

Nursery/Department	All LEYF Departments
Date:	May 2022 (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	Risk	People/ Equipment at Risk	Noted	Existing Control Measures	Additional Control Measures	Action Plan & Timescales
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The LEYF COVID Risk Assessment has now been revised and replaced by this new document titled - *LEYF Living with COVID Guidance*.

Guidance specific to education and childcare that settings should refer to after 1 April 2022 includes:

- [UK Health Security Agency \(UKHSA\) health protection in education and childcare settings](#)
- [DfE emergency planning and response](#)

Updated UKHSA guidance from 1 April 2022 for the general population, which will also be relevant to education and childcare settings, includes:

- [guidance for people with symptoms of a respiratory infection including COVID-19, or a positive test result for COVID-19](#)
- [living safely with respiratory infections, including COVID-19](#)
- [ventilation of indoor spaces to reduce the spread of COVID-19 and other respiratory infections](#)
- [COVID-19 guidance for people whose immune system means they are at higher risk](#)

*As we learn to live safely with COVID-19, there are actions we can all take to help reduce the risk of catching COVID-19 and passing it on to others. These actions will also help to reduce the spread of other respiratory infections.  
For the safety of our staff, children and parents please continue to wear a face covering if you can.*

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<b>1.Social Distancing</b>	Possibility of COVID-19 transmission.	Children Staff Parents		<ul style="list-style-type: none"> <li>Children are grouped as one whole nursery bubble, unless the layout and operations of the nursery enable separation into smaller groups.</li> <li>Outings into the local community are permitted for short outings, LEYF Outings Policy must be followed.</li> <li>Parents are permitted to enter the nursery rooms to drop off and pick up children.</li> <li><i>For the safety of our staff, children and parents please continue to wear a face covering if you can.</i></li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	On a daily basis
<b>2.Protection of those most vulnerable children, parents and staff or those with underlying health conditions.</b>	Possibility of COVID-19 transmission.	Children Staff Parents		<ul style="list-style-type: none"> <li>Follow Government guidance and doctor's advice for each individual case and work with families to agree what is best for the child.</li> <li>Individual Health Risk Assessments for children &amp; staff to be kept up to date especially for the medically vulnerable.</li> <li>All staff to be aware of children's reviewed care plans.</li> <li>Management to monitor the attendance of vulnerable children and inform children's social care of any issues of concern e.g non-attendance.</li> <li>Pregnancy risk assessments must be completed as per LEYF Policy. Staff member must also seek advice from their health visitor regarding any vulnerability to COVID-19.</li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	On a daily basis
<b>3.People with symptoms of a respiratory infection including COVID-19.</b>	Possibility of COVID-19 transmission	Children Staff Parents Any close contacts		<ul style="list-style-type: none"> <li>If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well enough to go to work or carry out normal activities, try to stay at home and avoid contact with other people, until you no longer have a high temperature (if you had one) or until you no longer feel unwell.</li> <li>Testing is no longer required to return to work/nursery after this period.</li> <li>LEYF regular sickness and absence procedures apply for all absence including suspected or confirmed COVID-19.</li> <li>Enhanced cleaning procedures will continue using normal household disinfectants.</li> <li>Follow strict health practices in relation to sneezing, coughing and disposing of tissues, hand washing, social distancing and increased cleaning procedures.</li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	On a daily basis

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				<ul style="list-style-type: none"> <li>For confirmed positive cases of COVID-19, inform all nursery families and staff of the positive case in the nursery, via 'Just for Parents' comms.</li> <li>Notify LEYF Compliance Manager of any positive cases of Covid in staff members.</li> <li>The area affected 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.</li> </ul>		
<p><b>4. Workforce Testing</b></p> <p><b>Staff shortage due to illness including COVID-19.</b></p> <p><b>Staff deployment</b></p> <p><b>Leadership team shortage.</b></p>	<p>Possibility of COVID-19 transmission.</p> <p>Inability to meet required staff child ratios.</p> <p>Non-compliance with EYFS Statutory Requirements.</p>	<p>Children Staff</p> <p>Parents</p>		<ul style="list-style-type: none"> <li>Weekly testing will not be required.</li> <li>All staff are advised to follow regular LEYF Sickness and Absence Procedures.</li> <li>Notifications will be sent to parents regarding any positive COVID-19 cases.</li> <li>Bank staff are permitted to work across all LEYF nurseries with no restrictions.</li> <li>Reduction in child numbers will be assessed to meet legal child:staff ratios during any periods of staff shortages.</li> <li>DfE ratio flexibility rules for staff absences will be assessed on an individual nursery basis.</li> <li>Guidance for staff on wellbeing support is available</li> <li>Vulnerable employees have been identified and steps are in place to support them.</li> <li>Continue to meet statutory requirements for safeguarding and first aid.</li> <li>Qualified paediatric first aiders are deployed effectively</li> <li>First Aid and Emergency response procedures remain as per LEYF Policy.</li> <li>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.</li> </ul>	<p>Government Guidance</p> <p>LEYF Living with COVID Guidance</p> <p>LEYF Policies and Procedures</p> <p>LEYF Testing Guidance</p> <p>Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'</p>	<p>On a daily basis</p>

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6. Dropping off and collecting children	Possibility of COVID-19 transmission	Children Staff Parents Visitors		<ul style="list-style-type: none"> <li>Staff are taking children to wash their hands once they enter their learning space.</li> <li>Parents are permitted to enter the nursery building and nursery rooms.</li> <li><i>For the safety of our staff, children and parents please continue to wear a face covering if you can.</i></li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	On a daily basis
7. Hand washing	Possibility of COVID-19 transmission	Children Staff Parents Visitors		<ul style="list-style-type: none"> <li>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.</li> <li>Staff must wash their hands before entering shared spaces e.g break rooms, laundry rooms to minimise cross infection.</li> <li>Staff must wash their hands before re-entering their learning spaces.</li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	On a daily basis
8. Disinfecting work surfaces	Possibility of COVID-19 transmission	Children Staff Parents Visitors		<ul style="list-style-type: none"> <li>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.</li> <li>Every staff member <b>must</b> wipe down shared objects in break rooms e.g. kettle handles, microwave buttons, toaster handles, drawer and door handles to prevent potential cross contamination.</li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	On a daily basis
9. Person to person contact	Possibility of COVID-19 transmission	Children Staff Parents Visitors		<ul style="list-style-type: none"> <li>If practical when sitting down at the table for mealtimes, children and adults to be sitting with spaces between them where possible.</li> <li>When children are sleeping, ensure beds placed top to toe.</li> <li>Sand, water, malleable and food play are permitted in each room and outdoors.</li> <li>Shared equipment must be wiped down with a disinfectant after individual use e.g</li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance	On a daily basis

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				chairs, tables, food preparation items in break rooms. <ul style="list-style-type: none"> <li>Toilets seats, door handles and locks, sinks, taps etc must be wiped down with disinfectant after each individual use.</li> <li>Windows must be open a small amount to allow for ventilation especially in rooms, shared spaces such as break rooms.</li> <li>Additional hours will be allocated to ensure increased cleaning where facilities are shared.</li> <li>LEYF Dress Code must be followed, in particular staff nails <b>must</b> be kept short so they cannot be seen from the palm side.</li> </ul>	Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	
<b>10.Visitors to the nursery</b> Visitors/maintenance people (including LEYF Children's Services, L&D, IT & Facilities)	Possibility of COVID-19 transmission	Children Staff Parents Visitors		<ul style="list-style-type: none"> <li>Visitors must immediately wash their hands and use hand sanitizer on arrival.</li> <li>Show-arounds are permitted during working hours.</li> <li>All visitors/maintenance people/non-LEYF staff <b>must</b> follow all hygiene protocols.</li> <li>In-person nursery events with parent's are permitted in indoor and outdoor areas.</li> <li>Parents settling in new children must adhere to all hygiene protocols. Time should be spent outdoors as much as possible.</li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	On a daily basis
<b>11.Nappy changing and Intimate Care, Personal Protective Equipment (PPE)</b>	Possibility of COVID-19 transmission	Children Staff		<ul style="list-style-type: none"> <li>LEYF procedure for Nappy Changing and Intimate Care must be followed.</li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	On a daily basis
<b>12.Mealtimes</b>	Possibility of COVID-19 transmission	Children Staff		<ul style="list-style-type: none"> <li>Where possible children are spread around the table for eating ensuring an appropriate distance between children.</li> <li>Children and staff must wash their hands before and after meals.</li> <li>Procedure for hygiene on returning from lunch breaks e.g disinfecting all areas</li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures	On a daily basis

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				<p>used and washing hands is completed.</p> <ul style="list-style-type: none"> <li>All staff are trained and understand cleaning and COSHH procedures in relation to spread of infectious disease.</li> <li>All staff to have up to date Educare Food and Hygiene training.</li> <li>Procedure in place for replacement of chef/cook when needed.</li> </ul>	<p>LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'</p>	
<b>13.Nursery space</b>	Possibility of COVID-19 transmission	Children Staff Parents		<ul style="list-style-type: none"> <li>Increase the use of outdoor spaces as much as possible</li> <li>Pedagogical activities carry on as per LEYF policies.</li> <li>Ensure that you have ventilation on (if have AC) and windows open to provide removal of stale air.</li> </ul>	<p>Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'</p>	On a daily basis
<b>14.Checking children's temperatures</b>	Possibility of COVID-19 transmission	Children Staff Parents		<ul style="list-style-type: none"> <li>Children's temperatures are only being taken if and when they show signs of illness.</li> <li>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.</li> <li>When parents are handing over at drop-off time, staff are to ask how the child has been and if they are displaying any signs of illness.</li> </ul>	<p>Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'</p>	On a daily basis
<b>15.Taking staff temperatures</b>	Possibility of COVID-19 transmission	Children Staff Parents		<ul style="list-style-type: none"> <li>Staff should monitor their own temperature if they feel they could be developing any form of fever.</li> </ul>	<p>Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'</p>	On a daily basis

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16. Staff travel	Possibility of COVID-19 transmission	Children Staff Parents Visitors		<ul style="list-style-type: none"> <li>It is not compulsory on TFL to wear face masks or other face coverings but we encourage staff to continue to do so when using all forms of public transport.</li> <li>Health and hygiene practices are followed as mentioned above.</li> <li>Holidays are discussed with management and follow Government guidance on travelling and any COVID restrictions on returning to the UK from abroad.</li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	On a daily basis
17. Cleaning of Setting. Cleaning staff or supply shortage.	Possibility of COVID-19 transmission	Children Staff Parents		<ul style="list-style-type: none"> <li>Cleaning contractors have clear policy and procedures in to maintain staffing levels.</li> <li>Cleaning methods upgraded and agreed with all cleaning contractors.</li> <li>All staff are trained and understand cleaning and COSHH procedures in relation to spread of infectious disease.</li> <li>All staff have completed the H&amp;S module on Educare which covers infectious diseases info.</li> <li>Anti-bacterial stations must be available in all entrances.</li> <li>All nurseries must maintain a healthy stock of PPE &amp; cleaning products.</li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	
18. Operational. Access to buildings, deliveries, waste services and maintenance.	Possibility of COVID-19 transmission	Children Staff Parents Other adults		<ul style="list-style-type: none"> <li>All contractors must follow the guidance created for visitors if they need to enter the premises during opening hours.</li> </ul>	Government Guidance LEYF Living with COVID Guidance LEYF Policies and Procedures LEYF Testing Guidance Personal Hygiene Posters including handwashing, NHS 'Catch It-Kill It-Bin It'	

\* 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.