

## Risk Assessment

<b>Task/Activity</b>	Covid-19 (Coronavirus) risk assessment – suspected, confirmed cases, and outbreaks.  Effective until Friday 7 <sup>th</sup> January 2021.  <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
This risk assessment has been developed using government guidance:				
<ul style="list-style-type: none"> <li>• Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</li> </ul>				
This risk assessment must be read alongside the Covid-19 (Coronavirus) pandemic risk assessment				
<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</i>
Coming into contact and mixing with other individuals who may be asymptotically infected with Covid-19	Staff, children, parents, visitors	Staff must wear a face covering in all communal areas of the Nursery and at all points when interacting with parents/carers/visitors.  Staff do not need to wear a face covering when working with children in the Nursery rooms.	Medium	
Coming into contact and mixing with other individuals who may be asymptotically infected with Covid-19	Staff, children, parents, visitors	Staff must undertake daily LFD testing and report their results to the Nursery Manager.	Medium	
Coming into contact and mixing with other individuals who may be unwell (all).	Staff, children, parents, visitors	If anyone in the setting becomes unwell with: <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> </ul>	Low	Yes

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		<p>- 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</p> <p>they must be sent home to begin isolation.</p> <p><b>Booking a polymerase chain reaction (PCR) test</b> 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>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>		
Coming into contact and mixing with other individuals who may be unwell (children).	Staff, children, parents	<p><b>Isolate a child showing symptoms</b> If a child is awaiting collection:</p> <ul style="list-style-type: none"> <li>• they should be moved, if possible, to a room where they can be isolated behind a closed door with appropriate adult supervision.</li> <li>• 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.</li> <li>• ideally, a window should be opened for ventilation</li> <li>• if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people</li> </ul>	Low	

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		<ul style="list-style-type: none"> <li>• if they need to go to the bathroom while waiting to be collected, they should be taken to a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else</li> <li>• 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).</li> <li>• 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.</li> </ul> <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).</p> <p>If the symptomatic person subsequently tests positive (see below) close contacts will be contacted by NHS Test &amp; Trace if there is a requirement to self-isolate.</p> <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>		
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		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.		
Coming into contact and mixing with other individuals who may be unwell (staff).	Staff, children, parents	<p><b>Staff displaying symptoms of coronavirus (COVID-19)</b> If a staff member develops symptoms of coronavirus (COVID-19) whilst at work, they must be sent 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.</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 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>	Low	
Coronavirus spreads mainly from person to person. This can happen between people who are in close contact with one another and where people do	Staff, children, parents, visitors	<p><b>Tracing close contacts and isolation</b> From Step 4, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case</p>		

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<p>not follow guidance to self-isolate.</p>		<p>specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>Nursery managers may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 16 August 2021, children under the age of 18 years old are no longer required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case (except where they are identified as a close contact of the Omicron variant – additional information below). Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>18 year olds will be treated in the same way as children until 4 months after their 18th birthday to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>On 16 August 2021, the rules on self-isolating as a contact changed for adults who are fully vaccinated, and they will be exempt from the requirement to self-isolate if they are a contact of a positive case.</p> <p>Anyone who tests positive will still need to self-isolate regardless of their vaccination status.</p> <p><b><u>Omicron Variant – Close Contacts</u></b></p> <p>The exemptions listed above do not apply if you live with or have been in contact with someone who may have the Omicron variant of COVID-19, and you will still need to self-isolate. NHS Test and Trace will contact you if this is the case.</p>		
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		<p>Even if you do not have symptoms, you should still:</p> <ul style="list-style-type: none"> <li>• <u>get a PCR test on GOV.UK</u> to check if you have COVID-19</li> <li>• follow advice on <u>how to avoid catching and spreading COVID-19</u></li> <li>• consider limiting contact with <u>people who are at higher risk from COVID-19</u></li> </ul> <p>Whilst NHS Test &amp; Trace are responsible for identifying close contacts of confirmed cases of Covid-19, settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p>		
Failure to quickly identify and contain any potential COVID-19 outbreak.	Staff, children, parents, visitors	<p>Outbreak management</p> <p>In agreement with the Head of Early Years Standards, Regulation and Compliance, the Nursery Manager will contact the DfE PHE coronavirus helpline (telephone 0800 046 8687) where the number of cases (PCR positive) within 10 days among children or staff who have mixed closely:</p> <ul style="list-style-type: none"> <li>• increases rapidly or</li> <li>• reaches 10 cases</li> <li>• 10% of the cohort (e.g. in a setting with 20 children this would be 2).</li> <li>• You are thinking you might need to close because of the number of people affected</li> <li>• a child or staff member in the setting has been admitted to hospital. or death due to COVID-19</li> <li>• you are getting significant interest from local media</li> </ul> <p>The DfE PHE coronavirus helpline will advise on the next steps.</p> <p>Whilst our default position is to allow all children to attend, where an outbreak occurs it may be necessary to limit the number of children in the setting through attendance restrictions.</p>		

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		<p>We will continue to 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>Where there is an extremely high prevalence of COVID-19 / variant of concern (VoC) the following control measures will be considered:</p> <ul style="list-style-type: none"> <li>• When a variant of COVID-19 is classed as a variant of concern (VoC), PHE will ramp up targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variants.</li> <li>• An increased use of home testing by staff may also be advised.</li> <li>• Temporary re-introduction of face coverings in communal areas</li> </ul> <p>Clinically extremely vulnerable staff and children</p> <ul style="list-style-type: none"> <li>• In the event of a major outbreak or VoC that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers can agree to reintroduce shielding.</li> <li>• Shielding can only be reintroduced by national government.</li> <li>• We will have regard to the guidance on clinically extremely vulnerable people.</li> </ul>		
<p><b>Action Plan</b></p>				

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Additional Control Measures	Who will complete the action?	Target date for completing action?	Signature of Manager
<p><b>Preparing to welcome back children and staff members who have been self-isolating after testing positive for coronavirus (COVID-19)</b></p> <p>The child or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine 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>Nursery Team</p>		
<p><b>General principles of cleaning after a person with symptoms of, or confirmed COVID-19 has left the setting</b></p>	<p>Nursery Manager</p>	<p>As and when required</p>	

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<p>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>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>			
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<p><b>Sanigone</b> 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><b>Laundry</b> 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><b>Waste</b> 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"> <li>• Should be put in a plastic rubbish bag and tied when full</li> <li>• The plastic bag should then be placed in a second bin bag and tied</li> <li>• This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ul> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste</p>			
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<p>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"> <li>• keep it separate from the other waste</li> <li>• arrange for collection by a specialist contractor as hazardous waste</li> <li>• Note - there may be a charge for this service.</li> </ul> <p>Other household waste can be disposed of as normal.</p>			
<p><b>Mental Health and Well-Being</b></p> <p>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> <p>This can be helped by:</p> <ul style="list-style-type: none"> <li>- Staying in touch with friends and relatives on the phone or by social media may help</li> <li>- Carry on hobbies and interests within the home if able to</li> <li>- Take regular exercise within the home if possible</li> </ul> <p>Nursery management must signpost staff to the Listening Line, and any other relevant support lines and useful websites.</p> <p>Line Managers and Well-Being Champions must follow the strategies outlined in the ICP Nurseries Wellbeing Toolkit</p>	<p>Nursery Manager</p>	<p>As and when required</p>	

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<p>Staff communication logs must be completed, noting all contacts with an individual or family whilst not in attendance at Nursery.</p>			
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