

THE MONTESSORI NURSERY SCHOOL

12/01/2022

HEALTH PROTECTION SCOTLAND - JANUARY 2022

For individuals over 18 years of age

Within the nursery environment a close contact is defined as:

- Face to face contact with a case within 1 metre for any length of time (including being coughed on, having a face to face conversation and having skin to skin contact)
- any contact within 1 metre for one minute or longer without face to face contact
- travelling in a small vehicle with someone or in a large vehicle near someone who has tested positive for COVID-19

A proximity contact is defined as:

- A person who has been between 1 and 2 metres of someone who has tested positive for COVID-19, for more than 15 minutes cumulatively during the 48 hour period prior to and 10 days after the symptom onset.

Under 18s

- TAP will identify by level of risk – household/ sleepover being most likely to be classed as such.

COVID -19 Risk Assessment :				
<u>MOVEMENT OF PERSONS AROUND THE SETTING</u>				
Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
Congregation of people at entrance and exit to nursery compromising social distancing	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> • Children handed to their teacher at gate rather than entrance to nursery hall allowing more space to distance or asking parents to wait in their cars until it is their turn to drop child off. • Clear signage at entrance /exit re: implementing social distancing outside the setting. • Limit gatherings of people. Large gatherings are not allowed. • Parents/ Carers and teachers welcoming/ saying goodbye to children are strongly encouraged to wear face coverings/ masks at drop off/pick up. • Please maintain physical distancing between adults at drop off and pick up times. Under the guidance of 23rd December 2021 this must be adhered to at all times. • To minimize waste, quality and approved re-useable masks will be provided for use at work during pick up and drop off

				<p>only. These will be changed daily and then washed at 60C on the weekend and returned for use the following week.</p> <ul style="list-style-type: none"> • The nursery also supplies disposable masks. • Hand sanitiser provided for use of parents/carers at drop off/pick up
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"> • Consider transport arrangements and where possible encourage parents and children to walk, cycle or use private vehicles to arrive at the setting. As you are considered a close contact if you travel in a small vehicle with someone who tests positive for COVID-19, car sharing should be avoided if at all possible. • Staff are asked to avoid unnecessary travel on public transport and to use private vehicles, bikes or walking where possible. When unavoidable they are to adhere to the FACTS rule as outlined by the Scottish government and will wear face covering/ mask . • 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. • Staff to review risk assessments for any outings and speak to the parents well in advance.
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"> • Parents/Carers are no longer allowed in the nursery building except for settling in and in cases of emergencies. • Deliveries to be left in the church vestibule • Post to be left in the church vestibule and no longer posted through the letterbox or taken from the postman. • If physical distancing is not possible and face to face interaction with another adult has to occur then face coverings should be worn • New children will be settled outdoors where possible in an area specifically reserved for this purpose. If a parent requires to enter the nursery for the purposes of helping their child to settle in, they should wear a face covering at all times, wash their hands on arrival, and take part in the universal testing on offer prior to doing so.

Physical distancing	Staff/ Children	Contracting COVID-19 and becoming unwell		From 16 Aug - In level 0: <ul style="list-style-type: none">● At least 1 meter physical distancing. Settings can continue with 2 meter distancing arrangements that work well and do not limit capacity.● Staff should be reminded that the requirement to physically distance applies at all times, including during breaks and before and after sessions and traveling to and from the setting.● Children are not required to physically distance from each other, or from adults.
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Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
Physical Distancing of groups of children and staff while at the setting	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M L	<p><u>Minimising contact:</u></p> <ul style="list-style-type: none"> ● children will be in one bubble of up to 25 children ● Nursery hall will be one free flowing large space. ● From 19 July 2021 - the only restriction on group size will be registration capacity. However, the nursery will continue to apply proportionate, risk-based approaches to limiting contacts, managing children within groups ● Staff and children will access the hall via the main entrance door. Children will use both toilets whilst staff will all use the smaller toilet, ensuring thorough cleaning using disinfectant is done following each staff use and at regular intervals after children's use. The cloakroom will be shared by all children. ● From 9 August - There should be at least 1 meter physical distancing. However, settings can continue with 2 meter distancing arrangements that work well and do not limit capacity. Staff need to be extra vigilant to keep a 1 meter distance from other adults at all times. If the 2M distancing can be maintained please continue. Brief or transitory non face to face interactions for less than 1 min, such as staff passing in corridors or crossing play spaces to access other space are considered low risk. However, this should be kept to a minimum ● If face to face contact within a 1 meter distance is unavoidable then masks are to be worn at all times and rigorous hand hygiene policies followed if contact is unavoidable. If however, these interactions last 15mins or longer and staff are unable to maintain the required 2m distancing, then masks are to be worn. <p><u>Maximising use of outdoor space</u></p> <ul style="list-style-type: none"> ● 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.
Visits and Settling In Visits	Parents, Carers, Children, Staff	Contracting COVID-19 and becoming unwell	M	<p>FROM 3 JULY 2021 –</p> <ul style="list-style-type: none"> ● Visits by parents/carers are permitted to support children (e.g. during their transition to the setting) but limited to three households at a time and per day when indoors. Up to 10

				<p>households can visit at a time and per day, provided they remain outdoors and the visit is planned in advance.</p> <ul style="list-style-type: none"> ● Visitors should maintain physical distancing from other adults who are not part of their household and should aim to physically distance from children who are not part of their household as far as is feasible. If the visit takes place indoors ensure that the meeting space is well ventilated, face coverings are worn by adults and that there is a supply of alcohol-based hand rub available to visitors at the entrance to the setting. Visitors are asked to take part in the recommended universal testing on offer prior to attending the setting. ● Where virtual arrangements for parental engagement are already in place and working well, these should continue to be used; ● Parents should take part in the universal testing offer prior to entering the setting; ● The number of visitors from the same household should be kept to a minimum (no more than two and ideally one); ● The number of staff meeting with parents/carers in each visit should also be kept to a minimum; and ● Visits by parents must not take place if there is a positive case in the home or an outbreak in the setting. <p>FROM OCTOBER 2021-</p> <ul style="list-style-type: none"> ● settings may invite parents/carers to attend appropriate outdoor events such as sports days or celebration events, providing all activity is consistent with relevant Scottish Government guidance on health, physical distancing, and hygiene. <p>FROM 17TH DECEMBER</p> <ul style="list-style-type: none"> ● ‘Virtual’ visits should be the norm for meetings with parents. In person meetings should be considered on a case by case basis. ● Settings are encouraged to exercise caution about arranging visits at this time.
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Visits by specialist staff	Staff, Children and Specialist Staff	Contracting COVID-19 and becoming unwell		<p>From 19 July –</p> <ul style="list-style-type: none"> No restrictions on visits by specialist staff (e.g. allied health professionals, local authority officers or inspectors)
Cohorting/limiting contacts between children	Staff & Children	Contracting COVID-19 and becoming unwell		<p>From 19 July –</p> <ul style="list-style-type: none"> Settings must apply proportionate, risk-based approaches to limiting contacts, managing children within groups. However, the only restriction on group size is registration capacity (25)
Blended placements	Staff and Children	Contracting COVID-19 or other infectious diseases and becoming unwell		<p>From 19 July –</p> <ul style="list-style-type: none"> All blended placements can go ahead but if there is an outbreak within the child's cohort arrangement in either of the settings that the child attends, blended placements must be suspended until after the outbreak. <p>From 23rd December 2021</p> <ul style="list-style-type: none"> A child specific risk assessment should be completed with collaboration between both settings and the child's family.

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"> Children will be dropped off at the gate with parents no longer entering the nursery garden unless dropping off late. Children will be picked up outside the nursery building When queuing, parents/carers must exercise physical distancing between families following the signage. Staff may need to walk the children down the stairs to be handed over to their parent/carer, observing physical distancing. Parents/carers should be encouraged to look at alternative ways to travel to avoid public transport as much as possible. Parents/carers should be strongly encouraged to wear face coverings/ masks at all times during drop off and collection. <p>Settling in:</p> <ul style="list-style-type: none"> Wherever possible when a child is settling into the nursery, this should be undertaken in an outdoor area with the parent, away from other children. There will be a separate area outdoors reserved for this purpose. In such cases when it is not possible to maintain physical distancing between the adults, then the staff and child should wash their hands after the child is safely in the setting.

				<ul style="list-style-type: none"> ● Parents are strongly encouraged to wear face coverings at all times. ● Face coverings must be worn by adults wherever they cannot maintain the appropriate physical distance from other adults (e.g. in corridors and communal areas). Coverings should also be worn by staff and visitors when <u>not</u> working directly with children (e.g. when in office and admin areas) except where a person is exempt from wearing a covering. In these circumstances, a face covering must be worn whenever staff move away from a seated position. ● If a parent requires to enter the nursery for the purposes of helping their child to settle in, they should wear a face covering at all times, wash their hands on arrival, and take part in the universal testing offer prior to doing so. 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. ● 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. ● 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. ● Staff will communicate with families via phone call/ text or photos to provide reassurance throughout the morning as to how the child is settling.
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"> ● Water hygiene management plan.- management of legionella – risk assessment ● Ensuring agreed regimes for flushing and monitoring of temperatures are maintained and that cleaning and disinfection

				<p>can take place prior to occupation as per government guidance re: Water Hygiene Management during COVID -19</p> <ul style="list-style-type: none"> ● Maintenance check of boiler ● Maintenance check of fire alarm system
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"> ● First aid treatment will be carried out ONLY by the Lead Teachers with current qualifications. ● 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
Fire Procedures	Staff/ Children	Injury/ Death	H	<ul style="list-style-type: none"> ● 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. ● 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. Inside hall - 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. Outside in garden: 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. ● 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 necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.
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"> ● Training of all staff prior to start –to include Croner H&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

				<p>location of designated room for suspected cases, staff breaks area, staff use of toilets.</p> <ul style="list-style-type: none"> • Daily morning and end of the day briefings. Managers must monitor arrangements throughout the day and make remedial actions where needed. • Ensure there are regular opportunities for all employees to raise concerns / make suggestions. • Review Setting Policies and Procedures – including safeguarding – to include coronavirus (COVID-19). • Give staff time to re -connect, to meet, talk and 'check in' with each other. • Communicate to ensure that staff are clear and confident in implementing the required public health measures and processes in advance of nursery reopening.
Ventilation to reduce spread	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> • 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 CO2 monitor to assess settings. <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 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"> • 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.

				<ul style="list-style-type: none"> • Pedal bin with bin liner in kitchen to be used for disposal of PPE equipment. • Nappies to be sealed in nappy bag and disposed of in outdoor landfill bins.
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<u>INFECTION CONTROL</u>				
Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
Face coverings	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> • Face coverings must be worn by adults wherever they cannot maintain the appropriate physical distance from other adults (e.g. in corridor and communal areas). • The wearing of face coverings should be strongly encouraged when parents/carers drop-off and pick-up their children. • 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
Hand Hygiene	Staff, Children, Families	Contracting COVID-19 or other infectious diseases and becoming unwell	M	<ul style="list-style-type: none"> • 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. • Parents entering the setting should wash their hands with soap and water or hand gel on arrival.
Cough etiquette	Staff, Children	Contracting COVID-19 or other infectious diseases and becoming unwell	M	<ul style="list-style-type: none"> • Use a tissue or elbow to cough or sneeze into, dispose of tissues appropriately and ensure that bins are emptied regularly of waste. • Encourage children to use a tissue or elbow to cough into.
Enhanced cleaning		Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> • Buildings should be checked if they have been closed or unused, including water quality sampling.

				<ul style="list-style-type: none"> • At least twice daily cleaning and disinfection of frequently touched objects and hard surfaces. • Surfaces in dining or snack areas should be wiped down and disinfected in between use by each group of children. • 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. • 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. • Toys and equipment that children access should be cleaned daily or, if groups of children change during the day, on a sessional basis. • Water and playdough should be replaced daily or, if groups of children change during the day, on a sessional basis. • 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.
Using play equipment	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> • Appropriately disinfected throughout the day and full clean at the end of each day by the staff. • All staff are responsible for cleaning the equipment with disinfectant spray and wipes before tidying away
Shared resources and equipment increasing spread	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> • Indoors they will be cleaned regularly throughout the day by the teacher using the material. In addition, there will be a member of staff designated as a ‘floating cleaner’ daily to ensure materials are cleaned in between use if the teacher has finished but is unable to clean immediately due to attending to a child. Outdoor play equipment will be cleaned and changed daily.
Contaminated surfaces spreading virus	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> • Follow government cleaning guidance. • Remove unnecessary items from the classroom and store elsewhere. Staff to do regular cleaning of touch points throughout the day. • Sand, water & messy play needs to be daily use only, and they will be changed daily. • Books to be wiped with anti-bacterial spray or wipes regularly. • Minimise toys to make cleaning regimes easier, if toys don’t wash or clean easily they will be removed.

				<ul style="list-style-type: none"> ● 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 ● chairs to be wiped with disinfectant wipe.
Sharing of resources between home and setting				<ul style="list-style-type: none"> ● 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 – unless there is a positive case in the home or an outbreak in the setting

Self-Isolation Policy

Self-Isolation			<p><u>From 5th January 2022</u></p> <p><u>Confirmed positive cases</u> If you test positive for COVID-19 you can end your self isolation after 7 days if all of the following apply:</p> <ul style="list-style-type: none"> ● you have no fever ● you have a negative lateral flow result on day 6 ● you have a negative lateral flow result 24 after that. <p><u>Close contacts</u> If you are Fully vaccinated (this now means having 3 doses) or under the age of 18 years four months and you are a close contact of someone who tests positive for COVID-19 you now do not need to self-isolate for 10 days but can instead take a lateral flow test every day for seven days. If one of these tests comes back positive, the person will have to self-isolate.</p> <p>Anyone identified as a close contact who is over the age of 18 years and four months and not fully vaccinated (i.e. anyone with 0-2 does) will still need to self-isolate for 10 days and take a PCR test.</p> <p>Under 5's are not required to undertake daily lateral flow tests. If they develop symptoms at any point during or after the post-contact period, they should take a PCR test. They should be encouraged but are not required to take a one-off lateral flow test before ending their period of isolation.</p> <p>If someone with COVID symptoms tests negative on a lateral flow test they should disregard this and undertake a PCR.</p> <p><u>FROM 23RD DECEMBER 2021</u> Self-Isolation exemption for the childcare sector are possible where</p> <ul style="list-style-type: none"> ● the setting is impacted by staff shortages as a direct result of the self-isolation requirement for close household contacts of a positive case ● those staff shortages are in danger of putting essential functions and services at risk; and ● all other options to address pressure on operations have been exhausted. <p>There is no requirement for any member of staff to agree to this exemption from self-isolation.</p>
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				<p>Before a staff member can be made exempt and return to work they must:</p> <ul style="list-style-type: none">● have had their second COVID-19 vaccination more than 14 days ago● not have any symptoms of COVID-19● make reasonable efforts to isolate from COVID positive household members● have evidence of a negative PCR test undertaken since being identified as a close contact● take daily lateral flow tests for up to 10 days after being exposed to the virus● fully comply with any PPE requirements, hand hygiene and other infection control measures● have undertaken a robust risk assessment with the setting which takes full account of their personal circumstances and those of vulnerable staff and children accessing the setting.
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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 International travel and quarantine
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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"> ● Discuss with cleaning staff the additional cleaning requirements and ensure the correct paperwork and risk assessments are procured prior to starting ● Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. ● Ensure they have easy access to the premises on a daily basis.
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"> ● When required, easily accessible outside handwashing stations are provided to cater to the children’s needs when outdoors from the start of the day. ● When children start the day inside, hands are to be washed in the toilet areas on arrival. ● Access to hand sanitiser for the staff as well as individual bottles to be carried. ● Staff can also use hand sink in the kitchen and in toilets to wash hands ● 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.
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"> ● 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. ● Review procedures with the children and remind them regularly. Handwashing video has been sent home and signs are near to sinks to help. ● Staff to be available to help children who have trouble cleaning their hands independently ● Staff to monitor effective handwashing carried out by children (and other staff.) and reinforce as necessary.
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"> ● Contracted cleaners to use their own ● Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. ● For outdoor washing stations, eco-friendly soap to be used, as it will drain into ground later ● Use regular detergents/ Milton for cleaning of nursery items

Overcrowding in toilets	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> • Number of children who use the toilet facilities is limited to one at a time visiting the toilet one after the other if possible. • Both toilets to be used by the children, staff only use the staff toilet • Staff toilets will be wiped down before and after each use by a member of staff and the cleaning schedule signed. • 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.
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"> • Singing in groups within the nursery setting is permitted – indoors and outdoors. • Children singing to themselves as they go about their work is also fine.
<u>STAFF RELATED ISSUES</u>				
Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
Insufficient staff capacity	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	L	<ul style="list-style-type: none"> • 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. <p><u>From 11th January 2022</u> The Care Inspectorate have updated their guidance on adult to child ratios to allow settings to manage temporary shortages in staff due to COVID-19. For a period of up to 72 hours, settings can operate outwith the usual ratio of adults to children (1:8 for 3-8 year olds and 1:5 for 2-3 year olds) as long as a risk assessment has taken place. The ratios that the setting is operating at must be submitted to the Care Inspectorate.</p>

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"> ● Talk to staff to ensure they are aware of and comfortable with the updated guidelines and procedures.
PPE usage -	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> ● Children whose care already involves the use of PPE e.g. changing of nappy, will continue to receive their care in the same way. ● 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. <p>In cases of suspected COVID-19, the following use of PPE may be considered:</p> <ul style="list-style-type: none"> ● a fluid-resistant surgical mask if 2 metre physical distancing cannot be maintained ● 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 ● nitrile gloves and aprons should be used when cleaning the areas where the child has been ● 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. ● Staff to have received training in the putting on and off of PPE safely, and its disposal.

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"> Individual Health Risk Assessments should be done for all staff . 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.
Staff using toilets	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> 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
Asymptomatic Testing for Staff - Lateral Flow Testing (LFD)	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell		<ul style="list-style-type: none"> Asymptomatic testing is available to early years staff Staff are encouraged to participate twice weekly and to report their results. <p><u>From 10 December 2021</u></p> <ul style="list-style-type: none"> Staff are provided with sufficient supplies to allow them to continue to test during holiday breaks. Staff are encouraged to test prior to returning to work following a holiday (Ideally the night before) <p><u>From 6th January 2022</u></p> <p>Individuals who test positive for COVID-19 on a lateral flow test do not need to confirm the result with a PCR test. Instead they should begin isolation immediately and register their result online. Self isolation can end after 7 days if all of the following apply:</p> <ul style="list-style-type: none"> you have no fever you have a negative lateral flow result on day 6 you have a negative lateral flow result 24 after that. <p>Close contacts of someone who tests positive for COVID-19 who are either under the age of 18 years four months, or who are older than that and <u>fully vaccinated</u> (two doses and a booster or third dose) now do not need to self-isolate for 10 days but can instead take a lateral flow test every day for seven days. If one of these tests comes back positive, the person will have to self-isolate.</p> <p>Anyone identified as a close contact who is over the age of 18 years and four months and <u>not fully vaccinated</u> will still need to self-isolate for 10 days and take a PCR test.</p>

				<ul style="list-style-type: none"> Everyone who tests positive for COVID-19 will be put in touch with the local contact tracing team so that other close contacts can be identified.
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"> Should a child show any symptoms of coronavirus while at nursery, they will be moved to a ventilated area where they can be isolated behind a closed door. This will be the office. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people. A parent/ carer will be contacted and asked to collect them. If staff cannot reach the primary carer, the emergency contacts will be called. If the child becomes severely unwell, staff will arrange for medical support while continuing to make contact with parents/carers/ emergency contacts. Parents are then to follow the Test and Protect protocol. Should a member of staff show any symptoms of coronavirus they will be sent home to self- isolate and follow <i>the Test and Protect</i> protocol. On the way home they must wear a mask and avoid public transport if possible. Ensure suitable PPE is available in the isolation area. If a case is confirmed, the nursery will then contact our local Health Protection Team (HPT), the local authority and the Care Inspectorate and work with them to manage the situation. While waiting for the results of the test, the nursery will carry on normally If a positive case is reported, the nursery will follow the guidance around issuing a Warn and Inform letter to families.
Staying vigilant and responding to COVID-19 symptoms	Staff, Children , Parents/Carers	Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> It is essential that people do not attend a setting if symptomatic. Everyone who develops symptoms of COVID-19 must self-isolate straight away, stay at home and arrange a PCR test via the appropriate method. Staff should be supported to follow up to date health protection advice on household or self-isolation and <u>Test and Protect procedures</u> if they or someone in their household exhibits COVID-19 symptoms, or if they have been identified by NHS contact tracers as a close contact of someone with the virus.

Peripatetic staff	Staff/ Children	Contracting COVID-19 and becoming unwell	L	<ul style="list-style-type: none"> From 19 July 2021 - There are no restrictions on the use of peripatetic or agency staff but staff must not work across two premises if there is an outbreak in one.
Snack/Lunch	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> Snack - Nursery will provide children with a daily healthy snack, milk and a dairy free alternative. 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. 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. 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. Staff to be vigilant if using hot drinks in children's presence
<u>COMMUNICATIONS</u>				
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"> Staff (including peripatetic, temporary staff and student) should advise management as soon as they receive a positive test result. 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. <p>We will contact our local health protection team immediately if there is:</p> <ul style="list-style-type: none"> any suspicion that there may be an outbreak of cases, i.e. two or more confirmed cases in 14 days;

				<ul style="list-style-type: none"> • or an increase in the background rate of absence due to suspected or confirmed cases of COVID-19 <p>We will notify the Care Inspectorate in the event of a suspected case and all confirmed cases of COVID.</p>
Parents, contractors and other persons entering or working in the setting	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	L	<ul style="list-style-type: none"> • Parents/carers will be notified via email of the new protocols and updates will be held on the website. • There will be signs for delivery people explaining that they are not allowed to enter the hall. • Visitors will not be permitted to enter the nursery unless essential to the service or in the event of an emergency (e.g. urgent, essential building maintenance for repairs). • From 19 July 2021 – There will be no restrictions on visits by specialist staff (e.g. allied health professionals, local authority officers or inspectors). • 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 • Persons entering the nursery, outside of regular staff will be required to wear a mask
Communications to parents and staff	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	L	<ul style="list-style-type: none"> • 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. • In the event that settings are informed of a positive case or cases amongst their staff or children, they should provide parents/carers and staff with a standard letter advising them of the facts and providing advice. • Parents to ensure they contact the nursery to advise of any changes in contact details so that nursery can make sure Personal Care Plans are up to date.

Vulnerable Children / Staff	Children / Staff	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> • Parents or guardians should discuss with their GP or clinician whether children with the highest clinical risk should still attend nursery and this be communicated in writing to the nursery with any changes to the precautions taken if still attending. • Similarly any staff considered high risk or in close contact with someone considered high risk should discuss with their GP whether they should attend and inform the nursery, in writing, of the decision.
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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

Completed By: Patricia Thornton and Rachel Sharkie, Date 12.01.2022

Checked and Approved By: Patricia Thornton and Rachel Sharkie. Date: 12.01.2022

Review Date: As required