return.</p>	Low	
<b>Contingency framework</b>	Staff, Children, Parents	<p>The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare</p>		

## Risk Assessment

		<p>settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p> <p>To help with this, the Government have published a <u><a href="#">COVID-19 contain framework: a guide for local decision-makers</a></u>.</p> <p>Where cases of COVID-19 substantially increase, this could indicate transmission is happening within the setting. In these instances, the Government's threshold documentation will be used as guidance for any additional action which may be required. At this point, the setting must consider reviewing and reinforcing existing measures. This may include considering:</p> <ul style="list-style-type: none"> <li>- whether any activities could take place outdoors, including exercise, assemblies, or classes</li> <li>- ways to improve ventilation indoors, where this would not significantly impact thermal comfort</li> <li>- one-off enhanced cleaning, focusing on touch points and any shared equipment</li> </ul> <p>Public Health England (PHE) will also be informed and the PHE Director will discuss further contingency plans as</p>		
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## Risk Assessment

<b>Action Plan</b>				
<b>Additional Control Measures</b>	<b>Who will complete the action?</b>	<b>Target date for completing action?</b>	<b>Signature of Manager</b>	
<p><b>COVID-19 vaccination</b></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>	All staff			

## Risk Assessment

<b>Risk assessment completed by:</b>	Gill Medhurst	<b>Signature:</b>		<b>Date:</b>	16.04.20
<b>Face Coverings</b> Adults are free to wear a face covering in communal areas where social distancing is difficult to maintain if they wish to. Settings should make sure their outbreak management plans cover the possibility that it is advised that face coverings should temporarily be worn more widely in settings in their area.	All staff				
Left blank for personalisation by each Nursery.					

**A review of this risk assessments should take place monthly**

**This risk assessment should be reviewed at least monthly  
or when any changes to the task/activity occur before the monthly review.**