

**THE MONTESSORI NURSERY SCHOOL**

**03/05/2022**

From 1 May, Covid-19 symptoms include continuous cough; high temperature, fever or chills; loss of, or change in, your normal sense of taste or smell; shortness of breath; unexplained tiredness, lack of energy; muscle aches or pains; unusual hunger; headaches; sore throat, stuffy or runny nose; and diarrhoea, feeling sick or being sick.

<b>COVID -19 Risk Assessment :</b>				
<b><u>MOVEMENT OF PERSONS AROUND THE SETTING</u></b>				
<b>Hazard</b>	<b>Person/s Affected</b>	<b>Hazard Effect</b>	<b>Risk</b>	<b>Control Measures</b>
Congregation of people at entrance and exit to nursery	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> <li>• Children can now be dropped off at the main entrance.</li> <li>• From 18th April there is no legal requirement to wear face coverings, however we strongly recommend that parents wear a face covering when in close proximity to a member of staff.</li> <li>• Hand sanitiser provided for use of parents/carers at drop off/ pick up</li> </ul>
Travel to setting and provision of safe transport/ Outings	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> <li>• Consider transport arrangements and try to minimise the risk of coming into contact with someone who has COVID-19. Face coverings are strongly recommended on public transport.</li> <li>• Staff using public transport will not use the same masks used on public transport in the nursery. To minimise risk cloth masks will be provided for use at work and will be changed daily and then washed on the weekend and returned for use the following week.</li> <li>• Staff to review risk assessments for any outings and speak to the parents well in advance.</li> </ul>
Movement of persons in and out of the building	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> <li>• Deliveries to be left outside the door</li> <li>• If physical distancing is not possible and face to face interaction with another adult has to occur then face coverings should be worn</li> <li>• If a parent requires to enter the nursery they should wear a face covering at all times and wash their hands on arrival.</li> </ul>
Physical Distancing	Staff/ Children	Contracting COVID-19 and becoming unwell		<ul style="list-style-type: none"> <li>• From 1st May people are encouraged to maintain at least 1 metre physical distancing where possible.</li> </ul>

				<ul style="list-style-type: none"> <li>● If physical distancing is not possible then face coverings are recommended.</li> <li>● Children are not required to physically distance themselves from each other, or from adults.</li> </ul> <p><b>Maximising use of outdoor space</b></p> <ul style="list-style-type: none"> <li>● Outdoor areas and nursery gardens will be used as much as possible across the day taking the necessary precautions to protect children from the elements.</li> </ul>
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Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
Visits and Settling In Visits	Parents, Carers, Children, Staff	Contracting COVID-19 and becoming unwell	M	<p>From 1st May:</p> <ul style="list-style-type: none"> <li>● While there is no legal requirement to wear a face covering, it is strongly recommended in communal areas. We ask parents to wear a face covering when inside the nursery building.</li> <li>● In house events such as plays and activities to support parent engagement can take place.</li> <li>● Specialist, peripatetic and agency staff, parents/carers and other visitors are welcome to attend nursery settings.</li> </ul> <ul style="list-style-type: none"> <li>● The meeting space is well ventilated, face coverings are worn by adults and there is a supply of alcohol-based hand rub available to visitors at the entrance to the setting.</li> <li>● Where virtual arrangements for parental engagement are already in place and working well, these may continue to be used;</li> <li>● Individuals should only visit the setting if they are feeling well enough.</li> </ul>
Visits by specialist staff	Staff, Children and Specialist Staff	Contracting COVID-19 and becoming unwell		<p><b>From 19 July –</b></p> <ul style="list-style-type: none"> <li>● No restrictions on visits by specialist staff (e.g. allied health professionals, local authority officers or inspectors)</li> </ul>
Cohorting/limiting contacts between children	Staff & Children	Contracting COVID-19 and becoming unwell		<ul style="list-style-type: none"> <li>● The only restriction on group size is registration capacity (25)</li> </ul>

Blended placements	Staff and Children	Contracting COVID-19 or other infectious diseases and becoming unwell		<ul style="list-style-type: none"> <li>Where a child attends a blended placement the nursery will keep in regular contact with the other setting to ensure that both parties are informed of any known cases.</li> </ul>
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Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
Drop off/Pick up	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> <li>Children will be dropped off at the gate or at the main entrance to the nursery building.</li> <li>Children will be picked up outside the nursery building</li> <li>When queuing, parents/carers are advised to exercise physical distancing of 1 metre between families.</li> <li>Staff may need to walk the children down the stairs to be handed over to their parent/carer. Adults are encouraged to keep a 1 metre distance when possible and to wear a face covering if it is not possible.</li> </ul> <p><b>Settling in:</b></p> <ul style="list-style-type: none"> <li>While there is no legal requirement to wear a face covering, it is strongly recommended in communal areas. We ask parents to wear a face covering when inside the nursery building for the purposes of settling in.</li> <li>We will show you to a designated seating area and encourage you not to move around unnecessarily; if other children approach you, there is no need to move away from their space. Staff will respond to the children in such events.</li> <li>The nursery provides transition support material prior to arrival- e.g. video of staff and nursery, booklet, input from parents/carers on likes/ dislikes/ how to help the child deal with transitions/how to reassure their anxious child etc.</li> <li>Ensure both the child and the parent/carer is comfortable in the handover and make arrangements if a child is distressed for the parent/carer to comfort them without the parent/carer coming into contact with other children or staff.</li> <li>Staff will communicate with families via phone call/ text or photos to provide reassurance throughout the morning as to how the child is settling.</li> </ul>

Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
Making building safe	Staff / Children	Risk of undetected fire/ Possible illness from water or fumes from boiler /faulty equipment such as boiler	L	Landlord is responsible for:- <ul style="list-style-type: none"> <li>● Water hygiene management plan.- management of legionella – risk assessment</li> <li>● Ensuring agreed regimes for flushing and monitoring of temperatures are maintained and that cleaning and disinfection can take place prior to occupation as per government guidance re: Water Hygiene Management during COVID -19</li> <li>● Maintenance check of boiler</li> <li>● Maintenance check of fire alarm system</li> </ul>
First aid procedures-	Staff, Children, Families and the wider community	Non-qualified staff treating sick children incorrectly and the consequent harm.	L	<ul style="list-style-type: none"> <li>● First aid treatment will be carried out ONLY by the Lead Teachers with current qualifications.</li> <li>● If a child has an accident during nursery hours, the usual procedure will apply when writing the accident form. However, their parent will be called prior to collection so they are aware that they will need to and be ready to sign the accident form. When obtaining the signature, the 2 m distancing will be respected. Masks are to be worn by both parties at all times</li> </ul>
Fire Procedures	Staff/ Children	Injury/ Death	H	<ul style="list-style-type: none"> <li>● Ensure children and staff line up at the muster point at the tree with staff ensuring that physical distancing guidelines are being met. Changes made to the layout and the impact this may have on fire evacuation and routes have been considered.</li> <li>● Lead teachers responsible for taking the children to the muster point and assistants responsible for checking to ensure all children are out of the building. <b>Inside hall</b> - Children to exit via fire exit points – garden door or front door. Register/ name cards and keys to be kept in a basket on teachers’ cabinet and taken by the Senior Teacher or Manager to muster point. <b>Outside in the garden:</b> Lead teachers to take children to muster point. Assistants to check grounds. Register/ name cards and keys to be kept in a plastic wallet with the Lead Teacher responsible for taking daily register and taken by that person to muster point.</li> <li>● Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where</li> </ul>

				necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.
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Using and monitoring new practices to reduce risk of Covid-19 transmission	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	L	<ul style="list-style-type: none"> <li>• Training of all staff prior to start –to include Croner H&amp;S consultants’ ‘<i>E learning on return to worker: Covid</i>’, contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, cleaning arrangements, and location of designated room for suspected cases, staff breaks area, staff use of toilets.</li> <li>• Daily morning and end of the day briefings. Managers must monitor arrangements throughout the day and make remedial actions where needed.</li> <li>• Ensure there are regular opportunities for all employees to raise concerns / make suggestions.</li> <li>• Review Setting Policies and Procedures – including safeguarding – to include coronavirus (COVID-19).</li> <li>• Give staff time to re -connect, to meet, talk and 'check in' with each other.</li> <li>• Communicate to ensure that staff are clear and confident in implementing the required public health measures and processes in advance of nursery reopening.</li> </ul>
Ventilation to reduce spread	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> <li>• Ensure the opening of doors and windows to increase natural ventilation where it is practical, safe and secure to do so, while maintaining appropriate internal temperatures. Use a CO2 monitor to assess settings.</li> </ul> <p>CO2 monitor supplied to setting on 17 November 2021, fitted by landlord on 01/12/21 and levels are checked throughout the day to ensure that the classroom is well ventilated.</p> <p>The amount of CO2 in the air is measured in parts per million (ppm). A consistent CO2 value below 800ppm is likely to indicate that an indoor space is well ventilated. Levels below 800ppm are recommended for spaces with continuous talking, singing and physical</p>

				<p>activity. CO2 levels consistently higher than 1500ppm in an occupied room indicate poor ventilation.</p> <p>A record of the CO2 level is stored electronically.</p>
Management of waste	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> <li>• Pedal bins with bin liners provided inside and outside for disposal of tissues and hand towels. They will be emptied throughout the day by staff wearing disposable gloves.</li> <li>• Pedal bin with bin liner in kitchen to be used for disposal of PPE equipment.</li> <li>• Nappies to be sealed in nappy bag and disposed of in outdoor landfill bins.</li> </ul>

<b><u>INFECTION CONTROL</u></b>				
<b>Hazard</b>	<b>Person/s Affected</b>	<b>Hazard Effect</b>	<b>Risk</b>	<b>Control Measures</b>
Face coverings	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> <li>• While there is no legal requirement to wear a face covering, it is strongly recommended in communal areas. We ask parents and visitors to wear a face covering when inside the nursery building.</li> <li>• We strongly encourage parents to wear a face covering if they are in close proximity to a member of staff.</li> <li>• Face coverings are not required when working directly with children. However, staff who wish to wear a face covering in these circumstances should be supported to do so</li> </ul>

Hand Hygiene	Staff, Children, Families	Contracting COVID-19 or other infectious diseases and becoming unwell	M	<ul style="list-style-type: none"> <li>• Ensure all staff and children frequently wash their hands with soap and water for 20 seconds. Handwashing should take place: on arrival at the setting; before and after eating; after toileting; at regular intervals throughout the day; when moving between different areas such as from outdoors to inside.</li> <li>• <b>Parents entering the setting should wash their hands with soap and water or hand gel on arrival.</b></li> </ul>
Cough etiquette	Staff, Children	Contracting COVID-19 or other infectious diseases and becoming unwell	M	<ul style="list-style-type: none"> <li>• Use a tissue or elbow to cough or sneeze into, dispose of tissues appropriately and ensure that bins are emptied regularly of waste.</li> <li>• Encourage children to use a tissue or elbow to cough into.</li> </ul>
Enhanced cleaning		Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> <li>• Buildings should be checked if they have been closed or unused, including water quality sampling.</li> <li>• At least twice daily cleaning and disinfection of frequently touched objects and hard surfaces.</li> <li>• Surfaces in dining or snack areas should be wiped down and disinfected in between use by each group of children.</li> <li>• All crockery and equipment used in the provision of meals and snacks for children should be cleaned with general-purpose detergent and dried thoroughly before being stored for reuse.</li> <li>• Cleaning of staff areas should be an integral part of the overall cleaning strategy. Staff should use their own cup/cutlery and ensure these are cleaned straight after use.</li> <li>• <b>As much as possible</b>, toys and equipment that children access should be cleaned daily or, if groups of children change during the day, on a sessional basis.</li> <li>• <b>From 1st May: Sand does not need to be changed daily if good hand hygiene practices are followed.</b></li> <li>• <b>Refillable spray containers should not be used for cleaning products as there is a risk of contamination and other associated risks, which will prevent effective cleaning standards.</b></li> <li>• Water and playdough should be replaced daily or, if groups of children change during the day, on a sessional basis.</li> <li>• If soft furnishings (such as throws and bedding) have been used by a child who shows symptoms of COVID, they should be removed and laundered as quickly as possible.</li> </ul>

Using play equipment	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> <li>● As much as possible, toys and equipment that children access should be cleaned daily or, if groups of children change during the day, on a sessional basis.</li> <li>● All staff are responsible for cleaning the equipment with disinfectant spray and wipes before tidying away</li> </ul>
Shared resources and equipment increasing spread	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M	<p>FROM 17TH FEBRUARY</p> <ul style="list-style-type: none"> <li>● Where possible parents should provide the necessary clothing for outdoor play. Where this is not possible and children need to share outdoor clothes or footwear, risks can be reduced by ensuring good hand hygiene before and after dressing.</li> </ul>
Contaminated surfaces spreading virus	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> <li>● Follow government cleaning guidance.</li> <li>● Remove unnecessary items from the classroom and store elsewhere. Staff to do regular cleaning of touch points throughout the day.</li> <li>● water &amp; messy play needs to be daily use only, and they will be changed daily.</li> <li>● Books to be wiped with anti-bacterial spray or wipes regularly.</li> <li>● Minimise toys to make cleaning regimes easier, if toys don't wash or clean easily they will be removed.</li> <li>● Staff rota re: cleaning of the big toilet a second time during the day and cleaning schedule signed. Also to include disinfectant wiping down of touch points and surfaces in communal areas and in items in use by staff - door handles, door push panels, light switches, ipads, nursery telephone</li> <li>● chairs to be wiped with disinfectant wipe.</li> </ul>
Sharing of resources between home and setting				<ul style="list-style-type: none"> <li>● Children should be discouraged from bringing toys from home to the setting. However, settings can share resources (such as story bags) between setting and home.</li> </ul>



<b>Self-Isolation Policy</b>				
Self-Isolation				<p><u>From 1st May</u></p> <ul style="list-style-type: none"> <li>• “Stay at home” guidance replaces self isolation. Adults who have symptoms of COVID-19 and who have a fever or are too unwell to carry out normal activities will be asked to ‘stay at home’ whilst they are unwell or have a fever. They will no longer be advised to take a PCR test.</li> <li>• Under 18’s with mild symptoms (a runny nose, sore throat or slight cough) can continue to attend childcare settings as long as they are otherwise well. They should stay at home if they are unwell and have a high temperature. They can return to the setting when they no longer have a fever and feel well enough to attend. We are keen to avoid the unnecessary spread of illness and appreciate parents being mindful of this when considering if their child is well enough to attend nursery.</li> <li>• There is no longer a requirement to self-isolate for 10 days if testing positive, instead the Stay at Home guidance should be followed.</li> <li>• There is no longer contact tracing in place.</li> </ul>
Travel	Staff, children and families.	Contracting COVID-19 and becoming unwell.	H	Please ensure that you follow the most up to date COVID-19 guidelines for travel. This information can be found here <a href="#"><u>International travel and quarantine</u></a>

Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
Cleaning Contractors – Additional requirements	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	L	<ul style="list-style-type: none"> <li>● Discuss with cleaning staff the additional cleaning requirements and ensure the correct paperwork and risk assessments are procured prior to starting</li> <li>● Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available.</li> <li>● Ensure they have easy access to the premises on a daily basis.</li> <li>● Ensure they follow current guidance.</li> </ul>
Sufficient hand washing facilities for staff and children +	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> <li>● When required, easily accessible outside handwashing stations are provided to cater to the children’s needs when outdoors from the start of the day.</li> <li>● When children start the day inside, hands are to be washed in the toilet areas on arrival.</li> <li>● Access to hand sanitiser for the staff as well as individual bottles to be carried.</li> <li>● Staff can also use hand sink in the kitchen and in toilets to wash hands</li> <li>● Hands are to be washed on arrival, before/ after eating, after using the toilets, after blowing nose, after time outside and at regular intervals throughout the day.</li> </ul>
Hand washing practice with children	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	L	<ul style="list-style-type: none"> <li>● Hand washing should take place: on arrival at the setting; before and after eating; after toileting; after blowing nose or sneezing, after time outside and at regular intervals throughout the day; when moving between different areas.</li> <li>● Review procedures with the children and remind them regularly. Handwashing video has been sent home and signs are near to sinks to help.</li> <li>● Staff to be available to help children who have trouble cleaning their hands independently</li> <li>● Staff to monitor effective handwashing carried out by children (and other staff.) and reinforce as necessary.</li> </ul>

Sufficient supplies of soap and cleaning products	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	L	<ul style="list-style-type: none"> <li>Cleaners to use their own or those supplied by Landlord</li> <li>Discuss with suppliers and contractors to ensure sufficient supplies and deliveries.</li> <li>For outdoor washing stations, eco-friendly soap to be used, as it will drain into ground later</li> <li>Use regular detergents/ Milton for cleaning of nursery items</li> </ul>
Overcrowding in toilets	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> <li>Number of children who use the toilet facilities is limited to one at a time visiting the toilet one after the other if possible.</li> <li>Both toilets to be used by the children, staff only use the staff toilet</li> <li>Staff toilets will be wiped down before and after each use by a member of staff and the cleaning schedule signed.</li> <li>Staff rota re: cleaning of the big toilet a second time during the day and cleaning schedule signed. Also to include disinfectant wiping down of touch points and surfaces in communal areas - door handles, door push panels, light switches.</li> </ul>
Dance, music, singing and drama	Staff, Children, Families and the wider community	Staff, Children, Families and the wider community	M	<ul style="list-style-type: none"> <li>Singing in groups within the nursery setting is permitted – indoors and outdoors.</li> <li>Children singing to themselves as they go about their work is also fine.</li> </ul>

### **STAFF RELATED ISSUES**

<b>Hazard</b>	<b>Person/s Affected</b>	<b>Hazard Effect</b>	<b>Risk</b>	<b>Control Measures</b>
Insufficient staff capacity	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	L	<ul style="list-style-type: none"> <li>Montessori staff to child ratios are usually higher than normal and have been raised even more for this situation. In addition, the owner/manager has made provisions for standby staff in case a member of staff falls ill.</li> </ul>
Staff understanding of new changes – safe practice at the setting	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	L	<ul style="list-style-type: none"> <li>Talk to staff to ensure they are aware of and comfortable with the updated guidelines and procedures.</li> </ul>
PPE usage -	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> <li>Children whose care already involves the use of PPE e.g. changing of nappy, will continue to receive their care in the same way.</li> </ul>

				<ul style="list-style-type: none"> <li>● If a child or member of staff feels unwell and shows signs of coronavirus, then full PPE is to be worn while interacting or dealing with them.</li> <li>● Staff should wear gloves and an apron when cleaning areas where a person suspected of having covid has been identified.</li> </ul> <p>In cases of suspected COVID-19, the following use of PPE may be considered:</p> <ul style="list-style-type: none"> <li>● a fluid-resistant surgical mask if 2 metre physical distancing cannot be maintained</li> <li>● where the child needs direct personal care, nitrile gloves and apron, fluid-resistant surgical mask and eye protection (goggles or a visor) should be worn by staff</li> <li>● nitrile gloves and aprons should be used when cleaning the areas where the child has been</li> <li>● Where the use of PPE is risk assessed as being required, staff should be trained in how to put on and take off PPE (as required by Health and Safety Regulations), and suitable waste facilities provided.</li> <li>● Staff to have received training in the putting on and off of PPE safely, and its disposal.</li> </ul>
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Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	L	<ul style="list-style-type: none"> <li>Individual Health Risk Assessments should be done for all staff .</li> <li>Individual Health Risk Assessments to be updated and in place for any children who may be at high risk. The onus is on the families who should seek advice from their GP.</li> </ul>
Staff using toilets	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> <li>Staff will use the smaller of the toilets and thoroughly disinfect it after use. Signage will be placed in the toilet as a reminder and cleaning schedule signed afterwards</li> </ul>
Asymptomatic Testing for Staff - Lateral Flow Testing (LFD)	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell		<p>From 18th April 2022</p> <ul style="list-style-type: none"> <li>Staff without symptoms are no longer advised to undertake a lateral flow test twice weekly.</li> </ul> <p><u>From 6th January 2022</u> Individuals who test positive for COVID-19 on a lateral flow test do not need to confirm the result with a PCR test.</p>
Dealing with suspected and confirmed cases	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> <li>If a child at nursery seems unwell with covid-19 symptoms and has a high temperature their parent/carer will be contacted and asked to collect them. They will wait in a well ventilated area away from other children to minimise the spread of infection. A member of staff will stay with the child and will wear PPE.</li> <li>If a positive case is reported, the nursery will follow the guidance around issuing a Warn and Inform letter to families.</li> </ul>

Staying vigilant and responding to COVID-19 symptoms	Staff, Children , Parents/Carers	Contracting COVID-19 and becoming unwell	<b>M</b>	<p><u>From 1st May</u></p> <ul style="list-style-type: none"> <li>• “Stay at home” guidance replaces self isolation. Adults who have symptoms of COVID-19 and who have a fever or are too unwell to carry out normal activities will be asked to ‘stay at home’ whilst they are unwell or have a fever. They will no longer be advised to take a PCR test.</li> <li>• Under 18’s with mild symptoms (a runny nose, sore throat or slight cough) can continue to attend childcare settings as long as they are otherwise well. They should stay at home if they are unwell or have a high temperature. They can return to the setting when they no longer have a fever and feel well enough to attend. We are keen to avoid the unnecessary spread of illness and appreciate parents being mindful of this when considering if their child is well enough to attend nursery.</li> <li>• There is no longer a requirement to self-isolate for 10 days if testing positive, instead the Stay at Home guidance should be followed.</li> </ul>
Peripatetic staff	Staff/ Children	Contracting COVID-19 and becoming unwell	<b>L</b>	<p><u>From 1st May</u></p> <ul style="list-style-type: none"> <li>• peripatetic and agency staff are welcome to attend nursery settings.</li> </ul>
Snack/Lunch	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	<b>M</b>	<ul style="list-style-type: none"> <li>• Snack - Nursery will provide children with a daily healthy snack, milk and a dairy free alternative.</li> <li>• Lunch - Those children staying for lunch should bring their own packed lunch in a sealable container with an easily removable lid, and have a clearly labelled, filled water bottle for use at lunch time.</li> <li>• There is no need for additional PPE at meal and snack times. Staff should follow usual good hygiene when assisting children with snack and packed lunches.</li> <li>• If outside, snack will take place all at the same time with two members of staff supervising. Inside, one - two tables will be designated for snack and depending on demand from the children it will be either 5 or up to 11 children having snack at any one time. Staff will supervise snack and take theirs being vigilant of the minimum 2 m distancing.</li> <li>• Staff to be vigilant if using hot drinks in children’s presence</li> </ul>
<b>COMMUNICATIONS</b>				

Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
Notification of absence and of Covid-19 positive cases	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell		<p><u>23 DECEMBER 2022</u></p> <ul style="list-style-type: none"> <li>● Staff (including peripatetic, temporary staff and student) should advise management as soon as they receive a positive test result.</li> <li>● The setting should ask parents whether their child has tested positive for COVID-19 when an absence is reported. Parents are asked to provide this information in any messages regarding absence.</li> <li>● <b>We will report any suspected outbreaks (2 or more confirmed cases in the nursery within 14 days) to the Care Inspectorate. In the event of an outbreak we would also review our risk assessment and mitigation measures.</b></li> </ul>
Parents, contractors and other persons entering or working in the setting	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	<b>L</b>	<ul style="list-style-type: none"> <li>● Parents/carers will be notified via email of the new protocols and updates will be held on the website.</li> <li>● There will be signs for delivery people explaining that they are not allowed to enter the hall.</li> <li>● From 19 July 2021 – There will be no restrictions on visits by specialist staff (e.g. allied health professionals, local authority officers or inspectors).</li> <li>● When non-urgent visits are required, they will be conducted outside normal nursery operating hours. Out of nursery hours, visitors are to contact the hall manager via the number on the door. Cleaners are to contact Trish/ Rachel who will coordinate with the hall manager</li> <li>● Persons entering the nursery, outside of regular staff will be asked to wear a mask</li> </ul>
Communications to parents and staff	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	<b>L</b>	<ul style="list-style-type: none"> <li>● Manager to ensure regular communication of any updates with parents/carers and staff through emails, text messages and outdoor socially-distanced chats, particularly where there are new routines and procedures that children and families will need to understand and follow.</li> <li>● Parents to ensure they contact the nursery to advise of any changes in contact details so that the nursery can make sure Personal Care Plans are up to date.</li> </ul>

Vulnerable Children / Staff	Children / Staff	Contracting COVID-19 and becoming unwell	<b>H</b>	<p>From 1st May</p> <ul style="list-style-type: none"> <li>Adults and children on the highest risk list can follow general population advice, unless they have been advised otherwise by their GP or clinician.</li> </ul>
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This risk assessment does not supersede any other risk assessments in place that cover work related or learning activities/tasks in the ELC. Where the COVID-19 guidance produced by the Scottish Government and the NHS, for example regarding physical distancing, may affect how tasks described in these risk assessments are carried out, these should be reviewed and updated by staff to reflect the impact on their circumstances.

**P.R: Probability Rating**

- (1) Low= seldom occurs  
(2) Medium= could occur frequently  
(3) High= would definitely occur

Latest Version Completed By: Rachel Sharkie, Date 06.05.2022

Checked and Approved By: Patricia Thornton Date: 06.05.2022

Review Date: As required