



Prompts to support effective infection control when preparing for meetings (including Integrated 27 Month Reviews).

Early Years Settings should have in place risk assessments and procedures for holding meetings and robust hygiene policies and procedures which should be reviewed regularly.

Below are some prompts to support managers to risk assess and ensure that infection control measures have been considered prior to holding meetings:

Risk assess and record potential hazards and how they are managed, to include:

- Size of room and numbers attending
- Appropriate furniture and resources
- Cleaning routine before and after meeting
- Ventilation
- Identify if any further hygiene measures are needed
- Information sharing with participants - e.g. reminder not to attend if feeling unwell / showing symptoms of an infectious disease, sharing health status (immuno-compromised etc)
- Assess any health issues within the setting (infections / outbreaks etc) and follow National guidance on Health Protection in Children & Young People settings, including Education:
<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- Confidentiality, information and reports sharing - referral process (in case needed during / after meeting)
- Procedures for dealing with upset or confrontational adults
- Ratios (if staff are required to leave the groups to attend)

Speak to Liz: Liz.corr@hackney.gov.uk or Hazel: Hazel.stanciu@hackney.gov.uk | (welfare standards officers) for any guidance or support with your risk assessment.

Health Visitors role:

- Report any H&S risk or hazards to the manager and also internally via datix
- Suspend meeting if risk is too great
- Ensure HV lead is informed: abimbola.alabi@nhs.net