



Preventing and Managing Sickness including Outbreaks Risk Procedures and Risk Assessment

1. Progression of Restrictions - Staged response to Outbreak

STAGE	TRIGGER	KEY ACTIONS	WHO
STAGE 1 Normal	None	<ul style="list-style-type: none"> • General hygiene reminders. • Effective handwashing facilities with soap and water. • Constant handwashing reminders for children. • Follow usual absence periods for sickness. 	Management and all staff
STAGE 2 Prevention	<ul style="list-style-type: none"> • <u>A risk is identified by:</u> • Increased absence; • Local increases in sickness; • Public health alerts; • Suspected cases of specific illness in Nursery or in village. 	<ul style="list-style-type: none"> • Increased hygiene procedures. • Communication of information to staff and parents. • Increased emphasis on correct handwashing procedure and <u>with physical help from staff</u>; also on frequency of handwashing. • Use of sanitiser gel if soap and water are not available. • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put tissues in the bin; wash your hands afterwards. • Enforce recommended absence periods during sickness and after symptoms have stopped. • Make changes to routines and weekly programmes as necessary. 	Management and all staff
STAGE 3 Delay	<ul style="list-style-type: none"> • <u>Where a significant risk is present</u> • Direct case • Increased likelihood of cases • Public health advice 	<ul style="list-style-type: none"> • Re-enforcement of correct handwashing and other hygiene procedures. • Handwashing for all on arrival and on leaving Nursery for all. • Maximum hygiene procedures for all Nursery users. • Letter home to parents. 	Management and all staff
STAGE 4 Containment	<ul style="list-style-type: none"> • <u>Where specific restrictions are necessary</u> • High levels of sickness and absenteeism in the community. 	<ul style="list-style-type: none"> • Maximum hygiene procedures for all. • Deny parent and visitor access to Nursery premises. • Enforce social distancing for adults as much as possible. • Frequent deep cleaning of Nursery. 	Management and all staff

2. Coronavirus Key Actions (as situation escalates)

Specific Issue	Key Actions	Who
Suspected case in Nursery	<ul style="list-style-type: none"> • Contact relevant agencies e.g. LA / Public Health England • Emphasise importance of good hygiene at all times • Contact parents – general information about sickness etc. 	Management and all staff
Confirmed case in Nursery	<ul style="list-style-type: none"> • Deep clean Nursery • Maximum hygiene procedures at all times • Contact parents and relevant agencies – follow general information about sickness etc. 	Management and all staff
Suspected case in a family	<ul style="list-style-type: none"> • Parents to ensure child washes hands before leaving the house. • Children to wash hands immediately after coming into Nursery. • Parent to contact 111 and follow guidance 	Families; Management and all staff
Confirmed case in a family	<ul style="list-style-type: none"> • Children in the family to remain at home for a fixed period of time • Deep clean Nursery • Maximum hygiene procedures at all times • Follow guidance provided 	Management and all staff; Cleaning agency
Protection for most vulnerable children	<ul style="list-style-type: none"> • Identify which children are vulnerable e.g. underlying health conditions that may be affected by the current threat; • Discuss with parents the initial steps and agree key actions re. isolation/seclusion. 	SENCO; Families
Staff with health issues	<ul style="list-style-type: none"> • Ask staff to seek advice from their doctor. 	Management
Staff with symptoms	<ul style="list-style-type: none"> • Stay at home; • follow NHS 111 advice 	Management
Pregnant staff	<ul style="list-style-type: none"> • Ask them to contact their midwife to seek advice; 	Management

3. Pandemic Risk Assessment - Core Control Measures

Control Measure	Notes / Action	Who	Review
Tissues for Each room	<ul style="list-style-type: none"> • Ensure adequate stock levels of tissues; • Replenish as needed; 	LAG / MJ	
Soap	<ul style="list-style-type: none"> • Soap to be available in washrooms and kitchens; • Children to be <u>supervised and physically helped to wash their hands thoroughly</u> for at least 20 seconds; <ul style="list-style-type: none"> The children must wash their hands: - <ul style="list-style-type: none"> ◦ When they enter and leave Nursery; ◦ When coming in from the garden; ◦ After handling pets or collecting eggs; ◦ Before and after meals; ◦ After using the toilet; ◦ Children should be taught to use a tissue, or elbow, to cough or sneeze into. • Used tissues must be binned at once. Bins should be emptied twice a day. • Soap should always be used in preference to gel; • Gel to be used should soap not be accessible, eg in garden. 	LAG / MJ	
Alcohol based gel	<ul style="list-style-type: none"> • Dispensers in all rooms; • Ensure dispensers are full from the start of each day; • Ensure adequate stock levels; • Gel to be used should soap not be accessible, eg in garden. 	LAG / MJ	
Monitoring daily any child or staff absence	<ul style="list-style-type: none"> • Daily report any absences and symptoms 	LAG / MJ	

Control Measure	Notes / Action	All	Review
Implementing Social Distancing (Parents and other visitors)	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible, we should:</p> <ul style="list-style-type: none"> • Tell children, parents, carers, or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus. • Tell parents and carers not to enter the setting when they drop off and collect their children. Members of staff will receive the children at the entrance to the Nursery, and return them at the end of the day, while maintaining social distancing with the parents at all times. Parents should observe the 'Tray & 2metre Rule' at the entrance to Nursery and maintain 2m distancing at all times. • Main gates should be partially closed, to prevent parents' cars entering the drive and compromising social distancing for parents arriving and/or leaving. • Discourage parents from gathering in numbers at the door and the gates, but remind them to observe social distancing. 	All	
Implementing Social Distancing (Staff)	<p>Social distancing with very young children is hard to maintain. Staff should implement social distancing guidelines as far as they are able, whilst ensuring children are kept safe and well cared for at Nursery.</p> <ul style="list-style-type: none"> • Lunch breaks should be staggered. Go outside if possible. • Only one member of staff in the Sleep Room at a time. • Staff should observe social distancing, with regard to other adults, at lunchtimes when sitting with the children. • Small groups with one member of staff throughout the day. • When, of necessity, working close together, staff should turn away from each other. 	All	
Mealtimes	<ul style="list-style-type: none"> • Staff should plate food and serve children, giving extra if required. • Children should not share food or help themselves. • Staff should supervise drinks to make sure children use only their own cup/mug/bottle. 	All	

<p>Good Personal Hygiene</p>	<ul style="list-style-type: none"> • Inform parents of hygiene expectations. • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Tissues must be binned; bins should be emptied twice a day and hand-washed. • Staff must <u>supervise, actively monitor, and physically help</u>, children's handwashing and rinsing off of all soap. Proper drying with paper towels is very important and staff should help with this too. • Parents may be asked to provide hand cream if the children's hands become sore with all the handwashing. • All children to wash their hands before coming to Nursery and when they get home; • Children to be supervised <u>and</u> helped to wash their hands thoroughly for at least 20 seconds; • The children must wash their hands: - <ul style="list-style-type: none"> ◦ When they enter and leave Nursery; ◦ When coming in from the garden; ◦ After handling pets or collecting eggs; ◦ Before and after meals; ◦ After using the toilet. 	<p>All</p>	
<p>Review of cleaning</p>	<ul style="list-style-type: none"> • <u>After lunch</u> staff must clean all surfaces with 'Suma Bac', which kills viruses, as well as bacteria. The 'clean' must include chairs, tables (on top and underneath), door handles, bars on cots, handrails, keyboards and mouse, phones, light switches and any surface a child might have touched. The door knocker and bell in the front should be wiped too. • The children's toilet, staff toilet and potties must also be cleaned thoroughly and disinfected after lunch. • All tea towels, flannels and cloths must be put in a hot wash daily. Bedding weekly. If possible, these should all be line dried. • There is an essential deep clean of the Nursery premises every day after Nursery by a professional cleaning service. 	<p>All</p>	

Staff / Uniforms	<p>On coming into Nursery members of staff must:</p> <ul style="list-style-type: none"> • Change their shoes. • Remove outdoor clothing and put away. • Wash their hands thoroughly with soap for at least 20 seconds. • Nursery coats may be worn in the garden, but should not be taken off the premises. <p>On arrival at home:</p> <ul style="list-style-type: none"> • Uniforms must be removed and kept away from other clothes. • Uniforms must be washed regularly in a hot wash - not necessarily every day. 	<p>All</p>	
Other	<ul style="list-style-type: none"> • Children should not bring any toys into Nursery. • All soft toys should be 'hot washed' and put away. • Blankets from the dog basket and cushion covers should be 'hot washed' weekly. 	<p>All</p>	
Illness	<ul style="list-style-type: none"> • Symptoms of coronavirus include a temperature and a cough. Any children showing these signs must be isolated in the Wren's Nest with the window open. Parents must be informed at once and asked to pick up their child without delay. • Staff showing any symptoms must immediately go home and not return until they are well and/or have been tested for Covid-19 and cleared. 	<p>All</p>	