

Risk assessment for COVID safe protocols in Autism Early Support Trust Ltd. – Nursery and outreach

Risk Assessment title	Assessor(s)	Date last updated	Review cycle
COVID-19	Laura Gomersall	January 2022	As national guidance updated and/or half termly

Focus/Area	Hazards identified/ Person(s) at risk	Control measures in place	References	Action required
Awareness of and communication about safety and control measures	All stakeholders in contact with AES sites are unaware of latest protocols and control measures resulting in increased risk of virus transmission amongst staff and children.	<ul style="list-style-type: none"> AES keeps up-to-date with advice and guidance issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE NHS Department for Health and Social Care PHE The nursery's local health protection team (HPT) Buckinghamshire County Council <p>In response the risk assessment and related protocols are kept up-to-date and the latest measures are put in place</p> <ul style="list-style-type: none"> All staff, parents, volunteers and visitors are frequently made aware of and updated on all relevant AES procedures. Risk assessment document to be shared with and made available to all staff and parents/carers on a half termly basis and is permanently accessible on the AES website All persons (including Staff, parents and visitors) remain informed of the symptoms of possible COVID-19 infection e.g. a cough, difficulty in breathing, high temperature, loss of, or change in, their normal sense of taste of smell and are kept up-to-date with national guidance about the signs, symptoms and avoidance of the transmission of coronavirus 	<p>https://www.gov.uk/government/publications/coronavirus-COVID-19-early-years-and-childcare-closures</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>	

		<ul style="list-style-type: none"> • All persons presenting with COVID-19 symptoms should be advised NOT to access any AES site, the appropriate test should be taken immediately • All staff remind parents and any visitors of protocols regularly and where necessary • All staff instructed to monitor themselves and others and look out for similar symptoms if a child or staff member has been sent home with suspected coronavirus • Staff asked to remain cautious and vigilant at all times. They should report any concerns about their own, a colleague's or child's symptoms immediately. 		
Visitors	Increased risk of virus transmission between staff and children from visitors accessing nursery and Buckingham offices.	<ul style="list-style-type: none"> • Visiting will be kept to a minimum at this time • Visitors will access the nursery building by appointment only • All visitors will be asked to have carried out a Lateral Flow Test the morning of their visit and only attend if it is negative • All visitors will be shown areas of hand washing and where this is hand sanitiser • Any essential visitors who are required to observe a child (for example social workers) should do this in outdoor play area • All visitors will be asked to wear face-masks during their visits. 	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care https://www.gov.uk/government/publications/coronavirus-COVID-19-early-years-and-childcare-closures	
Attendance at our sites. (Circle Centre Nursery and Buckingham Office)	Risk of transmission of virus to all persons on AES sites	<p>Staff:</p> <ul style="list-style-type: none"> • Attendance should only occur when strictly COVID symptom free. • Staff to wash hands immediately on arrival at AES and regularly throughout their time at work. • Mask wearing is advised when setting up in the nursery and when social distancing is not possible. We respect mask wearing in session for staff at their discretion but consideration should be given to avoid causing upset or distress to a child. • Full PPE to be accessible to staff throughout the day to be used if required. 	https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-COVID-19-infection#samehousehold	

		<ul style="list-style-type: none"> • Staff are required to complete lateral flow tests at minimum twice weekly, and ideally on the morning of the day of the on- site shift. Positive test results should to be reported before 7.30 am to your line manager. • If you are fully vaccinated, you are not legally required to self-isolate if a member of your household has tested positive, or you have been in contact with someone who has tested positive. For 7 days following the contact you must complete a daily lateral flow test and report your daily test results (as per government guidance.) • Staff & volunteers showing COVID-19 symptoms should not to attend work and should get tested immediately (PCR). • If you have had contact with someone who has tested positive and you are able to carry out your work from home, you are encouraged to do so until the risk period is complete. You should complete daily Lateral Flow Tests for 7 days. <p>Children:</p> <ul style="list-style-type: none"> • The national guidance states: <i>Regular LFD tests are not recommended for children aged under 5. If they live with someone who has COVID-19 they are not legally required to self-isolate but you should limit their contact with anyone who is at higher risk of severe illness if infected with COVID-19 and arrange for them to take a PCR test as soon as possible.</i> • If a child is presenting with symptoms of COVID-19 they will be asked to get child tested at a testing site. They may resume with nursery or outreach sessions if results are negative. If results are positive, they will be required to isolate at home for 10 days from start of symptoms. If on day 6 and 7 they have two consecutive negative lateral flow tests 24 hours apart, the isolation period can end. • 	https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care https://www.gov.uk/government/publications/coronavirus-COVID-19-early-years-and-childcare-closures	
Physical distancing	Risk of transmission of virus increases when	<ul style="list-style-type: none"> • This is no longer a legal requirement but staff will be mindful of risk and maintain this when possible (e.g. staff meetings). 	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care	

	physical distancing measures cannot be followed, particularly in smaller spaces indoors.		ns/coronavirus-COVID-19-early-years-and-childcare-closures https://www.gov.uk/government/publications/coronavirus-COVID-19-early-years-and-childcare-closures https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care https://www.gov.uk/government/publications/coronavirus-COVID-19-early-years-and-childcare-closures	
Physical environment (layout of rooms and learning areas and ventilation)	Lack of/inadequate ventilation may increase the risks of virus transmission.	<ul style="list-style-type: none"> • Ventilate all rooms using natural ventilation where possible. Doors and windows to be kept open wherever possible ensuring this does not impact on children’s safety. • During home and school visits, staff to observe and determine if increased ventilation is possible (e.g. keep a door open, request for a window to be opened). 	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm	
Vulnerable groups	Increased risk of medical complications for vulnerable groups	<ul style="list-style-type: none"> • Vulnerable groups are no longer required to shield. 	https://www.gov.uk/government/publications/guidance-on-	

	<p>who contract COVID-19.</p>	<ul style="list-style-type: none"> • Parents/carers or staff to notify the nursery if they or their child has a compromised immune system or a medical condition that means they are vulnerable to infections. • Individual risk assessments to be put in place for any members of staff or children who require them. This should be done in liaison with individuals' medical professionals where necessary and relevant. 	<p>shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-COVID-19</p>	
<p>If a child becomes unwell at our setting</p>	<p>Increased risk of virus transmission to any persons in attendance at AES buildings and during visits when around others who are unwell.</p>	<p>For Children presenting with CV-19 symptoms on site:</p> <ul style="list-style-type: none"> • Child should isolate with a maximum of two members of staff • Staff member to wear a face covering. • Child's temperature is taken using non-contact thermometer • Parents notified immediately and asked to collect their child as soon as possible • While awaiting collection: child is to remain in the room/space they are using with one member of staff. If indoors, room door to remain closed and window open for ventilation • Parents/carers should be advised to contact NHS 111 for medical advice, to arrange to get their child tested and to follow government guidance relating to isolating at home for their child and household • All areas should be disinfected as a precaution • If a positive case is confirmed all staff and parents are notified and appropriate procedures are followed. <p>Staff:</p> <ul style="list-style-type: none"> • Any member of staff who displays signs of infection to be sent home immediately and advised to contact NHS 111 if they are concerned about their symptoms. Staff member to be advised to follow government guidance relating to isolating at home and testing for themselves and their household. 	<p>https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/schools-flowchart-v15-aug-21.pdf</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <p>https://www.nhs.uk/conditions/coronavirus-COVID-19/testing-and-tracing/</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	

		<ul style="list-style-type: none"> • If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • All staff and children attending a childcare setting will have access to a test if they display symptoms of COVID-19. Where the child or staff member tests negative, they can return to their setting when well. 	<p>COVID-19: cleaning of non-healthcare settings guidance.</p>	
<p>Confirmed case of COVID-19</p>	<p>Risk of virus transmission to anyone at AES who has been in contact with someone who has tested positive for COVID-19</p>	<ul style="list-style-type: none"> • If a staff member or child tests positive, they should follow government guidance and must isolate at home for 10 days from the onset of their symptoms and then return to the AES site only if they do not have symptoms other than cough or loss of sense of smell/taste. (A cough or anosmia can last for several weeks once the infection has gone). The 10 day period starts from the day of first becoming ill. If a high temperature continues, isolation should continue until it returns to normal. The 10 day isolation can be reduced if from day 6 onwards two negative lateral flow tests are obtained 24 hours apart. • As soon as the nursery becomes aware of 2 confirmed cases of COVID-19, the PHE South East Health Protection Team will be contacted. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the nursery – as identified by NHS Test and Trace. The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • Any individual from the nursery setting (staff or child) with a positive test result of COVID – 19 will be reported to Ofsted. • AES management to inform the relevant nursery of any child attending a dual setting who has tested positive for COVID-19 or who has been in close contact with a staff member of child who has tested positive. 	<p>https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2021/08/schools-flowchart-v15-aug-21.pdf</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <p>Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk)</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p>	

		<ul style="list-style-type: none"> • Outreach practitioners to inform settings and homes if a member of staff has tested positive and that has been in contact with children and adults from that setting. • The Health Protection Team will provide definitive advice on who must be sent home. <p>If there are any complex cases and/or if there are two or more confirmed cases at the nursery within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected we will work with the PHE South East Health Protection Team who will be able to advise if additional action is required.</p>		
Inadequate staffing levels/qualified staff ratios due to staff absence linked to Covid	Children cannot be effectively supervised/cared for; Ofsted regulations not met; session cannot run	<ul style="list-style-type: none"> • The team of zero hour contract bank staff who are available to provide cover at short notice and part-time staff who can be available to work extra shifts will be employed as needed. • If staffing levels are deemed inadequate for the safe running of the session for the full cohort, the group size will be reduced. Parents will be notified and priority will be given to the most vulnerable children* and for children of key workers. (Staff to refer to table classifying vulnerable children on register). • Inadequate staffing equates to a ratio less than 8 children to 6 children, or 7 children to 5 adults. The senior leadership team will review the cohort of children during a given session and may decide that a higher adult to child ratio may be required to ensure safety dependent on the needs of those children. • The families of children who are not able to attend for more than 1 week, will be offered remote support via email, telephone and virtual meetings. Liaison with other services and multi-disciplinary professionals (such as Social Workers and Psychologists) will continue and the team around the family will be contacted so they are aware the child is not attending nursery. 	<p>*https://www.gov.uk/government/publications/coronavirus-COVID-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision</p>	
Hygiene	Poor hygiene practice increases risk of transmission of virus	<ul style="list-style-type: none"> • Hands to be washed/antibacterial gel to be used by all staff and children on arrival. 	<p>https://www.nhs.uk/live-well/healthy-</p>	

	to all persons attending AES.	<ul style="list-style-type: none"> • Antibacterial gel dispensers to be available in each room and each member of staff to have their own dispenser bottle and tissues on their person. • Staff to model, promote and help children with respiratory hygiene (covering mouth or nose when they cough and sneeze). 	body/best-way-to-wash-your-hands/ COVID-19: cleaning of non-healthcare settings guidance.	
Cleaning	Inadequate cleaning protocols increases risk of transmission of virus to all persons attending AES.	<ul style="list-style-type: none"> • AES management team to monitor the cleaning standards throughout the day and at the end of each day and discuss any additional measures required with cleaning staff in regards to managing the spread of coronavirus. <p>Routine cleaning:</p> <ul style="list-style-type: none"> • Cleaning protocols in place for and displayed at each room/area - to be followed by all staff members during and at the end of each session. • Toys/resources that are used within the session to be either: <ul style="list-style-type: none"> - Cleaned via the dishwasher/washing machine if possible. - Wiped down with hot soapy water if possible • Children to have their own individual box of resources including any preferred fidgets, chewy tubes. Staff members to ensure these are returned to the box throughout the session when no longer in use and cleaned at the end of each session. <p>Cleaning following suspected/confirmed case of COVID-19:</p> <ul style="list-style-type: none"> • All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected. Disposable cloths/paper roll, disposable mop heads to be used to clean hard surfaces. • A combined detergent and disinfectant or a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted Milton (check chemicals in use are effective against enveloped viruses) to be used. 	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care COVID-19: cleaning of non-healthcare settings guidance	

		<ul style="list-style-type: none"> Any COVID-19 related waste to be double-bagged and disposed of. 		
Administering first aid	<p>Increased risk of virus transmission between children and staff members when close proximity is required such as for administering first aid.</p> <p>Risk of transmission of virus between first aider and person requiring rescue breaths when resuscitation is necessary.</p>	<ul style="list-style-type: none"> AES first aid policy to be followed. First aiders made aware that where a child requires rescue breaths, it is acknowledged that doing this increases the risk of transmitting the COVID-19 virus, either to the rescuer or the child. This risk is small compared to the risk of taking no action as this may result in certain cardiac arrest and the death of the child. First aiders made aware of the new guidance from the UK Resuscitation Council around the changes to CPR practices to be used with adults and advised to watch the link below video: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-COVID-19-coronavirus-cpr-and-resuscitation/covid-community/ 	https://www.resus.org.uk/COVID-19-resources/COVID-19-resources-general-public/resuscitation-council-uk-statement-COVID-19	
Snack and Mealtimes	<p>Risk of virus transmission between children when snack and mealtime resources are shared.</p>	<ul style="list-style-type: none"> Children bring in their own lunch. Snacks and water provided but any containers, cups or bottles that are their own are labelled by parents. Child's own labelled snack basket to be used to contain all snack items. Child's own labelled place mat to be used. Table, chairs, snack baskets and place mats to be wiped down after child's snack or lunch. 		
During toileting and nappy change times	<p>Increased risk of virus transmission between children and staff members when close proximity is required such as for nappy changes/support with toileting.</p>	<ul style="list-style-type: none"> PPE supplies are to be available in the bathroom. Staff member to follow bathroom cleaning protocol 		

Office/admin resources	Risk of virus transmission between/to staff members through shared resources.	<ul style="list-style-type: none"> • Desk should be sanitised regularly. Anti-bac cleaning wipes and materials should be available in all offices. • Offices should be limited to 4 persons per office. • Staff to use own work laptops wherever possible • Office PC keyboard and mouse to be cleaned after use • Communal phone handsets are to be wiped at the end of each day. . 		
Working from Home	Limiting risk of virus transmission	<ul style="list-style-type: none"> • In line with the Government’s ‘Plan B’ measures announced on 9/12/21, staff who are able to carry out their work duties from home should aim to do so. 		
Home/school visits	Risk of virus transmission between/to children, families, carers and staff.	<ul style="list-style-type: none"> • Families to be made aware of COVID-19 procedures prior to home visit via email. • Individual risk assessment to be carried out on case by case basis as needed. • Staff to use hand sanitiser at frequent intervals, particularly following a period of handling toys and equipment. • Staff to be aware of setting procedures and adhere to these. • Staff to inform setting if they have COVID-19 in line with track and trace guidelines. 	Actions for early years and childcare providers during the COVID-19 pandemic - GOV.UK (www.gov.uk) Contingency framework: education and childcare settings (publishing.service.gov.uk) Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)	