



## Risk Assessment for visitor's to COG (from Sept 2020 – COVID-19 Pandemic)

### ASSESS

**Who may be at risk:** Employees, children and young people, families (parents, carers and siblings), visitors, contractors, members of public.

**Vulnerable groups** – this risk assessment considers vulnerable groups which the NHS lists as ‘people at high risk (clinically extremely vulnerable)’; and ‘people at moderate risk (clinically vulnerable)’.

**Queries** – should any stakeholder have a query or suggestion to improve this risk assessment, please email – [manager@opportunity-group.co.uk](mailto:manager@opportunity-group.co.uk)

PLAN		DO			REVIEW
Prepare Visit	Prepare Employees, Visitors, Parents and children	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<ul style="list-style-type: none"> <li>• Check if visit can be avoided. Can it be done remotely?</li> <li>• Be alert to visitors needs to manage the risk and co-operate with their risk assessments.</li> <li>• If required, ensure visitors have access to appropriate equipment including hand sanitiser if they</li> </ul>	<ul style="list-style-type: none"> <li>• Assess whether the visit is necessary at this time? Does it achieve outcomes for the child?</li> <li>• Can a nursery practitioner provide information rather than the visit happening? Can alternative arrangements be made?</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure visitors do not enter the building without a member of staff to show them the designated area of building/outside space for the visit.</li> <li>• Building access rules clearly communicated through signage on entrances and reminders by members of staff when needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Signage displayed in the car park and entrance to the building.</li> <li>• Ensure visitors follow COG guidance and social distancing plan</li> <li>• Where relevant, check how many settings a visitor visits per day to support infection controls – ideally only one. If more, ensure visit is held outside if possible.</li> </ul>	<ul style="list-style-type: none"> <li>• If site visits are necessary they should be held outside where possible.</li> <li>• Ensure visitors follow COG measures to control Covid19 infection.</li> <li>• Ensure visitors adhere to the test and Trace guidance: <a href="https://www.nhs.uk/conditions/coronavirus-">https://www.nhs.uk/conditions/coronavirus-</a></li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessment developed through consultation with staff.</li> <li>• Risk assessment published on COG website – all stakeholders directed to website and/or sent a copy.</li> <li>• Clear guidance shared with all visitors</li> </ul>



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<p>do not have their own (eg. masks)</p> <ul style="list-style-type: none"> <li>• Ensure visitors are briefed and aware of any specific operational/ Covid-19 risk assessment requirements for COG team/Centre.</li> <li>• Ensure visitors are conversant with social distancing and infection control procedures.</li> <li>• Ensure visitors provide contact details for NHS Test and Trace.</li> <li>• Provide clear, consistent and regular communication to ensure understanding and consistency of ways of working when hosting visits.</li> <li>• Limit numbers in the building to prevent spread of infection.</li> </ul>	<ul style="list-style-type: none"> <li>• Request all visitor's risk assessment to ensure they are following covid-safe procedures.</li> <li>• Ensure all visitors have sight of and follow this risk assessment.</li> <li>• Where possible, hold a visit outside. If this is not possible, a member of staff should bring a child to the annex for the visit/assessment.</li> </ul> <p><b>Home visits</b></p> <ul style="list-style-type: none"> <li>• Assess travel arrangements: use personal car (or walk or cycle if realistic) and avoid car sharing with colleagues</li> <li>• Identify if household members are shielding/in self-isolation and identify</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors signed in, provided with hand sanitizer if they don't have their own and only admitted by prior arrangement and if necessary.</li> <li>• Parent appointments will be held either outside or in areas of the building that can be sealed off and are not needed by children and pre-school staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Visitors to maintain a safe distance (at least 2 metres) from staff and children at all times unless direct contact is required.</li> <li>• Prior arrangements should be made regarding specific purpose of visit ( duration, location etc).</li> <li>• Visitors should take care on arrival and departure to minimise physical contact with doors, furniture etc – ideally use own pen for signing in and out</li> <li>• If possible visitors should be seen outside or in the Annex. If possible, a child should be removed from the Playroom and assessed during outside play.</li> <li>• Stand/ sit at opposite ends of room to converse where practicable.</li> <li>• Take care on arrival and leaving not to inadvertently come into contact with non-essential contacts.</li> </ul>	<p><a href="#">covid-19/testing-and-tracing/</a></p> <ul style="list-style-type: none"> <li>• Visitors to bring and use their own hand sanitiser – COG's can be used if necessary.</li> <li>• It is recognised that for some services, it will not always be possible to maintain physical distance from children. Visitors may refer to their own risk assessment.</li> <li>• If it isn't possible to maintain social distancing during the visit then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk, including wearing a mask and/or gloves when necessary.</li> <li>• Visitors should wash hands regularly or use hand sanitizer, particularly after blowing their nose,</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated employees tasked to monitoring protection measures.</li> <li>• Employees encouraged to report any non compliance.</li> <li>• The effectiveness of prevention measures will be monitored by senior members of staff.</li> <li>• This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</li> <li>• Staff fully briefed about the plans and protective measures identified in the risk assessment.</li> </ul>
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<ul style="list-style-type: none"> <li>• Display signage on entry to car park/building.</li> </ul> <p><b>Home visits:</b></p> <ul style="list-style-type: none"> <li>• Check if a visit can be avoided – can support/assessment be done remotely?</li> <li>• Check if any members of the household have Covid-19 symptoms. If 'yes' avoid contact and use alternative means to hold meeting.</li> <li>• Can visit be conducted outside?</li> <li>• Take and use hand sanitiser if entering a building or wash hands on arrival and when leaving to return to home/Centre.</li> </ul>	<p>how this will not be compromised.</p> <ul style="list-style-type: none"> <li>• Establish if any household members have Covid-19 symptoms.</li> <li>• Notify families of the visit in advance of your arrival and let them know how you will be maintaining social distancing and ensuring infection control.</li> <li>• Clean contact points on your vehicle if travelling by car.</li> <li>• If visiting with another member of staff, travel separately.</li> <li>• Take and use own pens, notepads etc and do not use family's/establishment's items.</li> </ul>			<p>sneezing or coughing, and when leaving the property/establishment.</p> <ul style="list-style-type: none"> <li>• Cover nose and mouth when coughing or sneezing and adopt 'catch it, bin it, kill it' approach. Sneeze/cough into elbow.</li> <li>• Avoid touching any surfaces unnecessarily.</li> <li>• Avoid high traffic areas of the setting and surfaces in these areas.</li> <li>• Hold meetings ideally outdoors or in well-ventilated rooms.</li> </ul>	
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