

CORONAVIRUS

Hazard	At Risk	Risk Level (No Controls)	Controls Currently in Place	Current Risk Level (Controls in place)			Further controls recommended	Action by whom?	Action by when?
				Residual Risk	Score	Risk Level			
All risks Overview / government updates	All	5	<p>Employees should:</p> <ul style="list-style-type: none"> - Be vigilant with procedures set by local authority and/or government. Workforce are instructed to implement any new updates with respect to Government Guidance. - Have an awareness and understanding of the risk of Coronavirus and listen to frequent government announcements. - If applicable send safety guidance or updates to parents/ carers via notifications. - Follow DfE guidance and have a full understanding & implement Coronavirus procedures. - Comply with all health and safety compliance checks. - Employees are required to join our staff portal to gain access to important employment documentation. 	1	5	Low	<p>Overview of areas reviewed:</p> <ul style="list-style-type: none"> - Policies & Procedures - Employment Handbook - Risk Assessments - Coronavirus Guidance - Health & Safety Handbook <p>Link to Staff Portal: https://www.earlylearnersnurseries.co.uk/staffportal</p> <p>Our workforce to follow guidance set by the Government and the DfE. All employees have a duty to implement this risk assessment. https://www.gov.uk/coronavirus</p>	All	As required
Social Distancing	All	5	<p>Employees should:</p> <ul style="list-style-type: none"> - Minimise risk if notified of a potential positive case of coronavirus. - Must play their part in addressing social distancing measures which are outlined by the setting or government. - Support (when and where applicable) remind Adults/ Children to practice social distancing. <p>Managers should:</p> <ul style="list-style-type: none"> - Make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that it may become necessary to reintroduce keeping groups apart for a temporary period. - Ensure any decision to recommend the reintroduction of keeping groups apart would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education and childcare. - Communicate such measures with Area Manager. - Communicate effectively with parents. <p>Precautionary Measures if infection rates increase may include:</p> <ul style="list-style-type: none"> - Silver tape to create 2-metre distancing lines. - Stations - Restriction on entry - Assess layout and environment of classrooms - Workforce to use visual risk assessment for support. - Parents to communicate via notification (ParentAdmin) - Consider how to minimise contact across the setting and maintain social distancing wherever possible 	1	5	Low	<p>Recommend that it may be necessary to keep groups Workforce to be vigilant & monitor regular.</p> <p>Talk to children about any new or potential measures For example: Consider meaningful symbols, social stories, new rules, boundaries, visual aids.</p> <p>Understanding Communal Areas: Outside of classrooms, playground, corridors, entrances, hallways, toilets, staff rooms etc..</p> <p>Face coverings may be worn when moving around the premises. Coverings are not requirement unless enforce by government / DfE. However, it is a personal choice.</p> <p>Action for minimising contacts: Mixing between people reduces transmission of coronavirus. This is important in all contexts, and employees must consider how to implement this. Our workforce must do everything possible to minimise contacts and mixing while delivering a broad and balanced provision.</p> <p>Minimise mixing Early years settings can operate at normal group sizes. There is no restrictions on mixing children within a setting unless stated by the government.</p> <p>When instructed by Government employees should:</p>	All	As required

			<ul style="list-style-type: none"> - On arrival we advise standing at least 6 feet away from the parent/guardian and child in front of you. - Wash hands prior to leaving your house. - Use hand sanitizer prior to entering the premises grounds. - Parents not allowed in classrooms environment to minimise infection/ cross contamination. 				<ul style="list-style-type: none"> - Consider how they can minimise mixing within settings, for example using different rooms for different age groups, keeping those groups apart 'as much as possible'. - Minimising contact between groups can reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for coronavirus. 		
Drop off/collection	All	5	<p>Employees should:</p> <ul style="list-style-type: none"> - Implement precautionary measures based on government raising the risk level. - Stagger opening times by opening settings fully (7am -6pm). Refer to advice cards for session times. - Communicate parents via ParentAdmin. - Greet children outside (either the building or classroom) as they arrive. - Advise parents not to enter the setting - Perform temperature checks on arrival. - Encourage the same parent or designated person should drop off and pick up their child were possible. - Create hand hygiene stations will be set up at the entrance of the facility, so that children can clean their hands before they enter. - Report any concerns to line manager. 	1	5	Low	<p>Other potneial procedures may include:</p> <ul style="list-style-type: none"> - Drop off & collection process must be swift. - To limit direct contact with parents as much as possible - Parents are to place prams & car seats in designated areas. Parents must ensure any item is cleaned. - Prams and car seats are clean. These are not allowed in the buidling. - Parents/ Carers advised to wear personal protective equipment (PPE) / face covering - Parents access to the business/ buidling is minimal. - If possible, older people ie. grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from Coronavirus. - Children must be supervised when using hand sanitizer. <p>Emergency Action Plan In emergency cases whereby we have been infomred to isolate multiple employees or children we may need to close down a classroom at short notice but only for a temporary period until altervative measures can be planned and arranged. We are sorry for any incvoience this may cause to our parents.</p>	All	As required
Isolation periods Potential of having Coronavirus Spreading infections / viruses	All	5	<p>Employees should:</p> <ul style="list-style-type: none"> - Take action and seek guidance from line manager and/ or government / NHS if they develop symptoms of coronavirus. - Take a test and inform manager of result is known. - If negative no further action required. - If positive follow government advice. <p>How to stop coronavirus spreading: There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus.</p> <p>These may include:</p> <ul style="list-style-type: none"> - Being or seek to get vaccinated. - wash your hands with soap and water or use hand sanitiser regularly throughout the day. - cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. - put used tissues in the bin immediately and wash your hands afterwards - meet people outside and avoid crowded areas. 	1	5	Low	<p>Symptoms of coronavirus may be a new, continuous cough, or a high temperature, or a loss of, or change in, their normal sense of taste or smell (anosmia).</p> <p>Guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	All	As required

			<ul style="list-style-type: none"> - open doors and windows to let in fresh air if meeting people inside. - wear a face covering if aged 11 and over when it's hard to stay away from other people – particularly indoors or in crowded places. - participate in LFD testing following government guidelines. 						
<p>Sickness/illness</p> <p>(Staff, children & families, visitors)</p> <p>Emergency contact details / procedures</p>	All	5	<p>Employees should:</p> <ul style="list-style-type: none"> - Report their absence on Staff Admin. - Contact the setting verbally. - Report to Manager. - Follow absence guidance. - Communicate effectively with setting. - Communicate effectively with parents. - Potentially send notifications to parents. - Advise parent to send notifications and report their child as absent. - Advise them to call the setting. - Complete register correctly. - Perform headcounts. - Contact the parent if they have not may contact. - Advise to research and review government recommendations or advice from the NHS. <p>Manager should:</p> <ul style="list-style-type: none"> - Ask for advice from line Manager. - If concerned report to local borough council safeguarding board / social care team. - Ensure correct staff requirements are in place. - Review registers - Delay staff in accordance with ratios. - Ask for support. <p>Further measure may be used/ introduced:</p> <ul style="list-style-type: none"> - Screening staff and children upon arrival and throughout the day. <p>Please note: Children and babies will still get illnesses that can make them very unwell quickly. It's important to get medical help if you need it.</p> <p>Call 111 or your GP surgery if your child:</p> <ul style="list-style-type: none"> • is under 3 months old and has a temperature of 38C or higher, or you think they have a fever • is 3 to 6 months old and has a temperature of 39C or higher, or you think they have a fever • has other signs of illness, such as a rash, as well as a high temperature (fever) • has a high temperature that's lasted for 5 days or more • does not want to eat, or is not their usual self and you're worried • has a high temperature that does not come down with paracetamol 	1	5	Low	<p>If a parent insist on their child attending the setting when sick, the setting can take the decision to refuse your child if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with Coronavirus. The decision would need to be fully considered in light of all the circumstances and current public health advice.</p> <p>Advise the person to seek medical advice.</p> <p>Parents/ guardians to play an active part in supporting the settings guidance and precautionary measures as outlined.</p> <p>We may advise parents take their child's temperature either before coming to the facility or upon arrival at the facility.</p> <p>Managers to monitor sickness and absences of children and staff and if applicable report data to local authority.</p> <p>ParentAdmin (Nursery in a Box) Parents must ensure they are regularly reviewing and keeping their child's account up-to-date and send our customer care team a notification in writing to outline any important changes. These may includes:</p> <ul style="list-style-type: none"> - Address - Contact numbers - Email address - Password - Authorised people to collect <p>Parents / carers to download app to communicate effectively and receive ongoing information. ParentAdmin link: https://uk.parentadmin.com/login.php</p>	All	As required
<p>Handwashing Provision</p> <p>Personal Hygiene</p> <p>Toileting/ Potty</p>	All	5	<p>Employees should:</p> <ul style="list-style-type: none"> - Ensure frequent and thorough hand cleaning should now be regular practice. - Continue to ensure that children clean their hands regularly. This can be done with soap and water or hand sanitiser. 			Low	<p>Other precautionary measure maybe recommended:</p> <ul style="list-style-type: none"> - Parents to wash clothes regularly - Following new Nappy Changing Procedure displayed in nappy changing areas 	All	As required

<p>Nappy Changing</p> <p>Tissues / Noses</p>			<ul style="list-style-type: none"> - When implementing precautionary measures base on government advice introduce: <ul style="list-style-type: none"> ▪ Hand sanitiser stations & Strut Cards. ▪ Talks to the children regarding: Hand washing ▪ 2-metre distancing lines ▪ Signage displayed ▪ Children always supervised ▪ Hand Hygiene Guidelines and video to watch ▪ Ensure everyone is advised to clean their hands thoroughly and more often than usual. - Ensure that children clean their hands regularly, including: <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 ▪ after using the bathroom - Empty bins regularly. - Blow children's noises when needed. - But tissues in bins. - Encourage fresh ventilation in classrooms, especially around toilet changing areas. 				<ul style="list-style-type: none"> - Employees to be vigilant when following nappy changing procedure. Waste to be removed from premiss regularly. - Fresh ventilation is important - Thorough cleaning and disinfecting areas is at high importance. - Sundries to be cleaned prior to being provided to the setting. <p>Watch the following video: 'How to wash your hands - in 20 seconds' https://www.bbc.co.uk/news/av/health-51722269/coronavirus-hand-washing-and-other-ways-to-protect-yourself</p> <p>Children in washrooms to always be monitored. Employees to be vigilant in supporting and educating children about handwashing.</p> <p>'catch it, bin it, kill it' approach Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach. The 'catch it, bin it, kill it' approach continues to be very important. Make sure enough tissues and bins are available to support children and staff to follow this routine. As with hand cleaning, you must ensure younger children and those with complex needs are helped to get this right, and all children understand that this is now part of how the setting operates.</p>		
<p>Cleaning of equipment/ premises</p> <p>Sharing of resources when virus is high</p> <p>Sharing of resources</p> <p>Toys being brought into the setting by children</p> <p>Personal belongings</p>	<p>All</p>	<p>5</p>	<p>Employees should:</p> <ul style="list-style-type: none"> - Understand that cleaning is a main role and responsibility. It is a responsibility of everyone to clean. - Practice good basic hygiene procedures such as regular hand-washing (practitioners and children) - supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water - clean and disinfect regularly touched objects and surfaces more often than usual using your standard cleaning products - waterproof dressing to cover on any existing wounds or lesions - personal protective equipment (PPE) such as aprons and gloves are used as necessary - clear procedures are in place for cleaning equipment and wider environment - immediate cleaning of spillages of blood and other bodily fluids - clear procedures on safe disposal of waste - infection control guidance and management procedures in place which are clearly understood and adhered to by employee any items that come into contact with mouths such as cups, bottles and straws should not be shared. - When advised to do so minimise rotating or swapping resources and share toys with other groups of children unless they are washed and sanitized and left for a period of 72 hours. - Overemphasis the importance of keeping equipment and resources in consistent bubbles. - Follow guidance on the use of children's bedding has been provided to workforce. 	<p>1</p>	<p>5</p>	<p>Low</p>	<p>Advice on Malleable materials (messy play) Our employees if and when advised to do so should continue to risk assess activities that involve malleable materials for messy play such as sand, mud and water, as part of their regular curriculum planning. However, we do now encourage these to be implemented within classroom daily routines outside.</p> <p>In the eventuality that the risk level is greater Managers should consider whether:</p> <ul style="list-style-type: none"> - materials can be handled by a consistent group of children and that no one else outside this group can come into contact with it - the malleable material for messy play (for example sand, water or mud) can be used and cleaned - including being replaced - in accordance with the manufacturer's instructions, where applicable. For example, see managing risk in play provision: implementation guide - To follow the system of controls and ensure that: <ul style="list-style-type: none"> ▪ children wash their hands thoroughly before and after messy play ▪ frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group <p>Cleaning Rota: If applicable group/ bubble or classroom becomes potentially contaminated employees should complete a toy cleaning rota and keep a</p>	<p>All</p>	<p>As required</p>

			<ul style="list-style-type: none"> - Ensure toys that cannot be cleaned and sanitized should not be used and are stored away. 				<p>clear record to show which 'bubble' of children have been using the toys. Resources should always be cleaned regularly.</p> <p>Belongings: Employees must only bring the essential to work and must avoid using non-essential areas within the premises. No belongings should be left of work surfaces.</p>		
<p>Using outdoor space and equipment</p> <p>Groups & Stay & Play events</p>	All	3	<p>Employees should:</p> <ul style="list-style-type: none"> - Encourage parent and child groups and/or events can continue to operate as normal and without restrictions on attendance. - Follow the control measures in this guidance if applicable, which will help towards mitigating the risks of Coronavirus for all children and adults. - Ensure there are no limits on the number of people who can attend outdoors. - Be vigilant with some activities, however, can increase the risk of catching or passing on Coronavirus. When this happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. - In situations where there is a higher risk of catching or passing on Coronavirus, you should be particularly careful to follow the guidance on keeping yourself and others safe. 	1	3	Very low	<p>Further advice on Groups</p> <p>Protective measures for parent and child groups may be put into place: Everyone should follow the advice in this guidance to ensure that participants follow the system of controls, which will help towards mitigating the risks of Coronavirus for all children and adults in the setting. Based on government recommendations It may be important for group leaders to ensure:</p> <ul style="list-style-type: none"> - Visually risk assessment is completed and opening and closing checks are done prior to groups and activities taking place. - social distancing is maintained between adults who do not live together and who are not in the same support bubble. - everyone maintains good hand hygiene all should clean their hands regularly, including as they arrive, between activities, and as they leave adults wear face coverings where social distancing between adults is not possible. (for example, when moving around in corridors and in communal areas). - See system of controls for more information on face coverings. (where permitted to be held indoors) the areas used are well ventilated with fresh air (see the section on ventilation) Parents and carers currently not allowed within the buildings for stay and play events. - any rooms used by these groups are cleaned after each use a record of all visitors to the setting is kept. 	All	<p>As Required</p> <p>Ongoing</p>
<p>Visitors to the setting</p> <p>Tours / Visits</p> <p>Maintenance</p> <p>Inspections</p> <p>Local Authority</p> <p>Group Meetings</p>			<p>Employees should:</p> <ul style="list-style-type: none"> - Be aware that there are occasions when visits to the setting are necessary. - Book time and record on diaries. - Encourage and/or potentially avoid visitors entering your premises, wherever possible. - Ensure visitors follow the system of controls in place set by the government. Which may include but not subject to: maintain social distancing, and wear face coverings where needed. - Record all visitors attendance. (sign in and out) - For new admissions, settings should consider the time they complete the tour for prospective parents and carers. - Consider limiting times spent in classrooms or around children. - Ensure that parents and carers/ visitors are aware of their responsibilities during their visit. 				<p>External professionals guidance: Specialists, therapists, clinicians and other support staff for children with Special Educational Needs and Disabilities (SEND) should provide interventions as usual. They, as well as other professionals or other temporary staff, can move between settings. If required, they should ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists should be advised on the use of PPE.</p> <p>Early years settings should consider how to manage other visitors to the site, such as contractors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the setting and across different groups. This will require close cooperation between early years settings and the other relevant employers.</p>	All	<p>As requires</p> <p>Ongoing</p>

			- Potentially maintain social distancing from working colleagues, other visitors, and children other than those in their care (including those with additional needs)						
PPE Face Coverings	All	3	<p>Employees should: (when necessary)</p> <ul style="list-style-type: none"> - When necessary and advised put measures in place to access or use PPE. - Use P.P.E regularly provided by setting - Wear own face covering(s). - Monitor stock in classrooms & advise in advance when stocks are running low. - To be forced to use / wear a face covering within our setting unless it is enforced as a recommendation or requirement by the government (DfE/ NHS). - Ensure fabric face coverings should be washed regularly. - Ensure face covering should cover the nose and mouth. - Not need to wear face coverings outdoors. All employers, including early years settings, have a duty to comply with the Equality Act 2010, which includes making reasonable adjustments for disabled staff. - Contact line manager for support. - Communicate effectively. - Use own initiative. - Use Aprons and gloves and follow guidance. - Refer to policy and procedures. - Store all PPE products away correctly and safely. Out of reach of children. 	1	3	Very Low	<p>Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of Coronavirus.</p> <p>In the event of multiple cases in early years settings, when advised, employees should wear face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas.</p> <p>Circumstances where people are not able to wear face coverings: There are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances. Some people are less able to wear face coverings, and the reasons for this may not be visible to others.</p> <p>In relation to education and childcare settings, this includes (but is not limited to):</p> <ul style="list-style-type: none"> ▪ children under the age of 11 ▪ people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability ▪ people for whom putting on, wearing or removing a face covering will cause severe distress ▪ people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate 	All	As required Ongoing
Supply of food Handling food(s) Food hygiene	All	3	<p>Employees should:</p> <ul style="list-style-type: none"> - Continue to follow risk assessment for Kitchen and Prep Areas. - Implement precautionary measures - Food / sundries will be supplied by our normal food supplier. - Implement social distancing with supplier if required. - Don't allow supplier to enter setting. Food / sundries will be delivered directly to the kitchen door following Social Distancing Guidelines. - Deliveries to be swift - Visitors not to enter setting - Products to be cleaned if necessary - Food / supplies to be stored correctly. - are not to enter the kitchen. - Minimize contact with a chef wherever possible if risk is high. - Follow safer food better business guidance. - Follow policy and procedures. 	1	3	Very Low	<p>In Early Years settings, where free meals do not apply, you may charge for meals in line with national entitlements guidance. You should consider the impact of charges on disadvantaged families.</p> <p>Recommendation's coronavirus and food: It is very unlikely that Coronavirus is transmitted through food or food packaging, as a matter of good hygiene practice everyone should wash their hands frequently with soap and water for at least 20 seconds. This should be done routinely, including:</p> <ul style="list-style-type: none"> ▪ before and after handling food ▪ before handling clean cutlery, dishes, glasses, or other items to be used by the customer ▪ after handling dirty or used items, such as collecting used dishes from customer tables ▪ after handling money 	All Chef	Ongoing As required

							<ul style="list-style-type: none"> ▪ after touching high-contact surfaces, such as door handles ▪ when moving between different areas of the workplace ▪ after being in a public place ▪ after blowing your nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow ▪ Any food packaging should be handled in line with usual food safety practices and staff should continue to follow existing risk assessments and safe systems of working. 		
Transport (Drop-off & Collection of children)	All	5	<p>Employees should:</p> <ul style="list-style-type: none"> - Review registers and children who need to be collected. - Not encourage any parents and/or carers to remain in the setting for a pro-long period of time wherever possible. - Encourage handovers to be swift and quick. - Unless government advises differently, no longer need to keep children in consistent groups. - To help you review your groups, you should also keep up-to-date records of the children attending your setting ensuring that everyone is fully registered. <p>In the event the risk level is greater:</p> <ul style="list-style-type: none"> - Wherever possible we try to minimise children should sharing vehicles with anyone outside their school (potential bubble). There must be a qualified first Aider on site at all times. - Parents and carers to wait at the entrance of the building or classrooms. Where it is not possible to group children in the same bubbles as they are in during the school day, you should seek to keep children in consistent groups, as far as possible, and frequently review these groups to minimise the amount of 'mixing' (that is, the number of different people each child comes into contact with). - Potentially implement checking children's temperate unless the child is sick and will need to be sent home following our normal procedure. - Face coverings for children age below 11 years old are not required. - If school club temporarily close our school club services will also close and the use of company vehicles is prohibited. 	1	5	Low	<p>Methods of transport should be regularly cleaned. Precautions may be introduced / in place to social distancing within vehicles.</p> <p>Example:</p> <ul style="list-style-type: none"> - Travel at quieter times - Plan and think of potential solutions (cycle / walk). <p>In the event infection rates increase: Practitioners should think about creating areas and utilising furniture to split classrooms.</p> <p>If you are operating provision for multiple small groups of children within the same classrooms throughout the day, you should allow sufficient changeover time between different groups to allow for cleaning to take place and to prevent children and parents or carers waiting in large groups.</p> <p>As far as it is possible, providers should also ensure that where they have multiple groups of children in their setting, that these groups are not mixing within the setting itself.</p> <p>Designated drivers should implement the following:</p> <ul style="list-style-type: none"> • Vehicle to be cleaned after each drop off and collection (seats/ handles ect..) • Vehicles to have antibacterial handwash and for children to use prior to entering the vehicle. • Face coverings to be worn by employees in vehicles. • Strictly no eating or drinking in vehicles. <p>Designated staff to remain as consistent as possible</p>	All	Ongoing
EYFS DBS Checks	All	2	<p>Employees should:</p> <ul style="list-style-type: none"> - Continue to follow the early years foundation stage (EYFS) statutory framework which sets the standards that schools and childcare settings must meet for the learning, development and care of children from birth to 5 years old. - Should if announced any potential temporary disapplication's to certain EYFS requirements. 	1	2	Very Low	<p>Follow recommendations from the DfE and Ofsted.</p> <p>See our website for guidance: https://www.earlylearnersnurseries.co.uk/quality-of-education</p>	All	Ongoing

			<p>Link: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>Mangers should:</p> <ul style="list-style-type: none"> - Ensure the EYFS is being followed by employees. - That the curriculum is effective. - Complete DBS checks following normal procedure. - Employees / successful candidate to commence once DBS is clear. - Two successful reference need to be provided. 						
Ventilate spaces Staff Meeting(s) Supervisions ICT stations Communal areas	All	3	<p>Employees should:</p> <ul style="list-style-type: none"> - Open windows and doors to promote ventilation - Empty bins more regularly. - Attend staff meetings, these can also be completed by Microsoft Teams. Sign up for free: https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/free - Employees are encouraged to use our new digital 'Forms' to minimise handling of tangible resources (paper, pens, note pads). - Investigatory, disciplinary hearing(s) and any formal meeting may be taken place electronically. - Supervisors should be completed electronically via 'Forms'. - Minimising face-to-face meetings wherever possible. - Limiting face-to-face meetings to a set time. - Use their electronic tables to communicate effectively. 	1	3	Very Low	<p>Advice on ventilation and recommendations: The more fresh air you let into your workspace or other enclosed spaces, the less likely a person is to inhale infectious particles.</p> <p>You can let in fresh air by uncovering vents and opening doors and windows. Opening your windows for just 10 minutes, or a small amount of time continuously where you can, makes a significant difference. This is particularly important before, during and after meeting people you do not live with indoors.</p> <p>Do not prop fire doors open. If you have an extractor fan, for example in the kitchen or toilet areas, think about leaving it running for longer than usual with the door closed after someone has used the room. If you are concerned about the costs of heating, opening windows for shorter periods of time can still help to reduce the risk of the virus spreading. Wearing extra layers can help you to keep warm. You may be able to change the layout of your room so that you do not sit close to cold draughts from open windows or doors.</p>	All	As required
Pregnancy	All	5	<p>Pregnant employees should:</p> <ul style="list-style-type: none"> - Inform their manager that they are pregnant. - Have a risk assessment completed. - Communicate effectively. - Seek advice from your doctor. - Refer to pregnancy risk assessment - Refer to health and safety handbook. - Keep mobile and hydrated to reduce the risk of blood clots in pregnancy - Stay active with regular exercise, a healthy balanced diet, and folic acid and vitamin D supplementation to help support a healthy pregnancy - Attend all of your pregnancy scans and antenatal appointments unless you are advised not to. - Contact your maternity team if you have concerns about the wellbeing of yourself or your unborn baby - Follow the occupation health guidance from the government to ensure you are safe in their workplace. It remains a requirement for employers to carry out a risk assessment with pregnant employees to ensure a safe work environment. <p>Guidance Link: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/pregnancy-and-coronavirus/</p>	1	5	Low	<p>Key advice for pregnant women during a coronavirus outbreak:</p> <ul style="list-style-type: none"> - Seek advice from your doctor. - Vaccination may be recommended in pregnancy. 	All	As required Ongoing