



COVID-19 Risk Assessment for visitors

Date of risk assessment: 1/9/2020

System of controls - This is the set of actions set out by government that all early years' settings must take:

Prevention:

1. Minimise 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, do not attend settings
 2. Clean hands thoroughly more often than usual
 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach
 5. Minimise contact between groups where possible
 6. Where necessary, wear appropriate personal protective equipment (PPE)
- *Numbers 1 to 4 must be in place in all settings, all the time.*
 - *Number 5 must be properly considered and settings must put in place measures that suit their particular circumstances.*

- *Number 6 applies in all specific circumstances.*

Response to any infection:

7. Engage with NHS Test and Trace
8. Manage confirmed cases of coronavirus (COVID-19) amongst the setting community
9. Contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

<p>Visitor to nursery</p>	<p>Exposure to possible COVID-19 virus from staff and children in nursery</p>	<p>Visitor will be asked to sign into the building, complete COVID-19 form and confirm that he/she has no COVID-19 symptoms before being allowed on site Visitor will be asked to Sanitise hands on arrival at setting. Visitor will be presented with a visitor pack. The pack contents will be:</p> <ul style="list-style-type: none">• Copy of risk assessment• Copy of visitor policy• Small hand sanitiser• Pair of disposable gloves and an apron• Disposable mask• Small pack of disinfectant wipes for cleaning areas that have been touched• Small plastic bag to dispose of any PPE <p>Visitor will be asked to wear a face covering (mask/visor) Visitor will be presented with a pack of disinfectant wipes to clean all surfaces touched on site. 2 metre distance is preferred but 1 metre must be maintained at all times Rooms entered will be well ventilated Visitor must ask before using toilet facilities on site. No refreshments to be consumed on site All PPE used by the visitor will be disposed of appropriately</p>
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Children and staff	Exposure to possible COVID-19 virus from external visitor being on site during operating hours	<p>See above</p> <p>The visitor must make every effort to keep physical distance between children and staff.</p> <p>Any resources touched by the visitor will be cleaned by the visitor after use.</p> <p>2 metre distance is preferred but 1 metre must be maintained at all times</p> <p>Rooms entered will be well ventilated</p> <p>Ventilation will be available in every room entered</p> <p>If a private 1-1 meeting is required with the Nursery Manager and the office area is too small an alternative room will be used to allow for 2 metre distance to be maintained.</p>
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Name _____ Signed Manager: _____

_____ Date: _____

Name _____ Signed Visitor _____

Name _____ Signed Manager:

_____ Date: _____

Name _____ Signed Visitor _____