

Nursery/Department	All LEYF Departments
Date:	October 2021 (Version 1.0)
Completed by:	Compliance Manager/Children's Services
To be reviewed:	On-going and changes to be made as and when necessary

Hazard	Significant Harm	People/Equipment at Risk	Safety Critical	Safety Concern	Noted	Existing Control Measures	Additional Control Measures	Action Plan & Timescales	Re-evaluation of risk on completion of Action Plan

LEYF (COVID-19) Risk Assessment has been re-assessed and the system of controls in place revised to reflect updated Government Guidance. Adopting this system of controls will ensure there are proportionate safeguards for children, staff, parents and other LEYF staff and reduce the risk of transmission.

Early years settings no longer need to carry out routine contact tracing, close contacts will be identified and contacted by NHS Test and Trace.

Children under 18 years of age and fully vaccinated adults will be exempt from the requirement to self-isolate as a close contact. Individuals will be advised to take a PCR test as soon as possible.

Anyone who tests positive will still need to self-isolate regardless of their age or vaccination status - a legal duty is still in place. Individuals should also continue to self-isolate immediately if they show COVID-19 symptoms and take a PCR test as soon as possible. Really appreciate your continuing co-operation that you are showing in getting prompt PCR tests when your children show any of the symptoms of potential Covid-19 (fever, cough, tiredness, loss of taste or smell) [Coronavirus \(COVID-19\) symptoms in children - NHS \(www.nhs.uk\)](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-in-children/)

For the safety of our staff, children and parents please continue to wear a face covering if you can.

Social Interaction

Please abide by the government and LEYF guidelines, we have a responsibility to ourselves, families, and to the wellbeing of our colleagues which does not stop when we leave work. Please don't let your guard slip away from work.

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1.Social Distancing	Possibility of COVID-19 spreading.	Children Staff Parents				<ul style="list-style-type: none"> Children are grouped as one whole nursery bubble, unless the layout and operations of the nursery enable separation into bubbles. Outings into the local community are permitted for short outings, outdoor and indoor permitted. Parents do not enter the building (where possible) Queuing entry system created for parents' drop-off and collection in all nurseries. Staff must wear a mask/face covering when accepting children and returning children to parents. <i>For the safety of our staff, children and parents please continue to wear a face covering if you can.</i> 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.	On a daily basis	Regular checks
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2. Protection of those most vulnerable children, parents and staff or those with underlying health conditions.	Possibility of COVID-19 spreading.	Children Staff Parents				<ul style="list-style-type: none"> Follow Government guidance and doctor's advice for each individual case and work with families to agree what is best for the child. Review all individual care plans and medical questionnaires for vulnerable children with parents Individual Risk Assessments for children, staff and parents to be reviewed especially those designated clinically vulnerable. All staff to be aware of children's reviewed care plans. Management to monitor the attendance of vulnerable children and inform children's social care of any issues of concern e.g non-attendance. Pregnancy risk assessments must be completed as per LEYF Policy. For staff who are 28+weeks pregnant a further Covid-19 Risk Assessment must be completed in consultation with HR. Staff member must also seek advice from their health visitor regarding their vulnerability to Covid-19. 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.	On a daily basis	Regular checks
3. Suspected case of COVID-19 in setting.	Possibility of COVID-19 spreading.	Children Staff Parents Anyone who has come into contact with the confirmed person				<ul style="list-style-type: none"> If someone in your household is suspected to have COVID-19, un-vaccinated staff are asked to self-isolate until confirmation is gained, either negative or positive. Double vaccinated staff do not need to self-isolate. If staff are showing symptoms, they must go home and isolate, staff must take a PCR test as soon as possible. If staff have non-COVID-19 symptoms it is best to avoid contact with people until they feel better. LEYF regular sickness and absence procedures apply. Enhanced cleaning procedures will continue using normal household disinfectants and then an additional clean 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	On a daily basis	Regular checks

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						once the nursery is closed for the night using the chlorine-based cleaning detergent issued to all nurseries. <ul style="list-style-type: none"> Follow strict health practices in relation to sneezing, coughing and disposing of tissues, hand washing, social distancing and increased cleaning procedures. 	& frequently touched items cleaning reminders.		
4. Confirmed case of COVID-19 in setting.	Possibility of COVID-19 spreading.	Children Staff Parents Anyone who has come into contact with the confirmed person				<ul style="list-style-type: none"> Fully vaccinated staff and all children under 18 years who have been confirmed as a close contact with a positive case, will be exempt from the requirement to self-isolate. Staff are instead advised to take a PCR test as soon as possible. Not fully vaccinated or un-vaccinated staff must continue to self-isolate for government recommended time period. Staff and all children under 18 years who have been in direct contact with the positive case in the previous 2 days may be notified through the NHS Track and Trace process. (please see the LEYF Sickness and Absence Policy for payment process for staff) Wider nursery group do not need to self-isolate unless it is deemed necessary due to room layouts and staff deployment. Inform all nursery families, or any other visitors to the nursery and display poster to ensure clear communication. The whole nursery will be deep cleaned after the child or staff member has left, using normal household disinfectants. Additional use of chlorine-based cleaning detergent and 'fogging' once closed to ensure thorough deep clean and disinfection of all areas. 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.	On a daily basis	Regular checks

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<p>5. Workforce</p> <p>Staff shortage due to Covid isolation or other non-covid illness.</p> <p>Staff deployment</p> <p>Leadership team shortage.</p>	<p>Inability to meet required staff child ratios.</p> <p>Non-compliance with EYFS Statutory Requirements.</p>	<p>Children Staff Parents</p>				<ul style="list-style-type: none"> All nursery based staff are required to take twice weekly Lateral Flow (Rapid Test) prior to their first and third shift of the week. Permanent LEYF staff will not be requested to cover/provide support for a nursery site which has a current self-isolation period in place due to a positive case of Covid in a staff member or child. Bank staff are permitted to work across all LEYF nurseries with no restrictions. (unless a nursery has a live isolation period in place due to a positive case of Covid in a staff member or child) Reduction in child numbers will be assessed to meet legal child:staff ratios during any required periods of self-isolation due to a positive case of Covid in the nursery. Ensure effective rota in place to ensure staff/child ratios are met. Guidance for staff on wellbeing support is available Vulnerable employees have been identified and steps are in place to support them. Continue to meet statutory requirements for safeguarding and first aid. Qualified paediatric first aiders are deployed effectively First Aid and Emergency response procedures remain as per LEYF Policy. For employees who are parents - children under 18 years no longer need to self-isolate as a contact unless they become symptomatic. 	<p>Follow Government Guidance (Early Years and Childcare COVID Guidance)</p> <p>Keeping Ourselves Safe LEYF Policies and Procedures</p> <p>LEYF Testing Policy</p> <p>LEYF COVID-19 Process Mapping Flowcharts</p> <p>Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.</p>	<p>On a daily basis</p>	<p>Regular checks</p>
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						<ul style="list-style-type: none"> Recruitment processes virtual interviewing continues with nursery visit if successful arranged. ID and qualification checks to follow Government guidance on compliance in hiring new employees. 			
6. Dropping off and collecting children	Possibility of COVID-19 spreading. Prolonged interactions or parents congregating as they drop off and collect children.	Children Staff Parents Visitors				<ul style="list-style-type: none"> Staff are taking children to wash their hands once they enter their learning space. Parents do not enter the building (where possible) Queuing entry system created for parents' drop-off and collection in all nurseries. Staff must wear a mask/face covering when accepting children and returning children to parents. <i>For the safety of our staff, children and parents please continue to wear a face covering if you can.</i> 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.	On a daily basis	Regular checks
7. Hand washing	Possibility of COVID-19 spreading.	Children Staff Parents Visitors				<ul style="list-style-type: none"> When staff start their day at the setting, they must wash their hands for 20 seconds with warm water and soap and continue to do so regularly throughout the day. Staff must wash their hands before entering shared spaces e.g break rooms, laundry rooms to minimise cross infection. Staff must wash their hands before re-entering their learning spaces. 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters	On a daily basis	Regular checks

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8. Disinfecting work surfaces	Possibility of COVID-19 spreading.	Children Staff Parents Visitors				<ul style="list-style-type: none"> Contact points will be sterilised regularly throughout the day e.g. door handles, light switches, banisters and hard surfaces such as tables, chairs and equipment. Every staff member must wipe down shared objects in break rooms e.g. kettle handles, microwave buttons, toaster handles, drawer and door handles to prevent potential cross contamination. 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.	On a daily basis	Regular checks
9. Person to person contact	Possibility of COVID-19 spreading.	Children Staff Parents Visitors				<ul style="list-style-type: none"> If practical when sitting down at the table for mealtimes, children and adults to be sitting with spaces between them where possible. When children are sleeping, ensure beds placed top to toe. Sand, water, malleable and food play are permitted in each room and outdoors. Any equipment or toys shared between rooms must be disinfected before use. Staff shifts are arranged based on the correct number of 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters	On a daily basis	Regular checks

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						<p>children, keeping to ratios.</p> <ul style="list-style-type: none"> Shared equipment must be wiped down with a disinfectant after individual use e.g chairs, tables, food preparation items in break rooms. Toilets seats, door handles and locks, sinks, taps etc must be wiped down with disinfectant after each individual use. Windows must be open a small amount to allow for ventilation especially in shared spaces such as break rooms. Additional hours will be allocated to ensure increased cleaning where facilities are shared. LEYF Dress Code must be followed, in particular staff nails must be kept short so they cannot be seen from the palm side. 	<p>including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.</p> <p>Dress Code Policy has been reviewed in line with COVID-19 procedures.</p>		
<p>10.Visitors to the nursery</p> <p>Visitors/maintenance people (including LEYF Children's Services, L&D, IT & Facilities) to nurseries during operating hours.</p>	<p>Possibility of COVID-19 spreading.</p>	<p>Children Staff Parents Visitors</p>				<ul style="list-style-type: none"> If nurseries have any visitors, they must fill in the Declaration of Health Form. Lateral Flow (Rapid Test) is not required but visitors must follow the rules below on entering the nursery. They must immediately wash their hands and use hand sanitiser. Show-arounds are permitted during working hours, room viewings must only take place at the door of a room, parents are not permitted to enter the nursery room. All visitors/maintenance people/non-LEYF staff must wear a face mask or covering at all times while on site and follow all other hygiene protocols. The visitor/maintenance person is responsible for 	<p>Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.</p>	<p>On a daily basis</p>	<p>Regular checks</p>

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						<p>cleaning/sanitising all areas they have touched, or equipment used while on site.</p> <ul style="list-style-type: none"> No in-person nursery events are permitted until further notice. Nurseries can organize virtual events with parents if required. Parents settling in new children must adhere to the mask wearing rules, limited time permitted indoors during settling in by parents. Time should be spent outdoors as much as possible. 			
11.Nappy changing and Intimate Care	Possibility of COVID-19 spreading.	Children Staff				<ul style="list-style-type: none"> Staff have been provided with gloves and aprons to change nappies and these must be worn and disposed of after each use. Once nappies have been changed, staff must wash their hands and up to forearms. LEYF procedure for Nappy Changing and Intimate Care must be followed. 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.	On a daily basis	Regular checks
12.Mealtimes	Possibility of COVID-19 spreading.	Children Staff				<ul style="list-style-type: none"> Where possible children are spread around the table for eating ensuring an appropriate distance between children. Children and staff must wash their hands before and after meals. 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and	On a daily basis	Regular checks

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						<ul style="list-style-type: none"> Procedure for hygiene on returning from lunch breaks e.g disinfecting all areas used and washing hands is completed. All staff are trained and understand cleaning and COSHH procedures in relation to spread of infectious disease. All staff to have up to date Educare Food and Hygiene training. Procedure in place for replacement of chef/cook when needed. 	Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.		
13.Nursery space	Possibility of COVID-19 spreading.	Children Staff Parents				<ul style="list-style-type: none"> Follow Government Guidance on maximum child numbers in each room, settings are no longer required to keep children in small, consistent groups within settings. Increase the use of outdoor spaces as much as possible Pedagogical activities carry on as per LEYF policies. Ensure that you have ventilation on (if have AC) and windows open to provide removal of stale air. 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.	On a daily basis	Regular checks
14.Checking children's temperatures	Possibility of COVID-19 spreading.	Children Staff Parents				<ul style="list-style-type: none"> Children's temperatures are only being taken if and when they show signs of illness. Taking children's temperatures can be unreliable, as these can change throughout the day and it is hard to tell if this is due to an illness or if a baby is teething. When parents are handing over at drop-off time, staff 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures	On a daily basis	Regular checks

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						are to ask how the child has been and if the family are well in the household.	LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Medication and Sickness policy. Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.		
15. Taking staff temperatures	Possibility of COVID-19 spreading.	Children Staff Parents				<ul style="list-style-type: none"> Staff should monitor their own temperature if they feel they could be developing any form of fever. 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders. Medication and Sickness	On a daily basis	Regular checks
16. Personal Protective Equipment (PPE)	Possibility of COVID-19 spreading.	Children Staff Parents Visitors				<ul style="list-style-type: none"> Staff have been provided with gloves and aprons to change nappies each and every time and once nappies have been changed, to wash their hands and up to forearms. Staff must wash their hands immediately after taking deliveries. 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and	On a daily basis	Regular checks

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							Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts LEYF Policies and Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders. Procedures Greener Environment		
17. Staff travel	Possibility of COVID-19 spreading.	Children Staff Parents Visitors				<ul style="list-style-type: none"> It is compulsory on TFL to wear face masks or other face coverings when using all forms of public transport. Health and hygiene practices are followed as mentioned above. Holidays are discussed with management and follow Government guidance on travelling and isolation periods recommended. Isolation periods will not be paid for if staff visit a country not on the Government list (see FCO website for full details) https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.	On a daily basis	Regular checks
18. Cleaning of Setting. Cleaning staff or supply	Possibility of COVID-19 spreading.	Children Staff Parents				<ul style="list-style-type: none"> Cleaning contractors have clear policy and procedures in to maintain staffing levels. Cleaning methods upgraded and agreed with all cleaning contractors. All staff are trained and understand cleaning and 	Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe		

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shortage.						<p>COSHH procedures in relation to spread of infectious disease.</p> <ul style="list-style-type: none"> All staff have completed the H&S module on Educare which covers infectious diseases info. Anti-bacterial stations must be available in all entrances. All nurseries must maintain a healthy stock of PPE & cleaning products. 	<p>LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Educare H&S module. Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.</p>		
19.Operational. Access to buildings, deliveries, waste services and maintenance.	Possibility of COVID-19 spreading.	Children Staff Parents Other adults				<ul style="list-style-type: none"> Only necessary maintenance carried out by LEYF contractors or those authorised by LEYF. All contractors must follow the guidance created for visitors if they need to enter the premises during opening hours. 	<p>Follow Government Guidance (Early Years and Childcare COVID Guidance) Keeping Ourselves Safe LEYF Policies and Procedures LEYF Testing Policy LEYF COVID-19 Process Mapping Flowcharts Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It' & frequently touched items cleaning reminders.</p>		

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* Management to have consideration for parents with EAL to ensure all communications and documentation regarding procedures is shared effectively.

** LEYF will keep all employees and families up to date with Government updates and procedures via sharing information regularly in emails, on nursery premises and on the LEYF website.

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Safety Critical (Red)	<p>Loss or damage at the most serious level. Long-term consequences.</p> <p>Reasonably Foreseeable Prospect of a fatality or fatalities/ serious or critical injury; serious damage to property (could be significant or a total loss or significant (long term) damage to the environment.</p>	High	<p>IMMEDIATE action to remove the hazard or reduce the level of risk.</p> <p>Consider stopping the activity until the risk can be reduced to as low as is reasonably practicable.</p> <p>Effort required directly proportionate to the level of risk.</p>
Safety Concern (Amber)	<p>Loss or damage at moderate level. Medium- term consequences.</p> <p>Reasonably Foreseeable Prospect of injuries requiring time off work; moderate damage to property (involving replacement costs) or moderate damage to the environment.</p>	Medium	<p>Action to remove the hazard or reduce to a more acceptable level of risk when resources become available after dealing with the High.</p> <p>May involve forward planning re budgets, or reallocation of existing resources.</p> <p>Effort required directly proportionate to the level of risk.</p>
Noted (Green)	<p>Loss or damage at a minor level (inconvenience) level. Short-term consequences.</p> <p>Reasonably Foreseeable Prospect of minor injury or injuries requiring first aid or hospital (accident and emergency) action; minor damage to property causing loss, or minor damage to the environment on a temporary/short term basis.</p>	Low	<p>Action to remove the hazard, or reduce to a more acceptable level of risk, if necessary, in due course when all High and Mediums have been dealt with.</p> <p>May be part of an overall plan of action and not necessarily requiring a high cost solution, nor a quick fix.</p>

- If a local area sees a spike in infection rates that results in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. DfE will be involved in decisions at a local and national level and will support appropriate authorities and individual settings to follow the health advice.
- *** All employees must read, understand and sign this Risk Assessment.