

**THE MONTESSORI NURSERY SCHOOL**

**23/08/2021**

**N.B AS PER THE REVISED GOVERNMENT GUIDANCE, ( 16.8.21) WITHIN THE NURSERY A CONTACT IS CONSIDERED TO BE SOMEONE WHO HAS HAD CONTACT**

**Over 18 years of age**

- Face to face within 1 meter for 1 minute
- Face to face or non-face within 1-2 meters for 15 mins or more

**Under 18s**

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

<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 compromising social distancing	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	H	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Clear signage at entrance /exit re: implementing social distancing outside the setting to minimize the adult to adult contact.</li> <li>• Limit gatherings of people. Large gatherings not allowed.</li> <li>• Parents/ Carers and teachers welcoming/ saying goodbye to children are to wear face coverings/ masks at drop off/pick up</li> <li>• To minimize waste, quality and approved re-useable masks will be provided for use at work during pick up and drop off only. These will be changed daily and then washed at 60C on the weekend and returned for use the following week.</li> <li>• The nursery also supplies disposable masks.</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 where possible encourage parents and children to walk, cycle or use private vehicles arrive at the setting.</li> <li>• 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</li> </ul>

				<p>outlined by the Scottish government and <b>will wear face covering/ mask</b> .</p> <ul style="list-style-type: none"> <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>• Parents/Carers no longer allowed in the nursery building except in cases of emergencies.</li> <li>• Deliveries to be left in the church vestibule</li> <li>• Post to be left at a temporary postbox at the church and no longer posted through the letterbox or taken from the postman.</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>• New children will be settled in outdoors in an area specifically reserved for this purpose.</li> </ul>
Physical distancing	Staff/ Children			<p><b>From 16 Aug</b></p> <p>In level 0:</p> <ul style="list-style-type: none"> <li>• At least 1 meter physical distancing. Settings can continue with 2 meter distancing arrangements that work well and do not limit capacity.</li> <li>• 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.</li> <li>• Children are not required to physically distance from each other, or from adults.</li> </ul>



Visits	Parents. Carers/ Children/ Staff			<p><b>FROM 3 JULY –</b></p> <ul style="list-style-type: none"> <li>• Visits by parents/carers permitted to support children (e.g. during their transition to a new setting) but limited to three households at a time and per day when indoors. Up to 10 households can visit at a time and per day, provided they remain outdoors and the visit is planned in advance.</li> <li>• 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</li> <li>• Where virtual arrangements for parental engagement are already in place and working well, these should continue to be used;</li> <li>• Parents should be encouraged to take part in the universal testing offer prior to entering the setting;</li> <li>• The number of visitors from the same household should be kept to a minimum (no more than two and ideally one);</li> <li>• The number of staff meeting with parents/carers in each visit should also be kept to a minimum; and</li> <li>• Visits by parents must not take place if there is a positive case in the home or an outbreak in the setting.</li> </ul>
Visits by specialist staff				<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				<p><b>From 19 July –</b></p> <ul style="list-style-type: none"> <li>• Settings must apply proportionate, risk-based approaches to limiting contacts, managing children within groups. However, the only restriction on group size is registration capacity</li> </ul>
Blended placements				<p><b>From 19 July –</b></p>

				<ul style="list-style-type: none"><li>• 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.</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 with parents no longer entering the nursery garden unless dropping off later.</li> <li>• Children will be picked up outside the nursery building</li> <li>• When queuing, parents/carers must exercise physical distancing between families following the signage and try as much as possible not to group together. Staff may need to walk the children down the stairs to be handed over to their parent/carer, observing physical distancing.</li> <li>• Parents/carers should be encouraged to look at alternative ways to travel to avoid public transport as much as possible.</li> <li>• Parents/carers should be strongly encouraged to wear face coverings/ masks at all times during drop off and collection.</li> </ul> <p><b>Settling in:</b></p> <ul style="list-style-type: none"> <li>• 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. <b>Masks are to be worn by the parents/carers and the staff at all times if social distancing is not possible.</b></li> <li>• If it is not possible to have the children outside, due to inclement weather, parents/carers settling children for the first time, will be permitted access. Parents/carers will be required to follow handwashing procedures, wear a face mask and maintain physical distance from staff, 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 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</li> </ul>

				<p>parent/carer to comfort them without the parent/carer coming into contact with other children or staff.</p> <ul style="list-style-type: none"> <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>
<b><u>PREMISES RELATED MATTERS</u></b>				
<b>Hazard</b>	<b>Person/s Affected</b>	<b>Hazard Effect</b>	<b>Risk</b>	<b>Control Measures</b>
Making building safe after prolonged closure	Staff / Children	Risk of undetected fire/ Possible illness from water or fumes from boiler /faulty equipment such as boiler	L	<p>Landlord advised of necessary checks prior to reopening such as:-</p> <ul style="list-style-type: none"> <li>• Water hygiene management plan.- management of legionella – risk assessment carried out</li> <li>• Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout closure and that cleaning and disinfection has taken place prior to reoccupation as per government guidance re: Water Hygiene Management during COVID -19</li> <li>• Maintenance check of boiler undertaken</li> <li>• Maintenance check of fire alarm system undertaken</li> </ul>
First aid procedures-	Staff, Children, Families and the wider community	Non-qualified staff on site to treat sick child	L	<ul style="list-style-type: none"> <li>• First aid treatment will be done 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, 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.</li> </ul> <p><b>Masks are to be worn by both parties at all times</b></p>
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 building. <b><u>Inside hall</u></b> - Children to exit via fire exit points – garden door or front door. Register/ name cards and keys to be kept in plastic wallet on teachers’ cabinet and taken by Senior Teacher or Manager to muster point. <b><u>Outside in garden:</u></b> Lead teachers to take children to muster point.</li> </ul>

				<p>Assistants to check grounds. Register/ name cards and keys to be kept in plastic wallet with Lead Teacher responsible for taking daily register and taken by that person to muster point.</p> <ul style="list-style-type: none"> <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 necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures.</li> </ul>
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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>• <b>Ensure there are opportunities for all employees to raise concerns / make suggestions.</b></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	<p><b>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. Where settings have a CO2 monitor these should be used to assess settings.</b></p> <p><b>From Aug – Council will provide CO2 monitors to all registered settings.</b></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> </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				<ul style="list-style-type: none"> <li>• 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).</li> <li>• Face coverings should be strongly encouraged when parents/carers are drop-off and pick-up their children.</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>
Cough etiquette				<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				<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 re-use.</li> </ul>

				<ul style="list-style-type: none"> <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>• 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>• 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>• Appropriately disinfected throughout the day and full clean at the end of each day by the staff.</li> <li>• All staff are responsible for cleaning the equipment with disinfectant spray and wipes before tidying away on an alternating daily basis.</li> </ul>
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"> <li>• 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.</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>• Remove unnecessary items from classroom and store elsewhere. Staff to do regular cleaning of touch points throughout the day. Remove items that cannot be easily cleaned such as soft toys.</li> <li>• Sand, 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 on an hourly basis throughout the day and cleaning schedule signed</li> </ul>

				<ul style="list-style-type: none"> <li>• Follow government cleaning guidance.</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 – unless there is a positive case in the home or an outbreak in the setting</li> </ul>

<b>Self-Isolation Policy</b>				
Self-Isolation				<p><b>From 9 August</b>, close contacts of positive cases will not be required to self-isolate if they are double vaccinated, at least two weeks have passed since their second dose and they take a PCR test that returns a negative result. If the close contact has only received 1 vaccination or less, they must self-isolate for 10 days.</p> <p>If the result is positive then the close contact will require to isolate for 10 days.</p> <p><b>For children aged 5- 18 and 4 months, the blanket self-isolation requirement for close contacts will also be removed. This would be conditional on the child/young person remaining asymptomatic and receiving a negative PCR test.</b></p> <p><b>There will be an exception for under 5s – They are not required to self-isolate. - a PCR test may be recommended for under 5s, but their exemption from self-isolation should not be made conditional on this.</b></p>

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> </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>• Easily accessible outside handwashing stations have been provided to cater to the children’s needs when outdoors.</li> <li>• Access to hand sanitiser for the staff as well as individual bottles to be carried.</li> <li>• Staff can also use hand sinks in the kitchen and toilets to wash hands</li> <li>• Hands washed <b>on arrival</b>, 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>• 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.</li> <li>• Review procedures with the children and remind 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>• Contracted cleaners to use their own</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 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 but 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 on an hourly basis throughout the day and cleaning schedule signed</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 now permitted – indoors and outdoors.</li> <li>Children singing to themselves as they go about their work is also fine.</li> </ul>
<b><u>STAFF RELATED ISSUES</u></b>				
<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 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 prior to reopening to ensure they are comfortable with the 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> <li>If a child or member of staff feels unwell and shows signs of coronavirus, then PPE is to be worn while interacting or dealing with them.</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> </ul>

				<ul style="list-style-type: none"><li>• where the child needs direct personal care, gloves and aprons, fluid-resistant surgical mask and eye protection (goggles or a visor) should be worn by staff</li><li>• 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	<b>L</b>	<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	<b>H</b>	<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		<ul style="list-style-type: none"> <li><b>Asymptomatic testing is now available to early years staff</b></li> <li><b>Staff are encouraged to participate and to report their results.</b></li> <li>Staff who opt to undertake testing do not need to self-isolate while awaiting results, as long as no symptoms develop, unless they are a close contact of a symptomatic or confirmed case, in which case they will need to self-isolate. If their asymptomatic test is positive, the member of staff must isolate until a confirmatory <b>PCR</b> is received, even if they are without symptoms. If their asymptomatic test is negative, they can remain at work unless symptoms develop but should not consider themselves free from infection and must still adhere to all protocols.</li> <li><b>If the <b>PCR test</b> is positive, the member of staff must remain in isolation until 10 days from symptom onset, or longer if symptoms persist or 10 days from the test date if there are no symptoms.</b></li> <li></li> <li>The rest of the household must remain in isolation for 10 days from symptom onset in the asymptomatic person, even if they don't have symptoms themselves. They should not attend settings. The date of onset of symptoms (or of test, if asymptomatic) is to be considered day 1 of 10.</li> <li>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. All close contacts who are in the same household as confirmed cases must self-isolate immediately.</li> </ul>

				<ul style="list-style-type: none"> <li>• Everyone who needs to self-isolate as close contacts of confirmed cases must continue to do so for 10 days from their last day of exposure to the case, even if they have a negative test result. In a household, the 10 days starts on the date of symptom onset in the first case.</li> <li>• Unless otherwise advised by Test and Protect or local Incident Management Teams, where children or staff do not have symptoms but are self-isolating as a close contact of a person who is a confirmed case, other people in their household will not be asked to self-isolate along with them.</li> </ul>
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>• 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 while a parent/ carer is called 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.</li> <li>• 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.</li> <li>• Ensure suitable PPE is available in the isolation area.</li> <li>• 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.</li> <li>• While waiting for the results of the test, the nursery will carry on normally</li> </ul>



<p>Staying vigilant and responding to COVID-19 symptoms</p>	<p>Staff</p>			<ul style="list-style-type: none"> <li>• 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 test via the appropriate method.</li> <li>• Staff should be supported to follow up to date health protection advice on household or self-isolation and <a href="#">Test and Protect procedures</a> 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.</li> </ul>
<p>Peripatetic staff</p>	<p>Staff/ Children</p>			<p>From 19 July - 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.</p>

Snack/Lunch	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> <li>Nursery will provide children with a daily snack. Those staying for lunch need to bring their packed lunch in a sealable container with an easily removable lid.</li> <li>All children are to have clearly labelled, filled water bottles for use at lunch time. Milk will be provided by the nursery.</li> <li>There is no need for additional PPE at meal and snack times. Staff should follow usual good hygiene when assisting children with packed lunches.</li> <li>Outside, snack will take place all at the same time with two members of staff supervising. Inside, 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><u>COMMUNICATIONS</u></b>				
<b>Hazard</b>	<b>Person/s Affected</b>	<b>Hazard Effect</b>	<b>Risk</b>	<b>Control Measures</b>
Notification of positive cases				<p>We will contact our local health protection team immediately if there is:</p> <ul style="list-style-type: none"> <li>any suspicion that there may be an outbreak of cases, i.e. two or more confirmed cases in 14 days;</li> <li>or an increase in the background rate of absence due to suspected or confirmed cases of COVID-19</li> </ul> <p>We will notify the Care Inspectorate in the event of a suspected case and all confirmed cases of COVID.</p>

<p>Parents, contractors and other persons entering or working in the setting</p>	<p>Staff, Children, Families and the wider community</p>	<p>Contracting COVID-19 and becoming unwell</p>	<p><b>L</b></p>	<ul style="list-style-type: none"> <li>• Parents/carers will be notified via email of the new protocols <b>and updates will be held on the website.</b></li> <li>• There will be signs for delivery people explaining that they are not allowed to enter the hall.</li> <li>• <b>Visitors</b> 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). ). <b>From 19 July – There will be no restrictions on visits by specialist staff (e.g. allied health professionals, local authority officers or inspectors).</b></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>• <b>Persons entering the nursery, outside of regular staff will be required to wear a mask</b></li> </ul>
<p>Communications to parents and staff</p>	<p>Staff, Children, Families and the wider community</p>	<p>Contracting COVID-19 and becoming unwell</p>	<p><b>L</b></p>	<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>• 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 (template provided) advising them of the facts and providing advice.</li> <li>• Nursery/ Parents to ensure contact details in Personal Care Plans are up to date</li> </ul>

Vulnerable Children / Staff	Children / Staff	Contracting COVID-19 and becoming unwell	<b>H</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</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

Completed By: Patricia Thornton, Date 17.8.21

Approved By: Patricia Thornton. Date: 17.8.21,

Review Date: As required