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| **Department: Education and Children’s Services** | | | | | | | **RISK ASSESSMENT**  **GUIDANCE (ELC Settings)** | |  | | | |
| **Process/Activity: Infection Prevention & Control** | | | | | | | **Location:** All ELCs Establishments | | **Date: 14/08/2020** | | | |
| **Describe activity**: Location of staff at ELC establishments open during Covid-19 outbreak. Staff providing childcare and access to sites. | | | | | | | | | | | | |
| **\*Establishment Name and Location: Elrick Primary School Nursery** | | | | | | | | **\*Isolation Room Location in Establishment: Music Room** | | | | |
| **Hazard** | **Person/s Affected** | **Risk** | **Risk level before controls are in place.**  **(Highlight as appropriate)** | | |  | | | | **Risk level after controls**  **are in place.**  **(Highlight as appropriate)** | | |
|  |  |  | **H** | **M** | **L** |  | | | | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | [**https://www.gov.scot/publications/coronavirus-covid-19-early-learning-and-childcare-services/**](https://www.gov.scot/publications/coronavirus-covid-19-early-learning-and-childcare-services/)  **The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVD-19 site:** [**https://covid19.aberdeenshire.gov.uk/**](https://covid19.aberdeenshire.gov.uk/)  **ENHANCED LEVEL 4 CONTROL MEASURES FROM 05.01.2021**  • **Schools can only open to in-person learning for children of key workers (Cat 1 and 2) and**  **vulnerable children, with remote learning for all other children and young people from 11**  **January.**  • **Children of key workers can attend school from 06.01.21 for school age education and**  **childcare during normal school operating hours. Households where both parents are**  **Category 1 or 2 key workers (or one parent in a single parent household) are prioritised.**  **Please view Scottish Government guidance on key workers and Category 1 and 2**  **definitions. During the period of lockdown all school staff and staff providing Daycare of children’s services, including early learning and childcare, who are required to attend**  **their work in person would qualify as category 1 or 2 key workers.**  **Staffing Ratios**  • We are working based on a minimum 1:10 ratio for school aged children. For Early Years  aged 3-5 year: we are aiming for 1:4 ratio where possible. Minimum of two EY adults  needed for pre 5’s to ensure cover for lunches etc.  • As with all ratios – they are reflective of local circumstances, profile of needs of children  and activities being undertaken and a dynamic assessment by school staff will determine  the ratios required in the setting/school.  • Two staff members are the minimum staffing requirement during opening hours.  At Elrick Primary there has been an early level created within the nursery building – this is made up of the nursery children and primary 1 children. A staff rota has been created to ensure 2 members of staff are in each day, unless numbers increase. SLT may be in additional to be office based.   |  | | --- | |  |   **Shielding**  Records of Staff and Children who are clinically extremely vulnerable are accurate and up to date. ***Identified Lead is: Nicola McKinlay and Nicola Scott***   |  | | --- | | Elrick School Nursery do not currently have any clinically extremely vulnerable staff or pupils but will continue to be proactive in identifying (and recording that this has been carried out for every individual) all staff and children who are clinically extremely vulnerable with the HT/EYSP prior to them entering the setting. HT will invite those staff who feel that they are vulnerable to advise her of this to enable appropriate risk assessment to be undertaken. |   Continued care and support for vulnerable pupils will be in place from the period of 6  January. EYSP’s will ensure there are up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure children are no more at risk in the school setting than at home.  EYSP’s will be responsible for regularly contacting vulnerable families within the Nursery during this period. Clear information about individual circumstances and meeting the needs of children and families will be shared and updated on SEEMIS.  At Elrick Primary there has been an early level created within the nursery building – this is made up of the nursery children and primary 1 children. This ensures that effective, safe learning and teaching arrangements, which are age and stage appropriate, are in place. Upon a full return to school the children will return to their original groupings.  **Individual Risk Assessments**  Individual Risk Assessmentsof Staff and Children who are clinically extremely vulnerable are accurate and up to date. ***Identified Lead is: Nicola McKinlay and Nicola Scott***  Individualised risk assessments to ensure appropriate protections are in place. A weekly rota is used to ensure ratios of adults to children are adhered to and all practitioners have been supported in and given the option to work remotely when not based in the Elrick Nursery Hub.  **Activities**  Individual risk assessments have been created alongside Elrick Nursery Risk/Benefit assessments to ensure protective measures are in place when using resources in the Hub e.g. baking, sand, playdough etc  **Testing**  **•** Schools should be prepared to engage in enhanced testing, if recommended by Incident  Management Team.  **Physical Education**  **•** Physical education within nursery settings should only take place out of doors. If weather  is extremely bad, then schools may use their judgement as to whether it is safe for children to be outside.  **Face Coverings**  **•** All staff and pupils should wear a face covering in classrooms during lessons in the  senior phase where pupils are attending the school.  **PROTECTION LEVEL 4-ENHANCED & TARGETED PROTECTIVE MEASURES:**   * Settings may be asked to implement additional Public Health measures which may affect the number of children/adults attending (small cohorts, restrictions on blended placements etc.). These decisions will be made by the Local Director of Public Health)   **COVID-19 GUIDANCE:**  Managers & Staff must make themselves familiar with COVID-19 Advice from Health Protection Scotland and review regularly. Risk assessments are shared and reviewed with staff regularly and the most recent copy can be found on the Elrick Primary website.  <https://elrick.aberdeenshire.sch.uk/covid-information/>  **SERVICE STATUS:**  **“**Change to Service Delivery due to Coronavirus (COVID-19)” notification – This a new notification that settings must use to inform Care Inspectorate about operational changes that are specifically related to COVID-19. This available through eforms and is updated every Tuesday by Nicola McKinlay/Fiona Thomson. | | | |  |  | **L** |

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| **Hazard** | **Who** | **Risk** | **H** | **M** | **L** | **GENERAL CONTROL MEASURES** | **H** | **M** | **L** |
| Spread of infection | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | H |  |  | **How Coronavirus Spreads:** Updated 09.09.20   1. **Directly:** from close contact from an infected person (within 2m where respiratory secretions can enter the eyes, mouth, nose, or air ways) This risk increases the longer someone has close contact with an infected person. 2. **Indirectly:** by touching a surface, object or the hand of an infected person that has been contaminated respiratory secretions and then touching own mouth, nose, or eyes. Under most circumstances the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly but 72 hours.   It is understood that people may pass on COVID-19 in the 48 hours before they start to develop symptoms and up to 10 days after the symptoms start.  **Control Measures:**   * All children, young people, staff, and others to maintain COVID-19 secure personal hygiene throughout the day and ensure continued rigour about hand hygiene. * Children are supported with handwashing when entering and exiting the nursery building, when moving between indoors and outdoors, before/after eating and after using the toilet. Frequent reminders are given and children are encouraged to wash/sanitise hands for 20 secs and dry thoroughly. * An outdoor handwashing station for children has been established in the Nursery garden. * **Procedures have been shared with all staff, parents, and children.** * Children, young people, and staff are encouraged to avoid touching their faces including mouth, eyes, and nose. This is encouraged through fun distraction techniques. * Children and adults are encouraged to use a tissue or elbow to cough or sneeze. Tissues and bins with lids are placed at strategic points throughout the nursery and these are emptied regularly. * Supplies of tissues, soap, and hand sanitisers are provided and will be accessible at the main nursery entrance and at strategic points throughout the nursery building. Spare resources can be located in the school office.   **Setting Should:**   * Alll staff have access to the most up to date guidance and advice on COVID-19 from Aberdeenshire Council/Government and that this is implemented. Ensure changes in Policies/Procedures are recorded and shared. A register of who has been informed is kept.   ***Identified Lead: EYSP Nicola McKinlay/Nicola Scott***   * Assign coordinator to ensure effective staffing ratio & cover at short notice   ***Identified Lead: EYSP Nicola McKinlay/Nicola Scott***   * Named Child Protection Officer in ELC Setting   ***Identified Lead: HT Fiona Thomson***  **Identifying staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19**.  Staff/pupils cannot return to setting until self-isolation is over, or a negative test is received. Clear and regular communication is sent to parents/carers that pupils must not attend if they, or a member of their household, has COVID-19 like symptoms or a positive test.  Update 14.08.20 All school/ Nursery staff/ children who feel they may have been infected can request a test even if not symptomatic.  ***Identified Lead: EYSP Nicola McKinlay/Nicola Scott***  Have a location where potentially symptomatic pupils can be located until they can be collected.  **ISOLATION ROOM *is located:* Music Room**  **Parents, carers, professionals, visitors, contractors will come on site by appointment only, unless in emergencies.**  **Staff to adhere to health and safety guidelines.**  **Records:**  Registration is taken twice daily and appropriate absence codes, both existing and COVID-19 related, are recorded. Registration is in accordance with Guidelines on Managing and Promoting Pupil Attendance in [Nursery, Primary and Special Schools](file:///C:/Users/jwarrand/AppData/Local/Microsoft/Windows/INetCache/IE/KF4J0RW8/attendance-policy-guidance-primary-schools-november-2015.pdf) .  Clear information about individual. circumstances and meeting need of children should be shared from current records on SEEMIS.  Emergency contacts have been double checked and updated by EYSP’s.  **First Aid**  Staff with relevant training in place: first aid, food hygiene have been identified and shared across setting. Staff training records have been updated and records and certificates kept in the Nursery office.  There is always a qualified First Aid Staff member in ELC |  |  | **L** |

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| Hazard |  | Risk | H | M | **L** | **SPECIAL CONSIDERATION FOR CERTAIN GROUPS:**  SHIELDING & CLINICALLY AT RISK | **H** | **M** | **L** |
| Spread of infection | Vulnerable Staff, Young People & Children | Contracting COVID-19 with High Risk of complications | H |  |  | Settings must:  Have a record of Staff and Children who are clinically & extremely vulnerable. These must be accurate and up to date.  Elrick School Nursery do not currently have any clinically extremely vulnerable staff or pupils but will continue to be proactive in identifying (and recording that this has been carried out for every individual) all staff and children who are clinically extremely vulnerable with the HT/EYSP prior to them entering the setting. HT will invite those staff who feel that they are vulnerable to advise her of this to enable appropriate risk assessment to be undertaken.  ***Identified Lead is: EYSP Nicola McKinlay/Nicola Scott***  **Those who are at Highest Clinical Risk from Coronavirus (known as shielding):**  As the levels of COVID-19 in a local area changes, the proportionate advice for people on the shielding list in the area will change as well. People at the highest risk should follow the advice for the general public, as a minimum.  **Protection Level 0-2**   * Children with the highest clinical risk can continue to attend the setting, following the advice for the general public. * Staff with the highest clinical risk can continue to work in settings, following a dynamic risk assessment and appropriate social distancing. * If social distancing cannot be maintained at 2m then setting must assess the risk, taking account of all relevant clinical and occupational health advice   **Protection Level 3-4**  Enhanced measures apply to children, young people and staff, at highest clinical risk. See Page 1 for Enhanced Protection Measures.   * Parents/carers may wish to have a discussion with their child’s healthcare team if they are unsure or have queries about returning to or attending school because of their own health condition.   We will explore barriers to attendance with parents/ carers where there are concerns.  **Workplace Risk Assessments:**  Our workplace risk assessments take account of age, sex, ethnicity, body mass index (BMI) as well as clinical conditions and recommended practical protective measures. We adhere to Coronavirus (COVID-19) – guidance on individual risk assessment for the workplace.  ***https://www.nhsggc.org.uk/media/262073/covid19\_scot\_gov\_occupational\_risk\_assessment\_guidance.pdf***  **Underlying Health Conditions:**  Clinically vulnerable staff (including those who have underlying health conditions but who are not on the shielding list) can continue to work subject to a dynamic risk assessment.  Ensure that all clinically extremely vulnerable staff are enabled to work from home, (for example, supporting remote education), or where that is not possible, carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.  **Pregnancy**  Normal pregnancy risk assessment will be undertaken. Further risk assessments will be put in place during the third trimester to ensure exposure is reduced.  **Support for Minority Ethnic Children, Young People and Staff**  There is wider evidence that children, young people and adults from Minority Ethnic background who are infected with COVID-19 seem to be at higher risk of severe disease. We respond to requests for additional protection on an individual basis and ensure this is reflected in the “Individual Risk Assessment”  **Support for Children with Additional Support Needs**  Every child will have different levels of support.  Individual risk assessment, considering individual needs will be completed alongside educational providers and parents/carers.  HT / EYSP to review existing documentation for individual pupil (Inc. behavioural/medical risk assessments, MAP, PEEP) and update considering current guidance.  **Personal Care Plans**  Admissions take place in August, January and April.  HT**/**EYSP to ensure Personal Plans are in place for all children within 28 days of starting setting.  EYSP to ensure theses are shared with Team & Parent Carers.  **Other:**  Advice is available [**here**](https://www.gov.scot/publications/guidance-education-children-unable-attend-school-due-ill-health/) for the education of children who are unable to attend nursery due to ill health. Plans for remote education are available to be utilised if necessary.  <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/>  The Fire Evacuation Procedure has been updated to reflect changes and information has been shared with all staff. The muster point is outside the Primary School building, near to the bike area. Staff must maintain social and physical distancing when moving from the Nursery building to the muster point.  Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. If additional support is needed PPE should be worn where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out.  A cleaning routine for specialist equipment for children with additional support needs, sensory rooms, to ensure safe use has been established. Daily cleaning records are maintained by EYLP and stored in Nursery.  **Guidance and Links:**  **https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx** |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.4 COMMUNICATION:** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | Additional arrangements for sharing information between staff, families & between settings have been agreed to ensure there are clear lines of communication, where face to face contact is reduced. General Data Protection regulations (GDPR) have been considered and privacy policies updated. The Elrick Nursery Conversation Café Teams page has been utilised and a separate collaboration page for Green Class and Blue Class has been established. Parents are able to share information on this. An Elrick Nursery email address has been created and parents are encouraged to use this when communicating with the team.  Where face to face communication is preferred and suitable, PPE is worn and physical distancing guidelines of 2m are adhered to. |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.5 INFECTION PREVENTION & CONTROL**  **CLEANING PRACTICES** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | SPECIFIC CONTROLS: CLEANING: ALL CLEANING IS CARRIED OUT IN ACCORDANCE WITH-  <https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/>  <https://www.hps.scot.nhs.uk/web-resources-container/infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/>  Daily cleaning records are maintained by all members of staff and are updated regularly. **Lead:Julie Farquhar EYLP.**    **2.5.1 General Cleaning: 2.11.20**   * Regular (at least twice daily) cleaning of commonly touched objects and surfaces (e.g. desks. handles, dining tables etc.) takes place. Staff update records to show that this has been completed. * An additional cleaner supports during transition periods and the changing of classes. * Toys and equipment that children access are cleaned between sessions and more frequently if needed. * Where possible resources have been split into two groups for our separate classes. * Standard detergent and disinfectant that are active against viruses and bacteria are used to clean all toys and resources. * Careful consideration has been given to cleaning regimes for sensory rooms and soft play areas, to ensure safe use. Staff record when this area has been cleaned. * If toys are unable to be cleaned effectively then they are placed in quarantine for 72 hours before being reintroduced. * Toys and equipment that are easy to clean are utilised. * Resources such as sand, water & playdough can be used with regular cleaning of equipment/resources. Water & Playdough is replaced on a sessional basis or more frequently if necessary.   **Toys & Resources going between Home & Setting-2.11.20**   * Children are discouraged from brining Toys from home. * We currently do not have any children who require a transitional object to support them in Nursery. Individual risk assessments will be put in place if this situation arises. * The sharing of resources between home & setting are restricted. If resources from the setting are taken home e.g. learning journals, these are quarantined for 72 hours on return to the setting and are cleaned before the next usage.   **Comfortable Areas-2.11.20**   * Soft furnishings have been removed. * If soft furnishings such as throws are required they will be used by individual children and washed after use.   **Clothing-2.11.20**   * Parents are encouraged to provide clothing for outdoor play. * Children are not permitted to share outdoor clothes or footwear. * If necessary clothing belonging to the setting is allocated to one child within the session & laundered/cleaned before being used by another child.   **Eating – 2.11.20**   * **All** surfaces within snack/eating area are be wiped down & disinfected between group of children (e.g. tables, cupboards, microwave, kettle etc.) * Crockery, utensils & equipment in eating/snack area/kitchen are cleaned with general-purpose detergent & dried thoroughly before being stored and reused. * Staff are encouraged to use their own cup/cutlery and ensure theses are cleaned straight away. These are also dried thoroughly before being stored & reused. * Staff are not permitted to share communal areas if they cannot socially distance or if cleaning schedules not in place. * Staff are discouraged from leaving food stuffs (e.g. crisps, open sandwiches) exposed and open in communal areas– 26.11.20   Specific cleaning advice is available in ‘Cleaners infection control procedures V1.1 21.04.20 produced Rab Birnie.’ Please also see ‘Suma Bac D10 – User’s manual’ produced by cleaning services Aug 2020..Relevant cleaning guidance has been shared with all staff. |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.5.2 TEMPERATURE AND VENTILATION** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | **ABERDEENSHIRE COUNCIL VENTILATION & HEATING Version 1.0 -29.10.20**  Doors and windows are opened in the morning as this increases natural ventilation. Ventilation is an important factor in mitigating against the risk of aerosol transmission of the COVID-19 virus. Internal temperatures and conditions are maintained in line with the School Premises Regulations.  Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected. FES have been advised to prioritise any calls for windows that cannot open / are hard to open.  Internal fire doors must be closed should an evacuation take place, when the space is not in use and a responsible adult must be present if propped opened and the Fire Risk Assessment updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present and revised documents must be shared with all relevant parties.  **Balance of Ventilation & Internal Temperature – 2.11.20**   * Partially open doors and windows to provide ventilation, while reducing draughts * Opening high level windows, in preference to low level windows to reduce draughts * Refreshing air in spaces by opening windows & external doors, at times which avoid user discomfort (e.g. between sessions or when children are outdoors).   <https://hub.careinspectorate.com/media/3724/space-to-grow-indoor-outdoor-settings.pdf>  <https://www.hse.gov.uk/pubns/books/l24.htm>  \*In Local Authority Settings,   * **Minimum ventilation change is 2 air changes per hour** * Minimum temperature is 17C.\* * Keep doors open (with appropriate regard to safety & security) may also help reduce frequent touch contact. * Review Fire Risk Assessment before any internal doors are held open.   **Ventilation Systems – 2.11.20**    Where it is not possible to keep doors and windows open and mechanical ventilation systems (central or local) are in place, these should be set to full fresh air.(If this cannot be done systems should be operated to achieve statutory requirements, as a minimum).   * If Ventilation Unit has filters, enhanced precautions should be taken when changing. * Ventilation Systems should be checked or adjusted to ensure that they do not automatically adjust ventilation levels to differing occupancy of the room/area. |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.5.3 ENHANCED HYGIENE** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | **Handwashing -2.11.20**  Supplies of tissues, soap, paper towels and hand sanitisers are located throughout the nursery.  Staff and children are encouraged to:  Wash Hands:   * On arrival at setting. * Before & after Putting on & Removing PPE * Before & after Intimate & Personal Care * Before & after cleaning equipment & environment * Before & after eating. * After toileting. * At regular intervals throughout the day. * When moving between different areas e.g. between rooms or inside/outside. * After blowing nose/sneezing. * Use a tissue or elbow to catch coughs or sneezes. Person to dispose of tissue in foot pedal bin. * Staff should supervise and support of children wash hands effectively. There should be daily reminders/demonstrations of how to do this. * Staff and children should decide on handwashing schedule for each session. * Never share communal bowl to wash hands. * Encourage children not to touch face – use distracting methods rather than asking them to stop. * Settings should try to provide hand washing facilities outdoors. * Staff hair should be tied back where appropriate and clothes changed daily. Children encouraged to also tie hair back.   <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/>  <https://creativestarlearning.co.uk/early-years-outdoors/hand-hygiene-outdoors/>  Anti-bacterial handwash is not recommended for children when soap and water is available.  At Elrick Nursery we have established a hand washing facility outdoors and review how it used regularly. A step has been created to ensure easy access to the tap for all children.  A portable handwashing station is taken with us when we go to Arnhall Moss for our outdoor offsite provision.  <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/>  <https://creativestarlearning.co.uk/early-years-outdoors/hand-hygiene-outdoors/>  **2.5.4 TOOTHBRUSHING-2.11.20**  At Elrick Nursery we are currently not offering toothbrushing.  <http://www.child-smile.org.uk/professionals/Coronavirus-Return-of-supervised-daily-toothbrushing-in-nursery-and-school-settings.aspx> |  |  | **L** |
| **Hazard** | **Who** | **Risk** | **H** | **M** | **L** | **2.5.5 USE OF PPE** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | **No additional PPE Measures are required for general use in Early Learning & Childcare Settings. PPE – 2.11.20**  It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school (including EYSP in the ELC Setting) at all times – the current guidance from procurement is always having 4 weeks stock on site.  Use of PPE in ELC settings should continue to be based on a clear assessment of the risk and need for an individual child, i.e. personal care.  If a risk assessment (individual or organisational) states that PPE is required, use HSE Personal Protective Equipment (PPE) at Work Guide to identify what PPE is required.   * PPE should be readily available to staff * Staff should be trained how to use it, including how to put on, take off and dispose of appropriately. * Waste Facilities should be provided.   **Staff should continue to follow existing guidance on the use of PPE:**  **Examples of this include:**   * Staff carrying out intimate care should wear disposable, single-use plastic aprons and gloves * Staff should have access to disposable single use gloves for spillage of blood and other bodily fluids, disposing of dressing and equipment (Local infection control procedures and safety protocols should be stringently followed. Training should be provided). * Training to include putting on/taking off of PPE, disposal of soiled items, laundering of clothes- including uniforms & staff clothing, laundering of towels & linen, cleaning personal equipment, for children, such as hoists & wheelchairs. * Hand Hygiene is essential before and after all contact with a child receiving intimate or personal care, before putting on/removing PPE and after cleaning equipment and environment. Hands should be washed with soap and water, for at least 20 seconds and dried thoroughly.   **Types of PPE required for specific circumstances:**   * ROUTINE ACTIVITIES – No PPE required * SUSPECTED COVID-19 – Gloves, apron, and a fluid-resistant surgical mask when direct personal care needed. Eye protection if a risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case has been. * INTIMATE CARE – Gloves and apron. Surgical face masks and eye protection can be worn if there is a risk of splashing. Gloves and aprons worn when cleaning the area. * GENERAL CLEANING – Disposable Gloves – 3.12.20 * CLEANING TOILETS – Chemical Resistant Gloves -3.12.20   **PPE Equipment is: (specific PPE to be identified for each specific circumstance)**   * Aprons -change after every use (single use) * Gloves - change after every use (single use) * Fluid Repellent Surgical Masks –change after every use (single use) * If there is risk of spitting, or facial exposure to bodily fluids - then eye protection will minimise risk. * First Aid trained staff have been informed of protocol * All First Aid Kits contain PPE: gloves, aprons, and masks. * All toilet areas to contain signage highlighting good handwashing routines. Child friendly displays and visual cues are on display in the toilet area. * Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and PPE should be worn when providing direct personal care. |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **INTERNATIONAL TRAVEL – Self-Isolation Arrangements** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | Children & young people returning to Scotland are not exempt from self-isolation (Quarantine) rules.   * EYSP’s will engage with children and their families to ensure adherence to the legal requirements. * All members of staff will keep up to date with the most current list of exempt countries. * “Sector Advice Card” should be displayed in all settings. <https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/08/scottish-covid-19-workbook-2020/documents/sector-advice-card-schools/sector-advice-card-schools/govscot%3Adocument/sector-advice-card-schools.pdf>   <https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/pages/exemptions/> |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.6 STAYING VIGILANT & RESPONDING TO COVID-19 SYMPTOMS** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | At Elrick Nursery staff & parents/carers are asked to remain vigilant for the symptoms of COVID-19 and to understand what actions they should take if someone develops them within or out with their setting.  [NHS Coronavirus Guide Schools Aug 2020.docx](https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B55AE122A-D6FE-46C4-BA36-31571B3E33A5%7D&file=NHS%20Coronavirus%20Guide%20Schools%20Aug%202020.docx&action=default&mobileredirect=true)  **BOOKING A TEST**   * Staff can book a test: * [www.nhsinform.scot](http://www.nhsinform.scot) * Employer Referral Portal (The portal will prioritise tests and appointments over the general public. Individuals will be directed to a Regional Test Centre or Mobile Testing Unit or possibly sent a home test if they cannot travel) * 0800 028 2816 * Parents can book a test on a child’s behalf.   Testing is not a requirement unless staff are symptomatic or have been advised to take a test by a Health Care Professional.  A member of staff can request a test, without being symptomatic but are concerned they have been at risk of infection.  <https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B52A7F852-B8F6-485C-804F-265839BB5CEB%7D&file=School%20guidance%20on%20symptomatic%20or%20confirmed%20cases%20of%20Covid%2019.docx&wdLOR=c663CBE70-38B6-4FC5-9AFC-72A7C16515CF&action=default&mobileredirect=true>  <https://www.nhsinform.scot/campaigns/test-and-protect> |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.6.1 TEST AND PROTECT** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | * Staff and Parents who have smart phones have been encouraged to download **The Protect Scotland** **Tracing App** to help supress the spread of COVID-19. * All staff within the setting are aware of **TEST & PROTECT** arrangements, should someone become unwell. * ELCs are considered **complex settings** and therefore will be prioritised by the Local Health Protection Team, should they have suspected cases. * **All parents/carers** should **mention their childcare arrangements**, if contacted by or contacting **Test & Protect** services**.** * If a child or staff member tests positive, the contact tracer will consider the close contact that person has had within that setting. * EYSP’s keep clear records of children, adults and staff attending their settings. * EYSP’s keep records of which children and adults have been involved in group/bubble activities. These records will help ensure a rapid response if a positive case occurs. * EYSP’s maintain records of staffing capacity and plan, as much as possible, to minimise the operational impact of individual staff or groups of staff being required to self-isolate. |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.6.2 OUTBREAK MANAGEMENT** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | Management of outbreaks in schools is led by Local Health Protection Teams (HPTs) alongside local partners following established procedures. Ensure you know how to contact local HPT:   * **Grampian Health Protection Office Hours Tel No. 01224 558520.** * **Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call)** * **Email Address:** [**grampian.healthprotection@nhs.net**](mailto:grampian.healthprotection@nhs.net)   (See flowchart NHS Coronavirus guide schools, NHS Grampian Aug 2020)   * Settings should contact their local HPT & Local Authority if there is a **single confirmed case of COVID-19.** * Settings should contact their local HPT & LA if there is **any suspicion** that there might be an outbreak of cases (e.g. an increase in rates of absences due to suspected or confirmed cases of COVID-19). * Settings should contact their local HPT if there is an increase in respiratory illness for further advice.   The Test and Protect contact tracing team will be in touch with the case (or case’s parent/guardian) to identify any potential close contacts. The preliminary investigation by Test and Protect will identify that a school is involved. This will then lead to notification of the Health Protection Team who will undertake the relevant investigation.  It is possible that the school may be the first organisation to be made aware of a new case of COVID19, either directly from the case (the person who tested positive) or from their parent or guardian. Schools are asked to maintain the confidentiality of the case where possible. If the school becomes aware of a confirmed case or cluster of cases of COVID-19 in associated with the school, they should contact the Health Protection Team for further advice before taking any public health action.  I**f an outbreak confirmed the ELC should work with local HPT to manage with local authority.**  **Actions may include:**  • Attendance at multi-agency incident management team meetings  • Communications with pupils, parents/carers, and staff  • Provide records of school layout / attendance / groups  • Implementing enhanced infection, prevention, and control measures.  HPT will make recommendations on self-isolation, testing and the arrangements to do this. Any discussion of possible school closures should take place between school, local authority, and local HPTs. Schools should maintain appropriate records.   * **Early Years settings should inform their Care Inspectorate in the event of any confirmed or suspected outbreak of infectious disease and specifically COVID-19.** * [**https://www.careinspectorate.com/index.php/coronavirus-professional**](https://www.careinspectorate.com/index.php/coronavirus-professional) |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.6.4 STUDENTS:** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | The government expects that student placements will begin to be accommodated within settings for placement from the end of the October break 2020 onwards, although timescales may vary across authorities. Guidance and Toolkits are being developed to support these placements.  **At Elrick Nursery we do not currently have any student placements taking place.** |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.7 LIMITING CHILDREN’S CONTACTS:** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | Reducing the number of interactions that children and staff have a key part of reducing risks in settings. This will reduce likelihood of direct transmission and allow for more effective contact tracing.   * Contacts are limited by managing children within groups. Children should stay in the same group wherever possible. At Elrick Nursery we currently have two groups of children who attend different sessions and adult to child ratios are maintained. * Large indoor groupings are discouraged and smaller group activities are planned for. * Children are not required to physically distance from each other or adults. * It is important for children to feel secure and receive warmth and physical contact that is appropriate to their needs, in particular, when they are receiving personal care, being comforted and reassured. Keyworkers will need to be close to the children and should feel confident to do so. Staff have been made aware of when it is necessary to wear PPE * Staff must physically distance by 2 metres at all times. * A flexible approach to the use of existing spaces, within the setting, has been considered and our outdoor space and offsite provision is used more frequently. * Sharing of resources is minimised. Where resources are used by different groups (e.g. on rotational basis) they are cleaned in accordance with most up to date guidance. |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.8 MAXIMISING USE OF OUTDOOR SPACES:** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | Evidence suggests that outdoor environments can limit transmission, as well as more easily allowing for appropriate physical distancing between children and staff. At Elrick Nursery we maximise opportunities for outdoor play and activities.   * All outdoor equipment is cleaned thoroughly between sessions. * Our mud kitchen equipment has been divided into two to ensure each class has access to resources. * Staff plan for children to enjoy active energetic play across the day includes using the school grounds, * When visiting a public space, such as Arnhall Moss staff are aware of the need to physically distance and to keep groups of children distanced from any other children or adults who may be in the vicinity. Posters and signs have been created to display and inform members of the public that children are learning and playing nearby. * Staff take the necessary precautions to protect children from the elements and this should include suitable clothing, head coverings and sunscreen. * Parents should provide all weather appropriate clothing, if they can, to avoid children sharing items. * Staff and children do not share outdoor clothing. These should be washed regularly and stored appropriately. * All changes of clothes should be kept in setting and should not go back and forwards from home.   OFFSITE PROVISION  Specific consideration should be given to taking children out into the local community. Every offsite trip requires planning, and a risk assessment should be created detailing the unique circumstances of that trip e.g. weather, ratios, location, staff, COVID-19 prevention measures etc. Updated 14.08.20  At Elrick Nursery we provide an offsite outdoor experience for our children and a separate risk assessment has been provided for this.  Guidance and Links:  <https://hub.careinspectorate.com/media/1157/delivering-play-and-learning-environments-outdoors-practice-note.pdf> |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.9 SINGING, MUSIC AND DRAMA:** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | There is an increased transmission risk associated with music and drama activities.   * Singing does not take place indoors, as an organised large activity. * If a child sings naturally in the course of an activity and play, they are not be discouraged to do so. * Singing can be used to comfort young children, when necessary.   **21.11.20- ADDITIONAL EVENTS- from Vincent Docherty (Head of Education, Aberdeenshire)**   1. In keeping with the guidance of having “no visitors, parents or carers beyond the front door where possible”, no performance activities with an indoor parental audience are permitted.      1. Any activity which would bring together the bubbles of pupils/staff within your school, whether to participate in performance or to form an audience should be avoided.  This is the case regardless of whether the activity is planned indoors or outdoors.      1. Any performance type activity by either an individual or group (from within existing bubbles) which might encourage any gathering of parents to form an audience outside are not permitted.      1. In accordance with national guidelines published by Education Scotland there is no singing and no playing of brass or woodwind instruments (including bagpipes) permitted.  Following guidance from the Heads of Instrumental Music Tuition Scotland, this applies to both indoors and outdoors.      1. In keeping with the guidance of having “no visitors, parents or carers beyond the front door where possible”, no visiting performers, whether individuals or groups are permitted.       Notwithstanding the above, activities or performances performed by pupils, whether individually or as part of a group, as part of their learning and teaching and where bubbles are maintained, are permitted.    At Elrick Nursery we use digital technology in order to share the learning that is taking place. Permission has been sought from parents before we share anything on our social platforms |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.10 PHYSICAL DISTANCING between adults in settings, including parents at drop-off and pick-up times):** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | **Physical distancing between adults remains a fundamental protective measure that should apply at all times**. Individual physical distancing applies to staff, parents and other adults who may attend the setting or delivery people &contractors-2.11.20   * Adults should stay 2 metres apart from all other adults within the setting. * All staff rooms, bases & offices should be reconfigured to ensure that physical distancing of 2m can be maintained. Where physical distancing of 2 metres cannot be maintained Risk Assessments should be undertaken & control measures implemented. |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.11 USE OF FACE COVERINGS** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | **Face Coverings are *not*** **required when working directly with children in ELC, including on the floor, supporting children to move around setting, toileting or as a result of being less than 2 metres distant for children. -2.11.20**   * **Face coverings should be worn, by adults, wherever they cannot maintain a 2-metre distance from other adults (e.g. in communal areas and corridors).** * Face coverings should be worn by adults when not working directly with children, in offices, admin areas, staff rooms, canteens (except when eating) and other confined communal areas, where 2 metres distancing cannot be maintained. * Some adults will be exempt from wearing face coverings. * **Parents & other visitors (whether entering the building or not) should be strongly encouraged to wear face coverings. Including parents/carers at drop off and pick-up.** * Children may require support/reassurance about the reasons for adults wearing face coverings. * It is not recommended that children under 5 wear face coverings in ELC settings. * **Anyone (staff or child) who wishes to wear a face covering is free to do so.**   Instructions must be provided to staff on how to put on, remove, store, and dispose of face coverings must be provided to staff and pupils:   * Face coverings must not be shared * Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering * Face covering of an appropriate size should be worn. It should cover mouth, nose & chin. * When temporarily storing a face covering (e.g. during sessions), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination. * Re-usable face coverings should be washed after each day of use at 60 degrees centigrade or in boiling water. * Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be. * Supplies of face masks are available at the main door and at strategic points throughout the Nursery building. These are replenished regularly.   **Guidance and Links:**  [covid-19-decontamination-in-non-healthcare-settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) guidance.  <https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx>.    **Face Coverings –** Care Inspectorate & Grampian HP Team state that face coverings (face coverings should not be confused with PPE, including Type IIR face masks), are not required for normal day to day activities within ELC settings but should be worn in the circumstances below:   * Definition of face covering found here:<https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>     Where adults cannot keep 2m distance and are interacting/working face-to-face with a child, a Type IIR face mask should be worn. Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering).  **SUSPECTED COVID-19 –** A fluid-resistant surgical mask should be worn by staff in they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so. |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.12 DROP OFF & PICK UP- 2.11.20** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | The drop off/collection of children has been carefully considered and planned for accordingly.   |  | | --- | | Signage and information has been added to the entrance of the setting site. Information has been shared by email, with all parents.  Individual physical distancing applies to staff, parents and any other adults who may attend the setting.  Families will need to maintain a 2m distance at drop off and pick up. Only one adult is to accompany child at drop off/pick up and parents are strongly encouraged to wear a face covering.  Staff will ensure that children are ready to leave (coats, bags etc) and will take children to the door to meet their named adult. Staff will wear face coverings during drop off and pick up.  Staggered or allocated drop offs/pick up times and alternative entry and exit sites have been utilised. Children enter by the main nursery entrance and exit through the nursery garden gate. |   Staff at Elrick Nursery do not currently escort pupils by transport. |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.13 SETTLING-IN** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | At Elrick Nursery the transition and settling period has been carefully considered and extra support and additional time has been planned for.  Existing policies and procedures are used in order to settle children into the Nursery at key transition times. This is alongside COVID-19 guidance.  For children with ASN, Elrick Nursery work in partnership with parents, lead professionals and children to establish what support and plans need to be put in place to meet their needs.   * Enhanced transitions are considered for children with ASN.   EYSP’s have consider how they will support staff, parents & children to familiarise themselves with the revised layout and movement patterns. This has been made fun for the children.   * A map has been shared with families to show entry and exit points. * Social stories and videos have been shared with children in advance. * Clear signage and colour coding on floors to encourage social and physical distancing. * Clear child friendly visuals have been used in key areas such as toilets. |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.14 MOVING WITHIN AND BETWEEN SETTINGS:** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | Some approaches to circulation of children & staff and transitions between different parts of the setting’s indoor; 2.11.20   * **One-way systems:** This may ease bottle necks and ease travel around the setting. * **External Circulation:** Encourage the use of external areas to move between parts of the building**.** Safety in all weathers and security issues would be required to be considered. * **Signage/communication:** Appropriate signage or verbal communication about one-way system etc. should be adopted and implemented.   **Peripatetic Staffing:** Staff, who by the nature of their role support multiple settings should onlyattend settings in person where it is demonstrably in the support of the health and wellbeing of children.  Lower risk methods are used for input from peripatetic staff e,g. digital/virtual means, or outdoor settings.  Where movement across locations is necessary to deliver school operations the number of interactions should be minimised.  Peripatetic staff should only visit 1 setting and there should ideally be a period of 7 days between contact with another setting. There are individual circumstances. 18.08.20  Elrick Nursery currently have no staff members who work across more than one childcare setting. Careful consideration will be given to the use of bank staff and risk assessment will be created if this is necessary.  **Travel restrictions between areas of different prevalence will be set out in guidelines. Exceptions will apply for essential travel including work & education.**  Updated 2.09.20  **Peripatetic staff (ASN) working location base school and one other location per week.**   * Follow school guidelines in their base school * Only visit one school per day when not in base school * Do not work with more than 2 contacts per day in schools that are not base school. * A contact is defined as one child, a group of children (maybe a class), a single member of staff, a group of staff, a parent or carer or a family group.   Updated 2.09.20  **Supply / relief staff working across various settings**   * Maximum of one setting per day * No limit on number of groups but staff advised to reduce the number of interactions * A risk assessment should be taken for each relief member of staff * Relief staff must adhere to social distancing, good hand hygiene and risk assessments within setting. * Ensure staff have signed in at school for trace and protect purpose |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2:15 EVACUATIONS:** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | Consideration has been given to the emergency evacuation procedure (e.g. in the event of a fire or other incident) and all staff have been made aware of the changes.   * Drill practice has been Carried out with staff and pupils led by the HT/EYSP. When not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point. * All Emergency Evacuation Plans have been reviewed and updated. (including PEEPS). * Socially distanced Assembly Points have been identified. |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.16 SHARING PREMISES:** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors |  |  | **L** | At Elrick Nursery we currently do not share our premises with any other services. |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.17 BLENDED PLACEMENTS:** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | In order to minimise the number of contacts and risk of transmission, attendance at multiple ELC settings should be reduced as far as possible.  In the case of split placements, a dynamic risk assessment has been created in consultation with the families and other setting concerned. EYSP’s ensure relevant contacts details are up to date in order to share necessary information as required. Consideration has been given to ensure children are supported in good hygiene practices when they enter and exit the settings.  Where a child attends more than one setting, consideration has been given to record keeping of the other setting(s), to assist with any Test & Protect process. All records are GDPR compliant.  **Guidance and Links:**  https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/blended-placements-provision-of-meals-and-snacks/ |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **2.18 PROVISION OF MEALS & SNACKS** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | Ensure that mealtimes are a relaxed and enjoyable time where children can socialise, while implementing practical approaches to prevent the spread of infection -2.11.20.   * Staff should follow usual good hygiene practices when preparing or serving food or assisting children with packed lunches. There is no need for additional PPE at meal and snack times. * Ensure all staff are aware of food allergies and intolerances and support children with these.   ELC providers may wish to consider the following potential approaches to minimising interaction between groups at dining times and dealing with associated logistical issues:   * increasing the space for dining or implementing staggered dining arrangements, with children eating in their arranged groups * If there is a risk of cross contamination children should stay in their play area or eat outdoors. * Limit the number of staff using staffrooms or bases to eat. Social distancing to apply. * All areas and surfaces should be kept as clear and clean; all dishes should be washed, dried, and tidied away for good hygiene. * Safe, hygienic, and labelled food storage is necessary for shared fridges by staff. * Safe hygienic and labelled food storage is necessary for main fridge. * *Communal bowls, dishes and jugs should not be used. Staff should always serve food and drinks to children. Staff should always make water available, but children must not self-serve***.** * Children can help prepare snack and bake as long as robust Risk Assessments are in place and fully implemented - Care Inspectorate Sept 2020 * All rubbish and waste should be put straight in the bin by children/ staff (own)and not left for someone else to clear up. * All areas used for eating must be thoroughly cleaned at the end of each sitting and session, including chairs, door handles, vending machines etc.  |  | | --- | | At Elrick Nursery snack is prepared and served by a member of staff to minimise the risk of infection. |   If setting using Aberdeenshire Catering Services, risk assessments should be discussed and carried out between the setting and service.  Payments for snack - Cash is put in a sealed envelope and deposited in a collection box. Staff handling money wear PPE and follow good hand hygiene.  Guidance and Links:  website/nss/2448/documents/1\_infection-prevention-control-childcare-2018-05.pdf  https:vimeo.com/212706575 |  |  | **L** |

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| Hazard | Who | Risk | H | M | **L** | **Other:** | **H** | **M** | **L** |
| Spread of infection | Staff/  Adults  Children & Young People  Visitors | Cross contamination of infection.  Infection of staff, children, and visitors | **H** |  |  | **3.5 Staff Wellbeing & Professional Learning Support-2.11.20**   * Practitioners may find it valuable to access support for their mental health and wellbeing in the lead-up to settings reopening and once they reopen. * Scottish Government/ Early Years Scotland to develop new Team ELC Wellbeing Hub   **3.6 Wellbeing, Nurture & Experiences – 2.11.20**  It is essential that ELC continues to be informed by the principles which underpin **high quality provision**. While aspects of practice may be delivered differently, practitioner will be working to meet the needs of their children and their families.   * Article 31(1) UNCRC * 1.32 HSCS * GIRFEC * Realising the Ambition   During the COVID-19 Recovery Period, settings will require to adjust ***how*** they provide high quality provision. **Best** Practice will:   * Put the best interests of the child at the heart of decision making. * Take a holistic approach to the wellbeing of the child. * Work with children and their families on ways to improve wellbeing. * Advocate preventative work and early intervention to support children, people and their families. * Believe professionals must work together in the best interest of the child. |  |  | **L** |

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| **Process/Activity: Infection Prevention & Control** | | **Location:** **All ECS Establishments** | **Date: 14.08.2020** |
| **Establishment RA Author: Nursery Leadership Team** | **Date of Review: 27/01/2021** | | |