

MASTER Risk Assessment

Location / Site	The Lime Trees Provisions – (specific risk assessments separate for the sites)
Activity / Procedure	Nurseries & Wrap Around Care Provisions 2021
Assessment date	Insert date when assessment is being carried out
<p>11/5/2020 – to be updated regularly until re-opening</p> <p>13/07/2020 - Updated in line with protective measures for out-of-school settings 10.07.2020</p> <p>28/07/2020 – Updated for September re-opening</p> <p>04/08/2020 – Updated in line with Actions for early years and childcare providers during coronavirus 27.07.20</p> <p>20/09/2020 – Updated to include the revised positive case reporting details from Notts CC</p> <p>01/10/2020 - Updated in line with Actions for early years and childcare providers during coronavirus 22.09.20</p> <p>04/11/2020 – Update in line with Education and Childcare settings: New National Restrictions from 5 November 31.10.20</p> <p>08/01/2021 – Updated in line with Education and Childcare Setting: National Lockdown from 5th January 2021 and also Actions for Early Years and Childcare Providers during the Coronavirus Outbreak 07.01.21</p>	
Assessment serial number	Insert local serial/identification number for future reference

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Transmission on the virus due to opening – Non critical worker children attending wrap around care settings			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. The Lime Trees will communicate with the host school to cross reference the families that have expressed an interest to attend. 2. Only families, that the school have accepted as critical workers or vulnerable children, will be able to access wrap around care provisions. 3. New occupancy will be created after communicating with the school and individual parents. 4. All pre school and nursery settings are open to all children that previously attended as stated by the government guidance. 5. Assessments of occupancy will be performed every 2 weeks. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the settings resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Reduce the number of children attending the Breakfast and After School Clubs where appropriate. Agreements made between GD and School Heads and maximum allowed numbers in the setting. Please refer to individual setting risk assessments for specific details. 2. The Lime Trees will follow the latest government guidance and ensure there is no more than 15 children within the same bubble per day. 3. The bubbles will be designed work in conjunction with each school's individual bubble groups. 4. Wherever possible, subject to holidays and absence, the same staff will work with that same bubble group throughout that week. 5. The managers will be responsible for ensuring any extra children does not jeopardise the above procedures that The Lime Trees will endeavour to follow. Managers and Account Managers to communicate and handle accordingly 6. The Lime trees will use agreed space across the school to ensure the bubbles can be maintained. Please see specific setting risk assessments. 7. Remove excess furniture to increase space if space to do so, use this furniture to support the division of bubble groups. 8. Social distancing charter created for and with the children – (Include instructions how to line up, use of toilet, moving around the setting etc). See instructions on Setting Map. 			

<ol style="list-style-type: none"> 9. Charter re-visited and modelled throughout the sessions and linked to The Lime Trees behaviour system – lots of praise for adherence and sanctions for non-compliance. 10. Children promises- where they can go, staying in the groups. 11. Planning for individual groups (not pairings or group work). Separate planning book. 12. No use of staff room areas. Staff to remain with their bubble groups. 13. Managers and Staff are assigned to these children and stay with these children throughout the session. 14. Children will take part in outdoor activities for majority of the session, weather dependant, and not mix with other groups 15. Bags, coats and lunchboxes kept in their zone, children’s areas. 16. Clear markings in place to separate bubble groups 17. Designated toilets to be used. This will be setting specific and covered in the setting specific risk assessments. 18. Rigorous cleaning routines before, after and during each session. 	
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Remaining level of risk	Consider level of risk following use of control measures
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<p>Operating provision for multiple small groups resulting in direct and indirect transmission of the virus</p>			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. The Lime Trees will use consistent and small bubble groups of no more than 15 children per session. Following the government guidance Actions for early years and childcare providers during the coronavirus outbreak 2. Nursery and Pre school settings are not required to keep the children in small consistent groups 3. When caring for children both under the age of 5 and aged 5 and over separately may choose to apply the measures outlined in the early years and childcare providers during the coronavirus (COVID-19) guidance to those children under the age of 5, and the measures outlined in this guidance to those aged 5 and over, where it is possible to do so. 4. Where providers have mixed age groups together they will need to, as far as possible, keep all children irrespective of age in small consistent groups of no more than 15. If necessary, it would be appropriate for one staff member to supervise up to 2 small groups provided that any relevant ratio requirements are met. 5. Before the start of each session the following will take place. <ul style="list-style-type: none"> - Deep clean the whole area including resources and equipment - All surfaces and contact point will be rigorously cleaned. - Remove any belonging that from the previous staff or children 6. The setting will be deep cleaned each evening throughout the week 7. If there has been a holiday club, school lesson, contractors or PE teaching taken 			



<p>place within a setting, a deep clean must take place before use.</p> <p>8. Wherever possible, subject to holidays and absence, the same staff will work with that same bubble group throughout that week.</p> <p>9. Setting staff will monitor bubble groups to ensure the children do not mix within the sessions.</p> <p>10. Setting staff will remain with their bubble groups and will not come into contact with a separate bubble group</p>			
<p>Remaining level of risk</p>	<p>Consider level of risk following use of control measures</p>		
<p>HIGH</p>	<p>MEDIUM</p>	<p>LOW</p>	<p>NEGLIGIBLE</p>

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Work to individual setting risk assessments for toilet usage. 2. Toilet bands / signing board used and only one boy and one girl allowed to go to toilet at a time. 3. Individual settings toilet plans will be included in their individual risk assessments. 4. Only one child to attend the toilet at any one time 5. Toilets to be cleaned every 30 minutes where groups share facilities 6. Nappy changing facility to clean after each use. 7. Hand gel used after toilet use as well as washing hands 8. Extra discussions had with the children re washing hands 9. Wedges for the toilet external toilet doors if not fire doors 10. Extra hand gel ordered to ensure we do not run out 11. Zone off the path to the toilets where necessary 12. Children to be supervised when washing hands 13. Lids to be used on all bins within the setting 14. Bins to be emptied at the end of each day 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing waiting when dropping off or collecting resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Instructions shared re social distancing protocol to families before they attend a session. 2. Markers outside the premises for the children and parents to wait – more than 2 metres apart as more than one person. Please see MAP 3. Collection and drop off plans included in individual setting risk assessments 4. Signing the children in and out to become a member of staff responsibility 5. When parents are waiting, staff to supervise that social distance measures are adhered to. 6. Only one adult can collect or drop off. This will be communicated to parents before they attend a session. 7. Parents are strongly encouraged to only attend one setting or use one childcare provider. 8. Parents and staff will now wear face coverings when signing children in and out. This now includes signing children in and out from their class and from their parent/carer. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing during outdoor play resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children will take part in outdoor activities for majority of the session, weather dependant, and not mix with other groups 2. Designated outdoor area for individual bubbles. 3. Reduced outdoor equipment – hard surfaces and can be easily cleaned 4. Settings are to follow the host school's advice on using outdoor fixed play equipment. Where outdoor fixed play equipment is used the setting risk assessments are followed and equipment is checked before each use. 5. Games discussed which encourage social distancing – hide and seek, musical bumps catch etc 6. Staff supervision throughout – actively encouraging and insisting on social distancing where possible 7. Children practice talking 2 meters apart – modelled by staff 8. Hand sanitiser accessible for all individual bubbles 9. Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or who have been advised by NHS Test & Trace to self-isolate do not attend your setting 10. Keeping facilities and equipment clean - touch points (e.g. handrails and gates) should be particular areas of focus for increased cleaning 11. Using signs, posters and regular reminders to 			

<p>build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face, and to cough or sneeze into your arm rather than your hand</p> <p>12. Lids to be used on all bins within the setting</p> <p>13. Bins to be emptied at the end of each day</p> <p>14. Providing hand sanitiser in multiple locations</p> <p>15. Using disposable paper towels in handwashing facilities, where possible</p> <p>16. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved</p>			
<p>Remaining level of risk</p>	<p>Consider level of risk following use of control measures</p>		
<p>HIGH</p>	<p>MEDIUM</p>	<p>LOW</p>	<p>NEGLIGIBLE</p>

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing when eating Breakfast or Afternoon Snack resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Food preparation area to be specified in the settings individual risk assessment 2. Children eat in their bubble groups 3. Breakfast or ASC snack to be provided by the lime trees. The bubble groups assigned member of staff to provide the snack to reduce the risk of transmission between groups. 4. All food will remain covered until given to the children. This to include fruit which is to be peelable for hygiene purposes 5. After School Club snack to be prepared before the session begins, in each individual bubble group. 6. Face to face sitting should be avoided where possible. 7. Safe food better business guidelines to be followed at all times. 8. Food preparation staff must wear correct PPE – gloves and an apron. 9. Children and staff to wash their hands before and after eating. 10. All surfaces to be clean before eating and after eating 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children staying in their bubble groups and areas. Access to outside from external doors. 2. Children to use their own bubble toilets. Please see individual setting risk assessments 3. Staff team to communicate through walkie talkies or with staff staying within their bubble group area and/or 2 meters apart. 4. Staff use other spaces and alcoves to maximise the distance between each other 5. Agree instructions with children concerning going and returning to toilet. Please see site specific risk assessments and maps. 6. When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained – regular practice this in the first few days. Groups to travel externally around the building where possible. 7. Staff to wear face coverings in all communal areas such as corridors and playground when travelling around sites. 8. When moving through areas 2 m distance at all times. 9. Childcare collection and drop off plans can be found in the individual settings risk assessments 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Tubs of resources for individual bubbles if needed – construction, small world etc etc 2. Resources washed in anti bac/disinfectant each night and left to dry if not same person using them the next day 3. Tables, door handles and other surfaces cleaned with anti bac/disinfectant before and after use. Please see Risk assessment and cleaning rota. 4. Children encouraged to wash hands / use hand gel before lessons and after each sessions 5. All activities to be RA before opening 6. Malleable resources should be risk assessed, this includes sand, mud and water and only handled in small consistent groups of no more than 15 children. 7. Any resources that may be shared between groups such as sports or art equipment should be cleaned frequently and always between groups or roatated to allow them to be unused for 48 hours (72 for plastics) between use by any groups. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the children			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Children to have a key worker that the children that the children are familiar with. 2. Small numbers of children to support their emotional need 3. Ensure small group activities to discuss emotions and feeling 4. To monitor how children settle into the breakfast and after school club provision. 5. Consider how to support a child that has had a loss at this time? NSPCC support and guidance 6. To be prepared that children be have regressed in their behaviours and toilet habits. Ensure clear positive reinforcements and rewards in place 7. The Lime Trees having a clear policy about discussing the virus. Songs and stories 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Emotional distress of the staff – including anxiety			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Staff meeting – virtually – to discuss concerns and shared control measures 3. Question and answers given 4. Questionnaire and new health declaration to be signed by all staff before returning to work in September 5. Sharing of support helplines – NHS counselling services available 6. At least one manager of staff on site every day for staff to share concerns with. 7. Senior leaders – MR or GD contactable and will contact each setting daily. 8. Risk assessments reviewed after day one, week one and fortnightly after that – this is flexible 9. Separate risk assessment for the office area 10. Extremely vulnerable staff (Shielding) to be risk assessed before returning to work 11. Staff have the availability to wear face coverings if they feel more comfortable. This is not advised in accordance to Actions for early years and childcare providers during the coronavirus outbreak. 12. Face coverings can be provided if staff cannot source their own. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<p>Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus</p>			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All staff to keep a distance of 1 meter plus from the children 2. All staff to have their hair up. 3. Masks purchased if needed –instructions form PHE re cleaning – so issued to individuals 4. Extra disposable aprons ordered 5. Extra gloves in place for the settings 6. Some visors also ordered if needed 7. Staff to wear clean, washed uniform each session 8. If a SEN child began spitting. Staff to put on PPE masks, remove the child from the session and call the parents to collect. 9. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 10. All CV children have an individual risk assessment in place. 11. Ensure there is a named SENCo at all times. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Hand gel dispenser available for each bubble group and at various locations throughout the settings. See individual setting risk assessments and Maps 2. Hand gel order in large quantities 3. Extra soap dispensers and re-fills in each setting 4. Children handwash or hand gel on entry to setting, before outside, after outside, before and after food consumption, leaving school, using the toilet and any time they cough or sneeze 5. Washing hands posters replaced in all washing areas 6. Reminders how to wash hands properly for 20 seconds – videos and posters 7. Procedure agreed for children to wash hands so thorough hand washing. Displays around the setting. 8. Children to be supervised when washing their hands 9. Staff to adhere to daily risk assessments check list 10. Ensure the covid 19 cleaning checklist is carried out per group daily 11. Staff to change into clean, washed uniform before the session and to change out of uniform at the end of the session. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned each day using anti bac/disinfectant. Please see risk assessment and cleaning rota. 2. Each member of staff in their bubble group is responsible areas they use 3. Managers to discuss with cleaners the routine needed, their RA, ensuring they only attended when the whole setting if off site. 4. PPE will be worn by all cleaning staff and any practitioners performing cleaning duties 5. Some resources will be rotated, de-contaminate before being used again to reduce the risk of indirect transmission 6. Soft furnishings and soft / cloth toys will be not cross bubble groups within a 48 hour period. 7. Deep cleaning of settings to take place after each session 8. Staff and children to use their own water bottles wrap around care settings. In nurseries and preschools cups and jugs can be used for children's drinks 9. All cutlery and crockery to be cleaned and disinfected after each use 10. All staff to have been trained how to safety use PPE. Including putting on and removing PPE safely 11. All staff attend training on how to clean the settings. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
<p>Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus</p>			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Clinically vulnerable staff can continue to attend early years settings. While in settings they should follow the sector-specific measures in the guidance, Actions for early years and childcare providers during the coronavirus outbreak. to minimise the risks of transmission. 2. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distance from other staff in settings. This provides that ideally, adults should maintain a 2 metre distance from others. Where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. 3. Those who are clinically extremely vulnerable are advised to shield if their CEV status has been confirmed by their clinician or GP 4. Those living with those that are clinically extremely vulnerable can attend settings and work. They MUST follow the social distancing guidance. The line manager to inform the employee of the guidance. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Site not being safe after closure during COVID-19 - resulting in indirect transmission of the virus	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. To refer to and to follow the guidance set out in Managing school premises during the coronavirus outbreak 2. Settings that haven't opened for a long period to complete legionella and fire alarm testing as set out by Notts CC (using the handbooks provided) – Liaise with school Site Manager to obtain a copy of the relevant records 3. Contact the council for further guidance on what we should do before opening if the settings have been closed for a long period of time 4. Weekly and daily risk assessment to be carried out 5. Individual risk assessments to be carried out before opening. 			

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Planned activities with the children – to reduce the risk of spreading the virus	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All planned activities are to be risk assessed by the staff and signed off by MR 2. The risk assessments will be updated and reviewed regularly 3. All staff will be aware of the activities and the risk assessment which is in place 4. Any new activities will have a risk assessment in place before being carried out 5. Please refer to the individual specific risk assessments 6. All spaces to be risk assessed- the school hall and the new layout. The outdoors to be risk assessed. Please reference individual setting risk assessments 			

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Fire evacuation procedure	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Review of the fire risk assessment to take into account any changes to the use of building and / or rooms within it – all setting to have a reviewed fire procedure and a map to show the updated assembly points, to be shared with all staff and to be added to policy folder 2. Consider any new fire hazards which may have been introduced, e.g. increased supplies of PPE (source of fuel / block exits), alcohol hand gel (flammable – kept away from heat sources) etc 3. Doors propped open (to minimise contact and aid ventilation) MUST be closed on sounding of the fire alarm (during emergency evacuation) and at the end of the school day (overnight). 4. Fire doors MUST NOT be propped open 5. Fire evacuation routes to be always kept clear . 6. Safe egress from the building MUST be considered during any reconfiguration of room layout / usage. 7. Changes to fire evacuation procedures or roles supporting fire evacuation will be communicated to all staff meeting 8. The fire assembly point will be reviewed to maximise social distancing whilst maintaining safe distance from the building 9. Fire drill to be completed on first day of re-occupation and a record maintained in the fire log book 10. Personal Emergency Evacuation Plans (PEEPs) MUST be reviewed to ensure support can be provided to staff and pupils. 11. Contingency plans in place for alternative support for PEEPs due to staff absence. 12. All settings to have their fire drill displayed. 			

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Cleaning of the setting after a suspected or confirmed case of the virus	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. The Lime Trees to notify public Health 2. Staff to be advised how to use PPE following the government advice. 3. All staff to attend a zoom meeting to ensure they fully understand how to do clean safety and robustly before opening. 4. A check list in place for staff to follow, to include: <ul style="list-style-type: none"> • Cleaning the setting with disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people • To wear face masks, face shields, disposable gloves and aprons for cleaning. These will be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Paying attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles • Where an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning 			

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Setting not following up to date Government advise – result in transmission of the virus and effective measures not in place.	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Daily checks to be made with the government online guidance 2. MR to carry out these checks 3. Updates could be made overnight so checks need to be completed before the start of the day 4. Any changes need to be communicated to all settings and documents for be updated where necessary for example – risk assessments. 		

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Children identified as at an increased risk and exposed to COVID-19	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. Parents to be asked to confirm at time of booking, if their child or anyone they live with falls into any of the vulnerable categories. 2. Children and young people currently identified as Clinically Extremely Vulnerable, are required to shield. Parents should be advised to speak to their child’s GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable. 3. Identify children who are clinically extremely vulnerable and clinically vulnerable. This will be obtained through the booking procedure and the additional Covid-19 form that parents are required to fill out. 4. Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to during the period this advice is in place. Where a meeting with a GP or specialist clinician has not taken place, the public health advice is that the child is still clinically extremely vulnerable and should not attend the setting. 5. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend out-of-school settings 6. Parents of clinically extremely vulnerable children will have received a letter confirming this advice. 7. Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable should continue to attend out-of- 	



<p>school settings in line with current guidance.</p> <p>8. If a child is deemed clinically vulnerable an individual risk assessment must be completed by the Day to Day manager before that child attends any sessions.</p> <p>9. Update any Care plans for the children and additional arrangements to be implemented to support with medical needs of children who will be attending the setting.</p> <p>10. Any updated health plan to be signed by the parents/carers</p> <p>11. PPE to be available to facilitate any close contact for personal care, if stated on the care plan.</p>	
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Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Staff or children living with a shielded or clinically vulnerable person	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Pupils or staff living with someone who is clinically vulnerable or clinically extremely vulnerable can attend their education or childcare setting. 2. Pupils or staff living in a household with someone who is extremely clinically vulnerable it is advised they can now attend the setting or work but must strictly follow the social distance guidance. 			

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Children displaying symptoms of COVID-19 whilst in the setting	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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<ol style="list-style-type: none"> 1. Staff able to recognise key COVID-19 symptoms in pupils. 2. The Government stay at home guidance MUST be followed if pupils become unwell with; <ul style="list-style-type: none"> • A new continuous cough, or • A high temperature • Loss of taste and smell 3. Symptomatic child will be moved to designated area within the setting which is used as the isolation area until parent arrives, suitable PPE MUST be worn with a symptomatic student. Please refer to individual setting risk assessment 4. Staff supervising pupils in isolation area MUST maintain a distance of 2m. Where this cannot be maintained (e.g. for a very young child or child with complex needs) PPE MUST be worn. 5. A suitable isolation area will be set up in each setting. This will be agreed each host school and specified in the individual setting risk assessments 6. Parent / Carer of symptomatic child to be contacted and be collected immediately. (Within 45 minutes) 7. 999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk. 8. If a member of staff have specific concerns about their or others health, they should be directed to DfE on 0800 0446 8687 and select option 1. The GP, pharmacy, urgent care centres or hospitals will be avoided. 9. Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with MUST be suitably cleaned and / or disinfected and then isolated for 72 hours. The Government guidance MUST be followed for cleaning non-healthcare settings. 	
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<p>10. Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins MUST be emptied regularly throughout the day • Stored for at least 72 hours before it can be placed in normal waste disposal facilities. 	
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Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Lack of essential supplies including PPE, cleaning and hygiene materials and products	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Local supply chains MUST be used to source PPE, cleaning materials and hygiene products. 2. Assurance of a secure supply chain to be in place for essential supplies prior to reopening. 3. Discuss with contractor agencies (for e.g. cleaning and catering) to ensure that processes are in place for the supply of materials and provision of service. 4. Emergency plans in place to for if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely. 5. PPE stock will be stored at Head Office for emergency short term supply 			

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Visits, outside agencies and professionals visiting the settings	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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<ol style="list-style-type: none"> 1. Visits to the setting will be limited and controlled 2. When a family enquires about a setting visit, they are provided with the options to visit out of hours, visit in hours and lastly visit via Zoom. 3. If they parent feels it necessary to visit the setting, they will be provided with visit guidance at the time of their booking. This will state the safety measures that are listed below and how they must follow this protocol. 4. New parent visits are allowed if necessary, to give parents reassurance and security about the levels of care their children would receive. Visits should always be limited to 1 parent where possible and face covering to be worn by the parent and staff member. 5. Upon entering the setting the family will need to wash their hands and limit what they touch in the setting. All of our other children will need to be outside during the visit. In hours parent visits should be limited as to the amount of time spent inside. As much as possible the visit should be held outside. After they have left, a thorough clean of any resources the child has handled will be performed. 6. Throughout any visit the staff member must remain at a 2 meter distance from the parent and child. 7. When taking the children outside, particular attention needs to be given to ensure they are dressed appropriately for the weather conditions. Staff also need to ensure they are dressed for the weather. If there is a lack of suitable uniform the contact Mel Rooney or Gareth Degenhart. 8. When gathering further information and completing the all about me documents, this is to be done via phone conversation or zoom. We don't need to be with the parents 	
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<p>at this stage and we will base line the children once they are in our settings and settled.</p> <p>9. Any zoom meetings, visit or follow up, need to strictly adhere to all safeguarding policies and procedures. Being mindful of what images of the setting or being streamed and ensuring children are not visible and identifiable at any point. Also all confidentiality and data protection guidelines are followed and no personal or sensitive data can be seen during the meeting.</p> <p>10. Settling in sessions we will be conducted as independent sessions for the child. Parents will drop at the gate and the children will take part in their settling session without their parents there. During these sessions there needs to be one member of staff working with the child, this is in case that child tests positive after the visit. Ideally we wouldn't come within one meter but often this is unavoidable due to the ages of the children.</p> <p>11. Outside agencies and professionals will be extremely limited in visiting the settings, meetings to be held virtually and communication through email and phone where possible</p> <p>12. All visitors in the setting should wear a face covering and will be required to sign in and provide contact details.</p> <p>13. If contactors have to come on site for emergency work, they will attend when no children are on site and will ensure 2 metre social distance is adhered to and cleaning of the area will be carried out by the member of staff when they have left.</p>	
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Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Children having sun cream on to enable them to go outside	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Each parent has been asked to provide their child with sun cream in their bag when they attend the setting. 2. All children to be encouraged to put on their own sun cream 3. A member of staff in that child's bubble to wear gloves and support in applying sun cream if necessary, to allow the child to access outside 			

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Members of staff transmitting the virus from home to setting and from setting to home	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All staff to change into clean, washed uniform before the session and to change out of uniform at the end of the session. 2. All members of staff to wear their hair up 3. Ensuring the washing of hands before entering and leaving work 4. Staff to ensure uniform is clean and washed in between session attendance 5. Staff to ensure they have an adequate amount of uniform. If more uniform is required, then raise with MR. 6. Staff to follow social distancing guidelines to avoid cross contamination of clothing. 			

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Staff not being able to attend work: the sickness and absence policy	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All staff to be briefed on the symptoms of covid 19 and the self-isolating procedure. 2. Staff to notify line manager by 6:30am at the latest if due to work a breakfast club session 3. Staff to notify line manager by 9am at the latest, if due to work an after-school club session 4. If staff have symptoms of covid 19 to be reported directly to MR as soon as possible. Staff to be tested at the earliest opportunity and ensure they are using the track trace app. 5. Staff to self-isolate for either 10 days or 14 days, please see policy Staff to go onto SSP and will return to work after the correct number of days off. <p>Line Manger:</p> <ol style="list-style-type: none"> 1. Once received the call to be fully aware of the staff qual, designated roles, PFA that needs to be replaced. 2. Contact the supply member of staff as on the staff rota 3. If unable to contact member of staff inform MR 4. If symptoms please follow the correct procedure for cleaning, self-isolating as in above RA 6. Ensure a return to work is carried out. 			

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Children ready to attend Breakfast and After School Club safely	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. All parents/ carers to be briefed about the measures that have been put in place 2. If a child is CV they have a risk assessments in place before they attend any sessions. 3. Parents made aware that only one parent and drop off and collect a child at each session. 4. New reg form to be completed including collection policy and Covid-19 checklist 5. Parents informed how to travel safely to the setting- see gov documents. 6. Parents to be contacted via the key worker regarding the routines, safety measures before attending 7. All parents to complete new T&C including Covid-19 checklist and updated registration form 8. Parents aware of symptoms of covid 19 are the policy due to information sent out. 			

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Children carrying out sporting activities during the Breakfast or After School Club	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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<p><u>Use of equipment</u></p> <ol style="list-style-type: none"> 1. The sharing of equipment must be avoided where possible, particularly that used around the head and face e.g. helmets. Where equipment is shared, equipment must be cleaned before use by another person. 2. Sports should give consideration on how to protect participants in relation to all equipment use and the risk of transmission, including checking ongoing Government research and advice on transmission of the virus and ensuring their guidance reflects it. 3. Participants should take their kit home to wash it themselves, rather than have one person handling a large quantity of soiled materials. Where kit absolutely has to be shared or kept together (for example last minute stand-in players, shortage of kit, or an essential club function), each person handling it must wash or sanitise their hands immediately after. <p><u>Ball transfer</u></p> <ol style="list-style-type: none"> 4. Based on the fomite transmission risk assessment, sports where a common ball needs to be handled by multiple players (e.g. basketball, cricket, football), will produce a plan to reduce this risk following advice from their governing body. 5. The use of shared equipment to be cleaned before using and the children to ensure they clean their hands before hand. 6. The use of footballs must be outside, no use of hands, cleaned before each use, only the same bubbles/ groups can use. 7. Avoid face to face contact or ensure 1m plus. <p><u>Social distancing in play</u></p> <ol style="list-style-type: none"> 8. All sports must adhere to social distancing throughout warm-ups and avoid equipment sharing. The sport specific action plan must 	
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<p>address the issue of how the sport can best mitigate the risk of social distancing in competitive matches and training.</p> <p>9. Having completed the droplet transmission risk assessment each sport may introduce 'COVID-19 adaptations' to lower the frequency of activities that cannot be done whilst socially distanced. Avoid unnecessary breaking of social distancing such as pre-game handshakes, huddles, face-to-face confrontation with opponents and officials, and scoring celebrations.</p> <p>10. MR to sign off all droplet activity risk assessments</p>	
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Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Staff member confirmed case of Covid – 19 out of hours -	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
<ol style="list-style-type: none"> 1. If a member of staff develops any Covid-19 symptoms such as a high temperature, a new continuous cough or a loss or change in your sense of taste or smell, they must be tested as soon as possible and must self-isolate. 2. Follow the steps on the Government website to book a Covid-19 test here, alternately call 119. 3. Contact MR or GD as soon as you develop symptoms. You should not contact other staff members as this may cause undue anxiety. 4. You must self-isolate for 10 days or until test results return 5. No provisions or bubbles are required to stop or isolate until the case is confirmed. 6. If the test comes back as negative the individual and household isolation can stop. Contact MR or GD as soon as the results return. If the staff member feels well enough they can return to work. 7. If the test comes back as positive then the individual should follow guidance for households with possible coronavirus infection and continue to isolate for 10 days from the onset of their symptoms. After this time, they can return to the setting if they do not have symptoms other than a cough or loss of taste or smell. Other households members should continue to isolate for 14 days as they may still develop symptoms. 8. When MR or GD are aware of a confirmed case MR or GD will contact DofE Coronavirus Helpline – 0800 046 8687 and select option 1 9. A rapid risk assessment will be completed by MR or GD and Public Health England to identify who has been in close contact with the person during the period they were 	

<p>infectious and ensure they self-isolate.</p> <p>10. MR and GD will follow the PHE guidance for contacting individuals who are required to self-isolate.</p> <p>11. If PHE advice is to exclude a whole bubble, the setting should immediately inform the local authority on eycovid19@nottsc.gov.uk</p> <p>12. Communications will be sent out to all relevant stakeholders (including Ofsted) explaining the steps we have taken in managing a confirmed case. If parents are to be notified, a draft letter will be sent from PHE HPT</p> <p>13. Cleaning of the setting after a suspected or confirmed case of the virus will then be followed when the setting reopens.</p> <p>14. GD and MR to follow the Covid-19 external communications plan</p>	
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Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Lack of available details of children and adults within a setting where there has been a confirmed case - resulting in the inability to support the local health protection team recommending individuals to self-isolate			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Setting Managers are to complete and regularly update their online database, including the children’s names, primary carer secondary carer’s names and contact details. These will be shared with MR and GD. 2. MR to contact each setting on a Friday afternoon to ensure the database is up to date 3. Occupancy lists will be regularly updated and communicated between the Accounts and Setting Managers. These are available online and shared with MR and GD 4. Staffing rotas, sessions and contact details will be regularly updated by MR and available online for MR and GD 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
Staff transmitting infections when working at more than one setting	

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. Staff working at more than one setting will be limited where possible. 2. If a member of staff has to work at more than one setting within a 5 day period they will need to follow social distancing and positive hygiene procedures. 3. Staff are to wear clean, washed uniform each time they enter a new setting 4. Staff are not to come into close contact with children – within 1 meter 5. Staff are to limit their time in close proximity to child – less than 2 meters for more than 15 minutes 6. Staff are to follow positive hygiene procedures and wash their hands frequently, avoid touching their eyes or face and follow the ‘catch it, bin it, kill it’ guidance. 7. If staff show any symptoms they are to follow isolation procedures, book a test and contact MR at the point of becoming ill and on the result of the test. 			

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
HOLIDAY CLUB - Children attending from more than one school - direct and indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Bubble groups do not exceed 15 children a day 2. Where possible children will remain in the same bubble groups each week 3. Social distance will be promoted where possible in face to face activities 4. Parents are advised for their child not to attend the setting if they are experiencing any Covid-19 symptoms 5. Staff will ask to ensure children are symptom free before entering the setting 6. Positive hygiene routines will be followed throughout the day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Identify hazard	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Spread of infection due to poor ventilation

Existing level of risk	Consider current level of risk
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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<p>When the setting is in operation, it is important to ensure that it is well ventilated, and a comfortable environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • If applicable - mechanical ventilation systems. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • natural ventilation – opening windows, when it is safe to do so. In colder weather windows should be opened just enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied • re-arranging furniture where possible to avoid direct draughts <p>Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied</p>	
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Area Managers name	Signature of Area Manager	Date

Manager's comments	Insert comments relevant to assessment as appropriate

All staff to sign below that they are fully aware of the measures above in the risk assessments.

Name of staff	Signature of staff	Date

Risk assessment review date	Set future review dates & sign/comment upon completion: