

COVID -19 Risk Assessment :

MOVEMENT OF PERSONS AROUND THE SETTING

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	M	<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 to minimise the adult to adult contact. • 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	M	<ul style="list-style-type: none"> • Consider transport arrangements and where possible encourage parents and children to walk, cycle or use private vehicles arrive at the setting. • 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. • 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 no longer allowed in the nursery hall except in cases of emergencies. • Deliveries to be left in the church vestibule • Post to be left at a temporary postbox at the church 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 in outdoors in an area specifically reserved for this purpose.

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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 now be dropped off at the gate with parents no longer entering the nursery garden. • Children will be picked up outside the nursery building When queuing, parents/carers must exercise physical distancing between families and should be encouraged to follow the signage and try as much as possible not to group together. Staff 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. <p><u>Settling in:</u></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 if 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 • If it is not possible to have the children outside, due to inclement weather, parents settling children for the first time, will be permitted access. Parents 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. • 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. • 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.

				<ul style="list-style-type: none"> Staff will communicate with families via phone call/ text or photos to provide reassurance throughout the morning as to how the child is settling.
<u>PREMISES RELATED MATTERS</u>				
Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
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"> Water hygiene management plan.- management of legionella – risk assessment carried out 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 Maintenance check of boiler Maintenance check of fire alarm system
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"> In case of symptoms showing in a child, as assistant would be asked to wait with the child. All other first aid treatment will be done by the Lead Teachers. 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, gloves will be worn by the member of staff and the 2 m distancing respected. If it is necessary to engaging with the parent and a safe distance cannot be maintained, masks are to be worn by both parties.
Fire Procedures	Staff/ Children	Injury/ Death	H	<ul style="list-style-type: none"> Ensure children and staff line up at the muster point on either side of 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 building. Inside hall - 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

				<p>taken by Senior Teacher or Manager. Outside in garden: Lead teachers to take children to muster point. 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"> • 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.
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Hazard	Person/s Affected	Hazard Effect	Risk	Control 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 and how to put on and take off safely, cleaning arrangements, and location of designated room for suspected cases, staff breaks area, staff use of toilets. • Daily morning and end of the day briefings. Managers must monitor arrangements throughout the day and make remedial actions where needed. • Ensure there are 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 re 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"> Managers to keep in contact with landlord to ensure all windows are working and able to be opened appropriately. Ensure nursery hall, toilets and office are adequately ventilated at all times.
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. Pedal bin with bin liner in kitchen to be used for disposal of PPE equipment

INFECTION CONTROL

Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
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. Each group will have their own outdoor equipment for the day Lead teachers and assistants responsible for cleaning the equipment with disinfectant spray and wipes before tidying away on an alternating daily basis.
Shared resources and equipment increasing spread	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	L	<ul style="list-style-type: none"> Resources will not be shared. Indoors they will be rotated on a weekly basis and undergo deep cleaning in between this rotation. Outdoors 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"> Remove unnecessary items from classroom and store elsewhere. Staff to do regular cleaning throughout the day. Remove items that cannot be easily cleaned such as soft toys. Sand, water & messy play needs to be single use only, each group will be provided with their own resource which is cleaned after use. Books to be wiped with anti-bacterial spray or wipes daily. Minimise toys to make cleaning regimes easier, if toys don't wash or clean easily they will be removed. Follow government cleaning guidance.

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 paper work 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.
Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
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"> Easily accessible outside handwashing stations have been provided to cater to the 2 groups. Access to hand sanitiser for the staff as well as individual bottles to be carried Handwashing basins and separate toilets for the 2 groups – colour coordinated to help them remember and easily accessible. Staff can also use sinks in the kitchen to wash hands Hands washed 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"> Review procedures with the children at the start of the term and remind regularly. Handwashing video has been sent home and signs are near to sinks to help. Staff to ensure they are available for children who have trouble cleaning their hands independently. Staff to monitor effective handwashing carried out by children (and other staff.)
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 and Milton

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 limited to one at a time visiting the toilet one after the other if necessary. Different toilets should be used by each group Toilets will be wiped down after each use by a member of staff.
<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 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. Also as she is not included in the ratio, if a child or group needs to self-isolate, she will be available to coordinate distance learning. In the event the standby staff are not able to cover in the case of absence – one of the assistants will become a ‘floating staff member’ with thorough hand washing between helping different groups.
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 prior to reopening to ensure they are comfortable with the 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 PPE is to be worn while interacting or dealing with them. 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"> Risk assessments should be done where possible for all staff and children especially those who may be high risk prior to reopening.
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.
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 an area where they can be isolated behind a closed door with ventilation. 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. 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

Snack/Lunch	Staff, Children, Families and the wider community	Contracting COVID-19 and becoming unwell	M	<ul style="list-style-type: none"> • Parents are asked to provide their children with a daily snack in a sealable container with an easily removable lid. Those staying for lunch need to also bring their lunch in a sealable container with an easily removable lid. • All children are to have clearly labelled, filled water bottles. Milk will be provided by the nursery. • There is no need for additional PPE at meal and snack times Staff should follow usual good hygiene when assisting children with packed lunches. • Children to stay in groups to eat with areas set aside for eating following usual snack/ lunch times and staff will maximise the use of the outdoor environment for eating • Staff to be vigilant if using hot drinks in children's presence
<u>COMMUNICATIONS</u>				
Hazard	Person/s Affected	Hazard Effect	Risk	Control Measures
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. • There will be signs explaining to the delivery people 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). • 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 Camille who will coordinate with the hall manager

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 of regular communication and updates with parents/carers and staff though outdoor socially distanced chats, emails etc. • Ensure contact details in Personal Care Plans are up to date
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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

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