COVID-19 RISK ASSESSMENT

Activity assessed: Early Learners Nurseries

Assessment date: 04/05/21,
Previously assessed on: 02/04/21
16/02/21, 17/01/21, 01/12/20, 30/10/20,
13/09/20, 07/09/2020, 01/09/2020, 01/08/2020,
14/07/2020, 26/06/20, 05/06/2020, 26/05/2020

Assessment reference: COVID

Name of assessor: Jean & Hayden McCann

Review date: Ongoing / As required

Advice Sort: HSE, Moorepay H&S

Risk Assessment Information:

This risk assessment is based on the 5 Steps. This model uses numerical values to calculate the levels of risk.

The risk rating allows us to identify the level of risk and prioritise our actions, as well as identifying how our control measures have reduced a risk further. That doesn't mean that we only consider the higher risk – we should be reducing the risk to as low as reasonably practicable across the businesses. It is easy to become focussed on 'scoring' a risk assessment – we should be mindful when completing a risk assessment that the focus is on the hazards and control measures in place – the scoring is then just a reflection of how well those hazards can be controlled.

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: L x S = R.

Likelihood		Severity	
Rating	**Guide words**	**Rating**	**Guide words**
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

Risk Rating Key:

Score	Risk Level	Description
1-4	**Very Low**	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	**Low**	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	**Medium**	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
15-20	**High**	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	**Very High**	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

Definitions:

Risk Assessment	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
Hazard	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
Harm	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
Likelihood	The chance that a hazard realises its potential to cause harm.
Severity	Extent of injury, damage etc.
Risk	The probability of a hazard actually causing harm.
Controls	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.

Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Review Completed by
			Likelihood	Severity	Rating Score	Risk Level				
All risks	All	Policies & Procedures Employment Handbooks Risk Assessments. Covid 19 Guidance Health & safety Covid 19 Risk Assessment: Have a full understanding & implement this risk assessment To follow Government guidance. Checklist for Re-opening settings	2	5	10	Low	Staff to be vigilant with new updates with respect to Government Guidance Safety Guidance sent to Parents/ Carers To have a full understanding & implement Covid-19 Guidance Update all health and safety compliance checks	All Staff	Ongoing	HMc JMc
Social Distancing	All	Social distancing vinyl circular stickers and posters to support and remind Adults/ Children to practice social distancing. *Settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible, all 'reasonable endeavours'.* See the following Gov. Guidance - Staying Alert and Safe (Social Distancing) - Implementing protective measures in education & childcare settings Phased return of Staff & Families Staggered breaks – both children and staff	3	3	9	Low	Staff to be vigilant & Monitor Talks with the children- Example Consider meaningful symbols, and social stories Children in small groups: *Children and staff in nurseries and pre-schools will no longer have to stay in separate groups or bubbles from 20 July 2020, the Department for Education has confirmed in updated guidance. Removing the groups approach is based on the fact that the overall risk to children and young people from coronavirus (COVID-19) is low. However, ELN will continue to be separated as much as we possibly can.* Supervisors to review classrooms layout and daily routine. Marking areas in the classroom Move furniture to create areas in the classroom to help	Staff .	Ongoing	HMc JMc

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							separate children into smaller age groups when playing.			
		Silver tape to create 2-metre distancing lines. If applicable, to support workforce completed a visual assessment of layout and environment Parents to communicate in advance via ParentAdmin **Consider how to minimise contact across the setting and maintain social distancing wherever possible** Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and you must consider how to implement this. We must do everything possible to minimise contacts and mixing while delivering a broad and balanced provision. **Minimise mixing:** Early years settings can operate at normal group sizes. We consider how we can minimise mixing within settings, for example using different rooms for different age groups, keeping those groups apart '*as much as possible'*. Minimising contact between groups can reduce the number of children and staff required to self-isolate in the event of children or	3	3	9	Low	On arrival stand at least 6 feet away from the parent/guardian and child in front of you. Staff to be vigilant & monitor		Ongoing	HMc JMc

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		staff testing positive for coronavirus (COVID-19).								
Drop off/collection	All	Staggered opening times by opening settings fully (7am -6pm). Parents to communicate in advance via ParentAdmin Our teams will greet children outside (either the building or classroom) as they arrive. Temperature checks	2	5	10	Low	This process must be swift. To limit direct contact with parents as much as possible Parents are to place prams & car seats in designated areas Prams and car seats are clean.These are not allowed in the buidling. Parents/ Carers can wear personal protective equipment (PPE) Parents access to the business/ buidling is minimal.	Parents	As Required	
		The same parent or designated person should drop off and pick up their child were possible. Hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter	2	5	10	Low	If possible, older people ie. grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19. Children must be supervised when using hand sanitzer.	Staff	Ongoing	HMc JMc
Isolation periods	All	Follow Government guidance Covid 19 -Implementing protection measures In Education & Childcare settings	2	5	10	Low	Staff. Parents/ Carer have been provide with information		Ongoing	HMc JMc
		'Isolation area' identified for children/ staff showing signs of COVID-19 Practice / Procedure in place	2	5	10	Low	Staff to follow procedure – notifying nursery if un-well Parents to inform Nursery by notification if their child is unwell. **Any person displaying the main symptoms of coronavirus should stay at**		As Required	

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							home, seek a test immediately.			
Sickness/illness *(Staff, children & families, visitors)*	All	Anyone who has a fever of 100.40 (38.00C) or above or other signs of illness will **not** be admitted to our settings. **Any person displaying the main symptoms of coronavirus should stay at home.** Further guidance on the syomphons of COVID19 can be found here: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ Identifying contacts A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 full days before the person was symptomatic up to 10 days from onset of symptoms. For example, a contact in the setting can be: • a person who has had face-to-face contact (within 1 metre), with someone who has tested positive for COVID-19, including: −being coughed on −having a face-to-face conversation within 1 metre −having physical contact, or −contact within 1 metre for one minute or longer without face-to-face contact • a person who has been within 2 metres of someone who has	3	5	15	Medium	Parents / staff Please see: **COVID-19 Guidance.** **Managers to follow:** ***What to do if a person (adult or child) has tested positive to COVID19*** *Found on the Staff Portal:* *https://www.earlylearnersnurseries.co.uk/covid19-guidance* **Parents to also follow government guiance.** Screen Children Upon Arrival Parents asked to keep their children off if ill or high temperature. Parents / carers not to attend setting if ill, should isolate. Visitors to have temperate check. We advise not to share vehicles with working colleagues if they are not part of your classroom bubble.	Staff Parents/ Carers // visitors	Parent / Staff notification As required	HMc JMc

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		tested positive for more than 15 minutes • a person who has travelled in a small vehicle with someone who has tested positive or in a large vehicle or plane near someone who has tested positive The only exception is if the person was wearing appropriate personal protective equipment at the time of contact.								
		We will intially be screening staff and children upon arrival and throughtout the day. Procedure in place See **COVID-19 Guidance.** Good precautionary measures: P.P.E supplied to staff. Staff can wear own face masks. Displayed 'Stop the Spread' posters See Policy & Procedures: See Risk Assessment: Nursery	3	5	15	Medium	Parents/ guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Please see: **COVID-19 Guidance.** Managers to monitor sickness and absences of children and staff	Parents/ Carers All Staff Managers	Ongoing	HMc JMc
Emergency contact details / procedures	Staff. Parents/ Carers	See Policy/ Procedure See Employment Handbook: StaffAdmin	2	2	2	Very Low	Staff to update their emergency contacts on StaffAdmin Manager to monitor regularly send notification for updates	All Staff	As required	HMc JMc
		Nursery in a Box: - Group Admin	2	2	2	Very Low	Parents asked to update emergency details via ParentAdmin Manager to monitor regularly send notification for updates	All Parents Carers	As required	

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							Parents / carers to download app to communicate effectively and receive ongoing information.			
Handwashing Provision **Toileting/ Potty** **Nappy Changing**	Staff/ Children Staff/ Children	Hand sanitiser stations & Strut Cards. Talks to the children regarding: Hand washing 2-metre distancing lines Signage displayed Children supervised Follow Hand Hygiene Guidelines provided **Ensure everyone is advised to clean their hands thoroughly and more often than usual** Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. You must ensure that children clean their hands regularly, including: • when they arrive at the setting • when they return from breaks • when they change rooms • before and after eating • after using the bathroom	4	5	20	High	Watch the following video: 'How to wash your hands - in 20 seconds' https://www.bbc.co.uk/news/av/health-51722269/coronovirus-hand-washing-and-other-ways-to-protect-yourself Children in washrooms to always be monitored. Staff to be vigilant in supporting and educating children about handwashing.	Sent link to Staff Parents/ Carers See: Health & Safety Guidance	22/05/20	HMc JMc
		As Above Follow Policies. Procedures. Risk Assessments P.P.E provided	4	5	20	High	Staff to be vigilant. Monitor & supervise Follow hygiene procedures See COVID-19 Guidance Clean & Disinfect	All staff	Ongoing 22/05/20	HMc JMc

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		Parents to wash clothes regularly								
Cleaning of equipment/ premises	All	Contract Cleaning Company	1	1	1	Very Low	Regular cleaning Individual person Out of hours – No contact with others	Daily	ongoing	HMc JMc
		It is a responsibility of everyone to clean. Follow the COVID-19: cleaning of non-healthcare settings guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Procedure and guidance implemented for play equipment Signage displayed: Safe & Healthy Diapering to reduce the risk of the spread of germs Dishwasher is used for all drinking cups, cutlery & dishes Completed maintenance and premises checks	4	5	20	High	See COVID-19 Guidance: Examples of good precautionary measures: Staff to clean, sanitize, and disinfect surfaces and objects that are frequently touched. Outdoor play equipment, previously closed off, can now be used with stringent cleaning procedures,	All Staff	Ongoing	HMc JMc
Sharing of resources	Children Staff	Staff will not swop resources and share toys with other groups of children unless they are washed and sanitized	3	5	15	Medium	We will keep children in small consistent groups within settings and still minimising mixing where possible (sections 2.1 and 3.3). Link: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-	All staff	Ongoing	HMc JMc

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							early-years-and-childcare-closures			
		Guidance on the use of children's bedding has been provided Toys that cannot be cleaned and sanitized should not be used and are stored away	4	5	20	High	See Health & Safety Guidance & implement. Complete a toy cleaning rota and keep a clear record to show which 'bubble' of children have been using the toys			
Using outdoor space and equipment	Children Staff	Opening / Closing checks	2	2	4	Very Low	Re-enforce Social Distancing with the children	All Staff	On going	HMc JMc
		Staggered outdoor activities Monitor ratios and occupancy Controlled distancing and bubbles Follow guidance to clean & disinfect	2	2	4	Very Low	Create a staggered free flow timetable to share the outdoor space fairly and try to be outside as much as possible	All staff	On going	HMc JMc
Supply of PPE	Children Staff	P.P.E provided Staff allowed to wear own P.P.E	1	2	2	Very Low	Supervisors to monitor stock in rooms & advise in advance when stocks are running low	Supervisor	As required	HMC JMc
		See: Guidance **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)** The government is not recommending universal use of face coverings in early years settings because the system of controls provides additional mitigating measures. Some people are unable or advised not to wear face coverings including children under the age of 11. PHE also advise that for health and safety reasons, face coverings should not be used in any circumstances for children under 3. Misuse may inadvertently increase the risk of transmission, and there may also	1	2	2	Very Low	To ensure sufficient P.P.E is distributed throughout nursery	Staff	As Required	HMC JMc

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		be negative effects on communication and children's development.								
		PPE will be obtained from our normal supply company.	1	2	2	Very Low	Manager to ensure sufficient stock is maintained. Stock placed quarterly	Manager	As Required	HMc JMc
Personal Hygiene	Children Staff	See: COVID-19 Guidance Health & Safety Handbook Employee Handbood **Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents** In line with the risk assessment and timetabling of the day, put in place and maintain an enhanced cleaning schedule. This should include: • more frequent cleaning of rooms or shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • cleaning toilets regularly • encouraging children to wash their hands thoroughly after using the toilet • if your site allows it, allocating different groups their own toilet blocks	1	5	5	Low	Staff should clean uniforms daily. Follow Hand Wash guidance	All staff	ongoing	HMc JMc

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Supply of food	Management /Chef	Food / sundries will be supplied by our normal food supplier Social Distancing in place Food / sundries will be delivered directly to the kitchen door following Social Distancing Guidelines.	2	3	6	Low	Deliveries to be swift Visitors not to enter setting Products to be cleaned if necessary Follow COVID-19 guidance Food / supplies to be stored correctly	Delivery Person Chef	As Required	HMc JMc
Food Hygiene **Food Hygiene** Continued	All	See: Safer Food & Better Business Policy & Procedure 4 Health - to be followed Guidance on Nursery Website: Our Food Our Healthy approach Parents to follow Covid 19 Guidance information Food Preparation & Meal service	2	3	6	Low	Temporarily stop the use of children using self-serving utensils. No unauthorised staff will be able to enter food preparation areas. Parents providing lunch boxes/ bags should clean these daily	Staff Parents	As Required Already provided 22/05/20	HMc JMc
Transport *(Drop-off & Collection of children)*	All	It is advised that face coverings to be worn by parents and carers when dropping off and collecting children. Face coverings to be used by employees during handover periods. Handovers to be swift and quick. Everyone should assess methods of transport to settings. See the governments 'Plan to Rebuild', - avoid public transport wherever possible". https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/88476	3	4	12	Medium	Face coverings will need to be worn inside shops. Face coverings is required while using public transport in England. Link: https://www.gov.uk/government/news/face-coverings-to-become-mandatory-on-public-transport Everyone has been advised by the government about the use of public transport. Methods of transport should be cleaned. Precautions	Staff Parents Carers Visitors	ASAP	HMc JMC

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		0/Our_plan_to_rebuild_The_UK_Government_s_COVID-19_recovery_strategy.pdf					should be in place to social distancing within vehicles. Example: Travel at quieter times Plan and think of potential solutions (cycle / walk)			
Transport & School Club Delivery & collection		Providers to keep children in consistent groups with the same children each time wherever possible (do not mix groups unless absolutely necessary) and at least one staff member, depending on the type of provision or size of the group. Children should not share vehicles with anyone outside their bubble (school bubble). There must be a qualified first Aider on site at all times. Parents and carers to wait at the entrance of the building or classrooms. **Where it is not possible to group children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups, as far as possible, and frequently review these groups to minimise the amount of 'mixing' (that is, the number of different people each child comes into contact with).** To help you review your groups, you should also keep up-to-date	3	4	12	Medium	Practitioners should think about creating areas and utilising furniture to split classrooms. If you are operating provision for multiple small groups of children within the same classrooms throughout the day, you should allow sufficient changeover time between different groups to allow for cleaning to take place and to prevent children and parents or carers waiting in large groups. As far as it is possible, providers should also ensure that where they have multiple groups of children in their setting, that these groups are not mixing within the setting itself. Designated drivers should implement the following: • Vehicle to be cleaned after each drop off and collection (seats/ handles ect..)	All	01/09/20	HMC

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		records of the children attending your setting ensuring that everyone is fully registered. There is no requirement to check children's temperate unless the child is sick and will need to be sent home following our normal procedure. Face coverings for children age below 11 years old are not required. If school club temporarily close our school club services will also close and the use of company vehicles is prohibited.					• Vehicles to have antibacterial handwash and for children to use prior to entering the vehicle. • Face coverings to be worn by employees in vehicles. • Strictly no eating or drinking in vehicles. • Designated staff to remain as consistent as possible			
Chemicals e.g. disinfectant	Staff	See: Policy & Procedure 5 Safety Follow Covid 19 Guidance: See: Clean & disinfect	1	1	1	Very Low	All cleaning materials to be kept secure. Not near children Use in ventilated areas Out of reach of children.	All Staff	Ongoing	HMc JMc
RIDDOR	Staff	Follow RIDDOR Guidance regarding Covid-19 New poster 01/09/20 provided: https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Education-Action-Cards/	1	5	5	Low	See HSE Guidance **Coronavirus (COVID-19): latest information and advice** Follow the advice of Public Health England P.H.E & the risk of transmission will be lowered	Management	Ongoing	HMc JMc
Vulnerable adults/ children (SEND)	All	Government Guidance on 'clinically vulnerable' Clinically 'extremely' vulnerable people.	1	5	5	Low	If applicable setting may need to review of any applicable SEND Care Plan to support individual needs of child.	All Staff Parents & Carers	Ongoing	HMc JMc

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		Consider how to encourage attendance of vulnerable children and the best way to support them to transition into the setting according to their needs and their individual family circumstances. In cases where children are considered vulnerable and do not attend provision as expected, as with normal practice, follow up with the parent or carer – and social worker and local authority where appropriate – to explore reasons for absence.					The government have also published guidance on shielding If known disability exist setting may need to review risk assessment to support employee/ child. Consider how you will involve parents and carers in planning and agreeing any changes to support, including reviewing EHC plans.			
Classroom / Ratios	All	**Guidance** **Link:** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950653/Education_and_childcare_settings_-_national_lockdown_from_5_January_2021_.pdf **7.8 Varying staff to child ratios and qualifications** National restrictions are in place until 2 December. Read how the national restrictions affect this section of the guidance. *Paragraph 3.30 of the EYFS states:* *'Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.'*	2	4	8	Low	**Statutory Guidance for the EYFS** 3.30.The ratio and qualification requirements below apply to the total number of staff available to work directly with children34. Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made. For group settings providing overnight care, the relevant ratios continue to apply and at least one member of staff must be awake at all times. Page 23. **What to do if a child or adult is displaying symptoms, or is a confirmed case, of coronavirus (COVID19) in an early years setting. Link:** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947315/EY_close_contact_actions_document.pdf			HMc

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		We consider the extent of coronavirus (COVID-19) to be an exceptional temporary circumstance in which the staff to child ratios set out in the EYFS can be changed if necessary. Early years settings and schools, however, remain responsible for ensuring the safety and security of children in their care. *Amendments made to regulations allow in certain circumstances for further exceptions to be made to the qualification level that staff hold in order to be counted in the ratio requirements.*					Providers must meet the following indoor space requirements: • children under 2 years need 3.5 m² per child • 2 year olds need 2.5 m² per child • children aged 3 to 5 years need 2.3 m² per child **Further advice:** Area dividers may help to keep children in different parts of the room, and floor markings could be helpful in assisting staff with keeping groups apart. The use of communal spaces in settings should be managed to limit the amount of mixing between groups as much as possible.			
Staff Room / Lunch Break / Staff Toilet	Staff	Advice on eating lunch: We advise staff to eat their lunch break with their designated bubble / classroom or go home. The staff toilet(s) need cleaning after each use. Please wear gloves. We advise that you do not go to cafes or restaurants during your lunch break.	3	5	15	High	Staff Room Facility: There should only be 1 member of staff in the staff room at any given time. Keep you distance. This area should be cleaned after each use. Strictly no mixing of bubbles in this area. Belongings: Employees must only bring the essential to work and must avoid using non-essential areas within the premises. No belongings should be left of work surfaces.	All Staff Parents & Carers	Ongoing	HMc JMc
	Staff	Staff Meetings to be completed by Microsoft Teams. Sign up for free: https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/free	3	5	15	High	Avoid any unnecessary contact in areas. 1 in 1 out rule in staff rooms	All Staff Parents & Carers	Ongoing	HMc JMc

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Staff Meeting(s) **Supervisions** **ICT stations**		No group training. Only classroom working colleagues can meet. Staff to be separated and spaced out at 2-meter distances. Employees are encouraged to use our new digital 'Forms' to minimise handling of tangible resources (paper, pens, note pads). Investigatory, disciplinary hearing and any formal meeting is to take place electronically. Supervisors should be completed electronically via 'Forms. No face-to-face meetings. Avoid swopping 'Learning Book' tablets. Clean after use					Avoid walking through classrooms. Avoid standing in classrooms for any prolong period of time. Avoid child interaction if in classrooms Avoid using the same ICT workstation. Clean each day and after use. / Potentially wear gloves if at a multi-person ICT station. To the best of your ability do not share utensils or stationary			
Testing	All	Employees are encouraged to use home testing kits provided on a Monday and Wednesday prior to attending work. What to do if a child or adult is displaying symptoms, or is a confirmed case, of coronavirus (COVID19) in an early years setting: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947315/EY_close_contact_actions_document.pdf System of controls: response to any infection 9. Engage with the NHS Test and Trace process					Further Guidance: Settings should ask parents, carers and staff to inform them immediately of the results of a test and follow this guidance. If someone with symptoms tests negative for coronavirus (COVID-19) they should stay at home until they have recovered as usual from their illness. They can then safely return to the setting. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the day after contact with the individual who tested positive.	All Staff Parents & Carers	Ongoing	HMc JMc

Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Review Completed by
			Likelihood	Severity	Rating Score	Risk Level				
		Settings must ensure that they understand the NHS Test and Trace process. Settings must ensure that staff members, parents and carers understand that they will need to be ready and willing to: book a test if they are displaying symptoms - the main symptoms are a high temperature, a new continuous cough or a loss or change to your sense of smell or taste staff, children and their household members must not come into the setting if they have symptoms. They must be sent home to self-isolate if they develop them in the setting. All children can be tested if they have symptoms, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet.					If someone with symptoms tests positive, they should follow guidance for households with possible coronavirus infection. They must continue to self-isolate for at least 10 days from the day after the onset of their symptoms and then return to the setting only if they do not have symptoms other than a continuous cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The isolation period includes the day the symptoms started and the next 10 full days. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for a full 10 days from the day after the individual tested positive. **NHS COVID-19 app** The NHS COVID-19 app is a key part of the country's ongoing coronavirus (COVID-19) response, aiming to extend the speed, precision and reach of NHS Test and Trace. The app is available to download for free and is available to anyone aged 16 and over to download if they choose.			

Promote and engage in asymptomatic testing, where available

Rapid testing remains a vital part of our plan to supress this virus. The use of rapid lateral flow antigen tests allows settings to identify asymptomatic cases that would otherwise go undetected.

Early years staff in school-based nurseries, maintained nursery schools and private, voluntary and independent nursery settings are part of the asymptomatic testing programme offering home lateral flow device (LFD) test kits for twice weekly testing. For more information read rapid asymptomatic coronavirus (COVID-19) testing in early years settings

All childminders can access asymptomatic twice-weekly testing by either:

- attending a test site to get tested where they will be able to see how to take the test or pick up tests to do at home.
- collecting tests to do at home find-covid-19-rapid-test-sites-maps-test-and-trace
- order a test kit online

This testing offer is also extended to anyone who works in an occupation related to an early years childcare provider and their household, childcare and support bubbles. In addition, the households, childcare and support bubbles of early years children are also able to access twice-weekly asymptomatic testing. Find out more from regular rapid coronavirus (COVID-19) tests if you do not have symptoms.

Expanding home testing kits to all early years settings will help to identify positive cases more quickly and break the chains of transmissions.

Essential workers, such as early years staff, have been accessing testing through local community testing programmes, which became available to all local authorities from 11 January 2021. These are led by local authorities and provide asymptomatic testing through testing sites based in the local community.

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 to confirm the result. If the PCR test is negative, it overrides the self-test LFD test and the staff member can return to the early years setting. Those with a negative LFD test result can also continue to attend the early years setting and use protective measures.

References:

Guidance - Actions for early years and childcare providers during the coronavirus outbreak - Updated 2 June 2020
https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures

Guidance - What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak - Updated 2 June 2020
https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers

Guidance - Coronavirus (COVID-19): getting tested
https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested?utm_source=ec70bc34-772e-4618-94cd-ccea1014a49b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily

Guidance - Coronavirus (COVID-19): implementing protective measures in education and childcare settings, Updated 12 May 2020
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Overview of scientific advice and information on coronavirus (COVID-19)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf

Guidance - Staying alert and safe (social distancing), Published 11 May 2020
https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing

Guidance - Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE), Published 14 May 2020
https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe

How to implement protective measures in an education setting before wider opening on 1 June
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Statutory guidance - Early years foundation stage: coronavirus disapplications - Updated 1 June 2020
https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications

Public Health England - Education Action Cards – Updated 1st September 2020
https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Education-Action-Cards/

Check if you or your child has coronavirus symptoms:
https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/

Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - Updated 7 September 2020
https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures

Education and childcare settings: national lockdown from 5 January 2021 Guidance for all early years settings and local authorities in England
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950653/Education_and_childcare_settings_-_national_lockdown_from_5_January_2021_.pdf

What to do if a child or adult is displaying symptoms, or is a confirmed case, of coronavirus (COVID19) in an early years setting. Link:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947315/EY_close_contact_actions_document.pdf

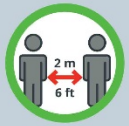
Sort Independent Advice by:
https://www.moorepay.co.uk/services/health-safety/

moorepay
Payroll & HR Solutions

VISUAL RISK ASSESSMENT - OUR PRECAUTIONARY MEASURES AGAINST COVID19

= Procedures to follow
= Avoid / Minimise Risk

Screening upon arrival.
All people (children & adults) get temperature checked on entry



Stay a safe distance
2meters (6ft) apart

All tours & enquiries are logged on Nursery in a Box
Track & Trace

Lunch boxes/ bags should be clean
Teams have the right to refuse dirty bags/ boxes / carriers

Wear PPE whenever possible

Clean toys regularly
No soft furnishings
No toys from home
Avoid sharing and swopping of resources and equipment.

Continuously clean.
Follow 'Clean to reduce risk from coronavirus' guidance'

Wash your hands
Follow the NHS hand washing guidance & video

Use hand sanitizer
if soap and water are not avaliable

Wear a face mask. Use visors

Minimise cross-contamination
Mop heads & cloths to be double bagged after use and thrown away.

Parents and carers to communicate via ParentAdmin where and when possible

Use tape to help educate children about areas.
Use tape to identify safe social distancing

Cover your mouth when you cough or sneeze

Dispose of used tissues immediately.
Empty bins regularly

We use 'Microsoft Teams' for meetings & training

Stay isolated if you have COVID19 symptoms. Book a test

Report immediately to your employer the day & time you develop symptoms
Also report you sickness on StaffAdmin

Complete: RAPID RISK ASSESSMENT
Follow procedure:
What to do if a person (adult or child) has tested positive to COVID19

Quick drop-off & collection
Messages to be communicated via ParentAdmin.
Only 1 parent to drop-off & collect

Clean staff uniforms immediate after use, daily. Minimise cross contamination.

Staff toilet to be clean after each use

Avoid direct contact with surfaces. Keep surfaces clutter free

No shaking hands

Avoid mixing people wherever possible

Avoid using public transportation

Avoid direct contact with others
(Avoid picking up, hugging or holding hands with children)

Avoid using staffroom or non-essential areas.
Only bring the necessities to work

No prams within buidlings

No unauthorised staff are to enter food preparation areas.
For example: Kitchen

Prevent parents and carers entering classrooms.

Children should not mix with other classes in playgrounds or in outside spaces.
Encourage outdoor play & learning more often

DO NOT ENTER
Potentially infected area(s) / classroom(s) to be closed for a period of 72 hours
Implement contingency plans to relocate group(s) to another area of the premises

Avoid meeting working collegues outside work

Avoid touching your eyes, nose and mouth. Use protective visor

Avoid crowds or large groups wherever possible

Avoid walking through classrooms

Avoid or minimise swopping electronic devices.
Clean ICT workstations, Learning tablets & telephones after use.

Minimise the use of anything fabric.
Do not share hand towels, including cloths, tea towels, children's bedding, sheets, etc...

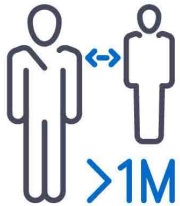
If in doubt, avoid any potnetial risk. Ask group(s) to stay at home until safe to return.
Awaiting Public Health England (PHE) review

FOR MORE INFORMATION VISIT: www.earlylearnersnurseries.co.uk/covid19-guidance

PARENTS GUIDANCE - OUR PRECAUTIONARY MEASURES AGAINST COVID19

HELP KEEP YOURSELF, CHILDREN & OTHERS SAFE

WASH YOUR HANDS & YOUR CHILD'S HANDS BEFORE COMING TO NURSERY

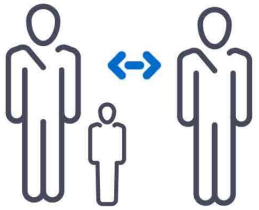


KEEP YOUR DISTANCE

AVOID CROWDS. PLEASE WAIT PATIENTLY

USE A FACE COVERING WHEN DROPPING OFF & COLLECTING YOUR CHILD

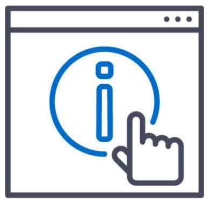
DISINFECT YOUR HANDS ON ARRIVAL



VERY QUICK DROP OFF & COLLECTION

NO PRAMS OR CAR SEATS ALLOWED INSIDE BUILDINGS

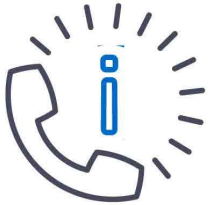
ONLY ONE KNOWN PARENT OR CARER IS ALLOWED TO DROP OFF AND COLLECT



INFORMATION ABOUT YOUR CHILD'S DAY WILL BE SENT BY NOTIFCATION

STAY AT HOME IF YOU OR YOUR CHILD IS SICK. CONTACT 111 FOR FURTHER ADVICE

NHS COVID-19 The NHS App is available on iOS and Android.



TO COMMUNICATE CONTACT US VIA PARENT ADMIN OR CALL US

PARENTS ARE NOT ALLOWED TO ENTER CLASSROOMS

HIGH TEMPERATURE (37.8C OR GREATER)

WE WILL CHECK YOUR CHILD'S TEMPERATURE ON ARRIVAL & THROUGHOUT THE DAY

DISINFECT LUNCH BOX OR ANY BAG BROUGHT INTO THE SETTING