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<b>Assessor name</b>	Samantha Warburton	<b>Affected site(s)</b>	Portland Nurseries Ltd (HD3 3AL)
<b>Assessment date</b>	18/08/2021	<b>Review period</b>	Custom
<b>Approved by</b>	Samantha Warburton	<b>Review date</b>	16/09/2021
<b>Approved date</b>	18/08/2021	<b>Reference</b>	Por1252216




Workspace(s)	Description
 Access / Egress  Attic  Cellar  Office  Outside Area  Storage	<p>Due to changes to Government Guidance, it is vital that the most up to date guidance is referred to. This can be found at:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</a></p> <p>This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that Portland Nurseries are Covid-Secure.</p>



Hazard	Who could be harmed and how?	Existing controls
 <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning the setting.</p>	<p>All staff, Contractors</p> <p>Visitors, Cleaners, Children, Parents</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	 <p><b>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</b> Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff The product will be used in line with instructions for use and dilution rates and appropriate PPE provided Disposable cloths will be used where possible to reduce transmission.</p>  <p><b>Cleaning Regime For Personal Care In Place</b> In line with existing policies and procedures for providing personal care to the children - cleaning of changing and toileting areas will be carried out accordingly using the appropriate PPE.</p>  <p><b>Correct Guidance Will Be Followed For Cleaning Areas Of Higher Risk</b> Based on current Government Guidance for Non-clinical Settings. <a href="https://www.gov.uk/government/publications/setting-up-a-safe-nursery">https://www.gov.uk/government/publications/setting-up-a-safe-nursery</a> This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and disposed of correctly.</p>  <p><b>Increased Cleaning Frequency Of Cleaning Throughout Setting</b> Increased cleaning regime in place throughout setting. Particular focus on commonly touched areas, equipment, surfaces and common shared areas. All frequent areas cleaned several times a day using cleaning checklists. Cleaning materials will be stored safely in line with COSHH assessment for the setting and be available for use.</p>  <p><b>Increased Cleaning Of Toys And Play Equipment</b> Revision of all toys and equipment on site will be carried out by staff in each room.</p>
	<p>All staff, Contractors</p>	








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<p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p> 	<p>Visitors, Children, Parents</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p> <b>Good Hand Hygiene Established With Children</b> Through use of songs, games and age-appropriate resources, the children will be encouraged to carry out regular hand washing as part of the daily routines.</p> <p> <b>Good Respiratory Hygiene</b> Staff and children to practice good respiratory hygiene with immediate disposal of tissues into the bin with</p> <p>Through games, songs and age-appropriate resources children will be supported to carry out good hygiene</p> <p> <b>Hand Sanitiser / Alcohol Gel</b> Hand sanitiser will be provided at entrances.</p> <p> <b>High Standards Of Food Safety Standards In Place</b> In line with existing food safety and hygiene standards for the setting, there will be high standards of hygiene</p> <p>This includes hand washing, cleaning of deliveries upon arrival, cleaning of utensils and plates etc.</p> <p> <b>Laundering Of Items Carried Out</b> Nursery items will be laundered in accordance with NHS laundry guidelines: -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 un -Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. -Clean and disinfect anything used for transporting laundry with our usual products.</p>

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		<p> <b>PPE Stock Managed</b> In order to maintain the correct stock for PPE for personal care, cleaning etc PPE stock will be carefully managed. Contingency plans will be in place for replenishing stocks, use of reusable items that can be laundered correctly.</p> <p> <b>Use Of Face Coverings</b> If employees choose to wear face coverings when welcoming children and parents outside then they will be encouraged to do so. Face coverings are not classed as PPE. Advice will be given to employees on the correct use.</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20seconds or use hand sanitiser before putting a face covering on.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions.</li> <li>• If it's not washable, dispose of it carefully in your usual waste.</li> </ul>
 <p>3. Movement Of People In The Setting (Including Employees, Parents and Children) -The attendance of people in the setting will increase the number of people in the</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors, Children and Parents</p> <p>How? Increased risk of transmission of Covid-19.</p>	<p> <b>Controlled Movement Of People Throughout The Setting.</b> Reduction of people entering the setting with parents of all children being asked to drop their children at an agreed area outside or at the door.</p> <p>This will reduce the number of people crossing and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as entrances and stairwells.</p> <p> <b>Covid 19 Vaccination Encouraged &amp; Facilitated</b> Covid 19 vaccination for employees encouraged &amp; facilitated due to the risk of exposure to Covid 19</p>






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<p>premises which may increase the risk of Covid-19 transmission.</p>		<p> <b>Information, Instruction and Training Provided To Employees</b>            Employees consulted on risks and controls in the work place.            Staff communicated with on a regular basis on changes to hazards and controls.            Employees receive training through the use of training courses, posters, signs, announcements and briefin            This will include Covid-Specific training and further support for hygiene and infection control.</p> <p> <b>Pro-active Monitoring In Place</b>            Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> <p> <b>Ventilation On Site Increased As Much As Possible.</b>            Windows and doors opened as much as possible to increase ventilation - where this does not increase any risks to the safety and security of the children.            Fire doors will not be propped open.</p>
<p>            5. Individuals Displaying Symptoms            - Coronavirus reportedly spread through exposure or contact to cough droplets.</p>	<p>All staff, Contractors</p> <p>Visitors, Children and Parents</p> <p>How? An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at</p>	<p> <b>Cases Recorded.</b>            Records maintained of those who are isolating or who develop symptoms at the setting.            Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any cl            Follow the report a positive case procedure reporting to Ofsted .</p>

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<p>People developing on-set of symptoms within the setting.</p>	<p>work and increased risk of transmission of the Covid-19 virus.</p>	<p> <b>Communication With Parents</b>  A child must be sent home to isolate if they become unwell with any one or more of:</p> <ul style="list-style-type: none"> <li>• a new, continuous cough</li> <li>• a high temperature</li> <li>• a loss of, or change in, their normal sense of taste or smell (anosmia)</li> </ul> <p>The child should start isolating and get a test. The child and their household, should follow the guidance for households with possible or confirmed coronavirus (COVID-19).  You should call the parents or carers to collect the child and take them home.</p> <p>Refer the guidance for households with possible or confirmed coronavirus (COVID-19) infection.  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/10036">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/10036</a></p> <p> <b>Good Hand Washing/Hygiene Procedures Observed</b>  Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a hand sanitizer.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> <b>Health Status Of People Monitored</b>  Return to work health questionnaire in place for those staff who have been absent.</p>

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		<p> <b>People Not To Return To The Setting And Should Self-Isolate</b>            If a staff member or child develops symptoms of coronavirus (COVID-19) whilst in the setting, you must send them home to self-isolate and advise them 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 (if they do not have symptoms), and the next 10 full days.</p> <p>Once the staff member or child 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.</p> <p>If a staff member or child develops symptoms of coronavirus (COVID-19) while at home, they should not attend the setting if they have coronavirus (COVID-19) and let you know the results. Education and childcare workers are prioritised for testing. Vaccines may cause mild fever in children. This is a common and expected reaction, and isolation is not required for vaccinations and vaccination tips for parents.</p> <p>Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines advise that parents and carers should monitor side effects from a vaccination or teething, and if they are concerned about their child's health, they should contact their GP.</p> <p>If coronavirus (COVID-19) is suspected, the child should start isolating and get tested. Settings should follow the guidance for suspected cases.</p> <p> <b>Person To Go Home Immediately</b>            The employee / child will be sent home directly and maintain social distancing to do so.</p> <p>For those such as children who require someone from their household to come and pick them up - they will be sent home with that person.</p> <p>Any windows will be kept open to increase ventilation.</p> <p>Any person waiting with the symptomatic person should be from their group and PPE may be considered.</p> <p>If the person requires the toilet they will use a different toilet that will then be cleaned thoroughly in line with the hygiene protocol.</p> <p>This area will then be left closed for 72 hours or if this is not possible it will require thorough cleaning after the person has left.</p> <p>Persons with symptoms should not be attending the nursery to pick up or drop off children.</p>

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		<p> <b>Positive Tests Will Trigger Self Isolation</b>            You need to find out if they attended your setting during the infectious period. The infectious period is 2 d Confirm that they must not attend your setting for at least 10 full days from the day after the start of their sy Polymerase Chain Reaction (PCR) test.            If they did not attend your setting during the infectious period, you do not need to take any further action.            2. Identify close contacts of the child or staff member who has tested positive and notify them. Those in clc they develop symptoms or test positive.</p> <p> <b>Waste Disposed Of With Care With Local Guidelines.</b>            Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that arrangements - or if test results come back negative where applicable.             If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p> <b>Will Follow Government Advice On Testing</b>  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>             Staff and children are entitled to request a test if they develop symptoms. If a negative test they can return</p> <p> <b>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines.</b>  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid</a>             If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which wil             For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hour             Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>
 Managing Parents, Visitors and Contractors	All staff, Contractors, visitors  Visitors, Children, Parents	<p> <b>Documentation Issued Electronically Where Possible</b>            To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> <p> <b>Increased Cleaning Regime In Place For Touch Points And Interfaces.</b>            Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.</p>



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<p>Coming To Site. - Parents, tradespeople, couriers, deliveries, contractors and other visitors attending site.</p>	<p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<p> <b>Managed Entry</b> The number of people permitted inside the premises will be restricted.</p> <p>There will be the use of effective queue management outside the premises where necessary, Parents will be advised of the procedure for pick up and drop off to avoid them congregating at the entrance.</p> <p> <b>Remote Communication Encouraged</b> Where possible remote communication with visitors, parents and contractors will be used rather than attendance on site.</p> <p> <b>Restrict all visits to the setting to those that are absolutely necessary.</b> Non-essential visitors/contractors will not be permitted on site.</p> <p>All children will be outdoors and visitors to sanitise hands.</p> <p>No unauthorised personnel to be permitted on site they will be turned away.</p> <p> <b>Sanitiser Available At Visitor Interfaces.</b> Sanitiser available at locations where contractors / visitors will present to employees.</p> <p> <b>Visitor Records Maintained</b> Records of those who have attended site to be maintained.</p> <p>If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> <p>Touchscreen sign-in systems will be disabled where possible - if not possible then cleaning and sanitising p</p>

## Further control measures

None required

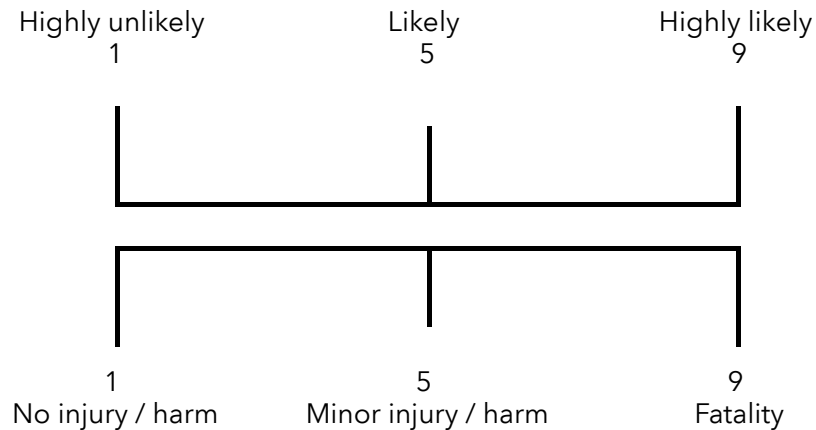
### Operating procedures

In the context of COVID-19 this means working through these steps in order:  
In each setting, increasing the frequency of handwashing using the hand sanitiser and surface cleaning.

We are also taking guidance from <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic>

## Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

## What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Samantha Warburton

Approved by signature: Samantha Warburton