

North Halifax Partnership COVID 19 – Risk Assessment

Date of Risk Assessment: 26 May 2020 (updated 13/7/20) (updated 06/08/20) (updated 25/08/20) (Updated 03/09/20)

**(Updated 17/09/2020) (Updated 25/09/20) (Updated 29/10/20) (Updated 12/11/20) (Updated 23/12/2020) (Updated 13/04/2021) (Updated 02/09/21)
(Updated 02/12/21) (Updated 09/12/2021) (Updated 20/01/22) (Updated 14/02/22) (Updated 24/02/2022) (Updated 28/02/2022) (Updated 04/04/2022)**

This risk assessment has been completed in line with Government guidance for the particular challenges of COVID 19, it will be reviewed regularly as and when circumstances change. All staff need to be trained/issued with the risk assessments relevant to their work and this must be recorded.

The risk assessment is about demonstrating NHP is reducing, and mitigating risk so far as is reasonably practicable following the most up to date Government advice.

This proforma documents NHP's practical arrangements and ensures we are complying with minimum statutory requirements. COVID is a biological agent and comes under the COSHH Regulations and the Health and Safety at Work etc Act.

The risk assessment is a working document and will be updated in line with further updates as and when they arise.

The Activity What are the Hazards?	Who might be affected?	What additional controls have been put in place to reduce the risk of infection in accordance with Public Health advice?	Are there any further actions necessary	Action by whom?	Action by When?	Done
<p>General controls to prevent risk of infection.</p> <p>And respond to any suspected or confirmed infection</p>	<p>Staff Children attending Nursery Parents /Guardians Visitors Contractors Drivers Anyone else who physically comes to or in a NHP Building</p>	<p>Control measures</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes, using standard products such as detergents. 3. Keep occupied spaces well ventilated. <p>1. Ensure good hygiene for everyone Hand hygiene</p> <p>We will continue to ensure that children clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Respiratory hygiene</p> <p>The 'catch it, bin it, kill it' approach continues to be very important. The e-Bug website contains free resources, including materials to encourage good hand and respiratory hygiene. Some children with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these children and the staff working with them. It is not a reason to deny these children a place at the setting.</p> <p>2. Maintain appropriate cleaning regimes, using standard products such as detergents</p> <p>We have put in place and maintain an appropriate cleaning schedule. This includes</p>	<p>Update as necessary in line with Gov Guidance</p>	<p>John Surtees Nicki Rossi</p>	<p>As needed</p>	<p>4/4/22</p>

regular cleaning of areas and equipment (for example, twice per day) with a particular focus on frequently touched surfaces.

3.Keep occupied spaces well ventilated

When the centre is in operation, it is important to ensure it is well ventilated and that a comfortable environment is maintained.

You should identify any poorly ventilated spaces as part of this risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site,

Where it is safe to do so, opening external windows can improve natural ventilation and, in addition, opening internal doors, can also assist with creating a throughput of air. If necessary, external opening doors may also be used (where safe to do so).

We will balance the need for increased ventilation while maintaining a comfortable temperature.

- adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature

- children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back childcare when they no longer have a high temperature, and they are well enough to attend

- adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice is 3 days

Face coverings

Face coverings are no longer a national requirement in confined spaces; however North

Halifax Partnership would like to encourage staff to continue wearing masks in communal areas if the individual wishes too and will support anyone who wishes not to wear one.

Early years staff are **no longer advised** to undertake twice weekly home tests.

Communication with parents & carers

We will maintain regular communication with parents & carers via letter, email & Family. All children should be able to attend as normal,

Early years settings no longer need to notify Ofsted of any confirmed cases of COVID19 in the setting (either child or staff member).

Symptomatic staff or Children

If a child starts to display any of the symptoms, then staff should contact the parent guardian immediately for the child to be collected.

- Key symptoms: Fever (temperature of 37.8 °C or higher) and/or new, continuous cough and/or loss or change in normal sense of smell or taste (anosmia)
- Children and staff with runny nose and/or sore throat without any of the above **do not** need to be tested for COVID-19 unless told to do so by a health professional and can attend the setting if they feel well enough to do so.

They should follow public health advice on [when to self-isolate and what to do](#).

If parents insist on their child attending nursery, school, or college when they have symptoms, the setting can take the decision to refuse the child if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Their decision would need to be carefully considered in light of all the circumstances and current public health advice.

Contacts are no longer required to self-isolate or advised to take daily tests, contact

		tracing has ended.				
		<p>Health & safety general considerations</p> <p>There is no longer a legal requirement to consider coronavirus in North Halifax Partnership's suite of specific risk assessments</p>				
Use of The Centre	Staff Children attending Nursery Parents /Guardians Visitors Contractors	<p>Sanitiser is available in reception areas and should be used by all who enter that area on entering and leaving.</p> <p>Hand sanitiser is available in all rooms</p> <p>Antibacterial products are available in centre for the sanitising of telephones keyboards and work stations.</p>	Update as necessary in line with Gov Guidance	John Surtees Nicki Rossi	As needed	4/4/22
Use of nursery and nursery activities	Staff and children	<p>Drop off/collection areas with parents.</p> <p>Parent and child to remain outside until staff come out to collect or return the child.</p> <p>Children will be brought to the entrance at collection time by a staff member. Verbal handover will be minimal, and we will communicate the child's wellbeing, activities and food intake via the Family app. Parents have been made aware of this.</p> <p>Settings must ensure that children clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at the setting • when they return from breaks • when they change rooms • before and after eating 	Update as necessary in line with Gov Guidance	John Surtees Nicki Rossi	As needed	4/4/22

<p>Community Engagement</p>	<p>Staff Parents and children</p>	<p>Family Support /Home visits and first day calling procedures.</p> <p>When planning a home visit, it is important that you take every measure to do so safely utilising appropriate prevention and infection control.</p> <p>When undertaking a home visit:</p> <ul style="list-style-type: none"> • Consider all opportunities to maintain a safe distance. • Apply enhanced hygiene practices during visits. This includes the use of hand sanitiser and washing hands thoroughly at every opportunity. It is also important not to touch your face area. • Wearing a face covering is recommended. <p>Staff should check prior to visiting the family home if anyone has Covid-19 and if they have, not to visit. If you still need to contact, then please do this by phone.</p>	<p>Update as necessary in line with Gov Guidance</p>	<p>John Surtees Nicki Rossi</p>	<p>As needed</p>	<p>4/4/22</p>
		<p>Appendix.</p> <p>Each building manager should determine the occupancy levels of the building and individual rooms under their charge in line with the current government guidance and North Halifax Partnerships wish to control the spread of corona virus using a common-sense approach, these mitigations and specifics should be contained in this appendix section for each building</p>				

A chronology of strategies and measures that North Halifax Partnership Board and Management have put in place to manage the risks of Covid 19 and the general wellbeing of its staff is available on request.

NHP require that staff/persons this risk applies to sign to say they have read and understood the assessment. In addition, control measures should be turned into checklists and procedures whenever practicable, and management should then ensure that regular reviews are performed to measure compliance with them.

Signed:

Lead Person carrying out RA: John Surtees Date: 22/05/20

If RA undertaken in consultation with a colleague, please indicate

Senior management team: Nicki Rossi, Gail Crabtree, Nicola Earnshaw, Kirilea Whitehead: Date...22/5/20

Consultation with Employees 23/5/20 to 5th June

Signed

North Halifax Partnership CEO: Tina Burke _Date: 22/5/20

Original approved by NHP by NHP Board 26/5/20

Updated by John Surtees and Tina Burke 17/6/20 to include the use of training information and some guidance from CMBC

Updated by John Surtees & Nicki Rossi 13/7/20 to take into account further government guidance

Updated by John Surtees 06/8/20 to take into account further government guidance on disparities

Updated by John Surtees 25/08/20 for NHP work with other agencies in their building

Updated by Nicki Rossi and John Surtees 03/09/20 to take into account updated Guidance from Calderdale Council

**Updated by John Surtees and Nicki Rossi 25/09/20 to take into account updated guidance from Calderdale Council and government guidance
Actions for early years provider during the coronavirus (COVID-19) outbreak. 17 September 20**

Updated by john Surtees and Nicki Rossi 12/11/20 to take into account updated national government guidance

Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak Updated 21 October 2020

And new National Restrictions from 5 November Published 31 October 2020

Updated by John Surtees and Nicki Rossi 23/12/2020 to take into account the latest update to Actions for Early Years dated 22/12/2020

Updated by John Surtees and Nicki Rossi 13/04/2021 to take into account the latest update to Actions for Early Years dated 31/03/2021 and updated Guidance from Calderdale Council “Calderdale COVID-19 guide for education and childcare settings V3.0 08/03/21”

Updated by John Surtees and Nicki Rossi 02/09/2021 to take into account the latest updated guidance Actions for Early Years dated 17/08/2021

Updated by John Surtees 02/12/2021 to take into account the latest guidance in Actions for Early Years dated 29/11/2021

Updated by John Surtees 09/12/2021 to reflect instruction from CEO Tina Burke sent by email 09/12/2021

Updated by John Surtees 20/01/2022 to reflect the latest guidance Actions for Early Years dated 20/01/2022 and stay at home guidance dated 17/01/2022

Updated by John Surtees 14/02/2022 to reflect to latest guidance on managing corona virus.

Updated by John Surtees 24/02/2022 to reflect the Government guidance on living with Coronavirus

Updated by John Surtees 28/02/2022 to reflect the Government guidance on living with Coronavirus, Actions for early years, and Government Guidance What parents need to know about early years providers, schools and colleges. 25/02/2022

Updated by John Surtees 04/04/2022 to reflect the Government advice in Next steps for living with COVID-19 01/04/2022