



RISK ASSESSMENT FORM

RA REF NO:		TITLE OF TASK ASSESSED:	Reopening of Early Years Learning Centres	DIRECTORATE:	Education and Learning
SERVICE:	Early Years Childcare	STAFF GROUP:	Dalbeattie Nursery ELC Team	DATE:	10.8.2020 6.11.2020 9.11.20

WHO IS AT RISK		SPECIFIC INFORMATION	LOCATION(S)	
Staff	<input checked="" type="checkbox"/>	<p>Reopening of ELC's and management of infection risk of Covid 19.</p> <p>This RA is required to support the impact of Covid 19 on the Education Service and to manage the risks to staff and children when ELC's reopen. This is based on Scottish Government Guidance https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/ published on 30th October 2020.</p> <p>This Risk Assessment should be read alongside Infection Prevention and Control in Childcare settings and Dumfries and Galloway Council Environmental Health - Guide to Food Hygiene for Childcare Facilities</p> <p>Staff will ensure they have read and understood the hazards and control measures outlined. Staff have the responsibility to identify and report to their Management Team any concerns or hazards that they observe and support adapting control measures to meet any new hazards.</p> <p>Where it is possible to do so, children will have key points of the RA shared with them (e.g. handwashing) and will be self-aware of their role and responsibility in the carrying out of these with support from staff on the premises.</p> <p>Parents: when accompanying children to the ELC, will have the key points and procedures of the RA shared with them and will be aware of their role and responsibility in the implementation of these procedures.</p>	Council Property	<input type="checkbox"/>
Service Users	<input checked="" type="checkbox"/>		3 RD Party Premises	<input checked="" type="checkbox"/>
Contractors	<input checked="" type="checkbox"/>			
Members of Public	<input checked="" type="checkbox"/>			
New & Expectant Mothers	<input checked="" type="checkbox"/>			
Young Persons	<input checked="" type="checkbox"/>		Other Location	<input type="checkbox"/>

HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	

HAZARDS	I.e. what has the potential to do harm in terms of Location, Equipment, Activity, Person and Substance.	Risk Rating
GENERAL CONTROL MEASURES	What have you in place to avoid, reduce and manage risks) (Consider the RA control hierarchy – Eliminate, Reduce, Isolate, Control and then PPE . Always consider need for Provision of Information, Training, and Instruction & Supervision. You can also refer out to any existing Safe Working Procedures.	Likelihood L Consequence C

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Staff awareness of Covid-19 and Wellbeing/Stress	<ul style="list-style-type: none"> Staff living with a person who is shielding are not required to adopt shielding measures for themselves, refer to NHS Inform Shielding advice and follow the guidance. Guidance for employees shielding in relation to the new Scottish Level system provides further guidance in relation to the Tier that the employee is working within. https://www.gov.scot/publications/covid-19-scotlands-strategic-framework/pages/9/ Guidance on GLOW H&S Tile guidance/link to NHS Inform for guidance. Staff with medical conditions and listed as “people at higher risk” should follow social distancing guide. Staff with medical conditions and listed as “people at extremely high risk of severe illness” should follow shielding guidance. Staff instructed on symptoms of Covid-19 and action to take based on latest HPS/NHS/Government guidance. Posters displayed at entrance gates/doors about not entering area if symptomatic/living with symptomatic persons. Council Health and wellbeing guidance followed, and information and support provided to staff. See information/procedures in GLOW (H&S Tile). Wellbeing champions within Education and information available for coping techniques. Guidance and information available through Occupational Health Policies and Communications. Managers notify the Care Inspectorate in the event of any confirmed or suspected outbreak of an infectious disease, notifications and guidance are available through eForms. Managers and staff are aware of Test and Protect arrangements should they experience an outbreak of Covid-19. If a member of the staff team has symptoms, they must contact the NHS to arrange to be tested at 0800 028 2816 or www.nhsinform.scot. 	2	3	6	

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<p>Physical distancing at drop off and pick up times – Risk of Transmission of Covid-19</p>	<ul style="list-style-type: none"> Large gatherings of people will be avoided, and physical distancing will be maintained. 2 metre Physical distancing between staff and other adults in the settings (including parents) will be adhered to at all times. Where possible parents will not enter buildings without prior appointment. All visitors will be noted and contact details will be available for Trace and Protect procedures. Staggered and allocated drop off/pick up times may be required (so that not all children arrive onsite at one time) Where parents are dropping off young children and it is not possible to maintain physical distancing between adults, staff and children will wash hands after the child is safely in the setting. Staff will be required to wear face coverings unless exempt. Parents and other visitors to the setting (whether entering the building or otherwise), will be strongly encouraged to wear face coverings including at drop off and pick up Separate entrance and exit point will be used for each cohort of children to ensure that the parents and children of each group don't mix. Arrangements in place at handover for distressed children to be comforted, without the parent coming into contact with other children or staff indoors. Staff and parents will be encouraged to follow physical distancing when travelling to and from nursery, as advised in the latest guidance on how to remain safe when walking, cycling and travelling in vehicles or on public transport during the coronavirus outbreak 	2	3	6	
<p>Poor Hygiene/Cross Infection Risk</p>	<ul style="list-style-type: none"> Adequate hot water, sinks and supplies of handwash and paper towels will be provided. Children will use the sinks/toilets allocated to their group 1 or 2 – using visuals and large numbers to support them to do so. 60% alcohol hand sanitisers provided at entry and exits (for adult use only) will be provided. Antibacterial hand gel is not recommended for children when soap and water is available. Antibacterial hand gel should not be used by children under the age of 12 months of age and should be discouraged in children under the age of five. Further information can be found at http://www.gov.scot/publications/coronavirus-covid-19-early-learning-and-childcare-services/ Children will wash hands on arrival, before and after eating, after toileting, before and after playing outdoors and at regular intervals throughout the day. Staff will create an ethos of high expectation in hand washing and sanitation Hands will be washed when moving between different areas (e.g. between different rooms or between inside and outside). Water is never shared in a communal bowl when washing hands. Hands will always be dried thoroughly. Toothbrushing may take place in line with ChildSmile guidance. 	2	2	4	

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	<ul style="list-style-type: none"> Children will be encouraged where age appropriate not to touch their face, use a tissue or elbow to cough or sneeze, and dispose of tissues appropriately. Cleaning specification has been agreed and arranged with FM.(Amey) and Local Authority Anti-Viral wipes and/or sprays will be provided for frequently touched surfaces and items. Routine cleaning and disinfection of frequently touched objects and hard surfaces, this should include equipment staff use, (e.g. telephones, keyboards, door handles, and tables). Safety data sheets held in COSHH file. Posters displayed throughout the building. NHS How to Wash Hands Video guide alcohol based hand rub and infection control hygiene information on GLOW posters and videos Catch it, Bin it & Kill it posters displayed next to bins. Hands free lidded bins will be provided in every room Cleaning items will be provided by FM or ordered through council Solutions Centre. Before ELC's re-open a thorough clean and disinfection has been conducted. 				
Risk of Infection from Toys and Soft Furnishings	<ul style="list-style-type: none"> Children to only access toys and equipment that are easy to clean. Resources such as sand, water and playdough can be used with regular cleaning of the equipment used. Water and playdough should be replaced on a daily/sessional basis, when groups change. Children should be discouraged from bringing toys from home to the setting. However, some children may require a toy as a comforter, procedures are in place to safely manage this and the object should be stored in a ziplock bag if the child requires it to be in sight. Special care should be taken to ensure that if the child leaves the toy/comforter somewhere that it is placed into ziplock bag and not played with by other children. Toys and equipment that children access cleaned each day; between cohorts and at the end of the day or in the morning before the session begins using standard detergent and disinfectants that are active against viruses and bacteria. When preparing materials and equipment staff must wash hands BEFORE or consider using gloves. Soft furnishings will be removed indefinitely: e.g. sofa, cushions, bean bags, throws etc, where these are required to support individual children they will be washed in the washing machine at 60 degrees at the end of each session and will not be shared between groups without prior washing Sharing of resources is restricted and avoided where possible between home and nursery. If resources from the setting (for example, story bags) are taken home by a 	2	3	6	

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	child, these should be quarantined for 72 hours upon return to the setting and must be cleaned before the next usage				
Staff Member/Child showing symptoms of COVID-19 – infection risk	<ul style="list-style-type: none"> Procedures will be in place for dealing with symptomatic persons in building. Ventilated room/space available for persons displaying symptoms to wait until they can go home – this is the room next to reception. Appropriate supervision will be in place for children waiting to be collected. Room/area etc will be secured to prevent access until deep clean done by Facilities Management. No entry – requires sanitation poster available on site for display. Staff instructed on symptoms of Covid-19 and action to take based on latest HPS/NHS/Government guidance. Symptoms now include loss of smell and taste. Scottish Gov. Track & Trace guidance known and to be followed if required. Some exposures may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Speak to your H&S Support Officer to confirm before reporting. More information can be found on the HSE website. If contact with a symptomatic child is necessary (e.g. personal care), then disposable gloves (non-sterile neoprene or nitrile EN374), a disposable apron and a fluid-resistant surgical face mask (Type II) should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Services must notify Care Inspectorate of each individual case of COVID-19 in a person using the service. Refer to the following guidance Care Inspectorate guidance on notification reporting - COVID-19 	2	4	8	
Risk of Transmission of Covid-19 between Staff and children and between children Use of Cohorts	<ul style="list-style-type: none"> Physical distancing between adults will apply at all times. Staff will wear a face covering in communal areas including corridors/ rest rooms if not eating /drinking (unless medically exempt) and if they are unable to maintain the 2m physical distancing from other adults during snack and lunchtimes when the children require extra support. Children displaying symptoms of Covid19 on entry to school/ELC are not accepted and sent home along with their siblings. Signage and posters in place will remind staff of control measures. Cohorts of children set up, who will work together (maximum 25-33) Cohorts work with same staff members where possible. 	2	3	6	

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	<ul style="list-style-type: none"> It is important to consider limiting contacting between children Consistency of groups is beneficial, and efforts should be made to keep children within the same groups for the duration of the day or session, where possible. Staff observe strict hygiene practices including handwashing if required to care for different groups. More than one cohort can use a large space, but children should not mix freely with children in other groups, including in open plan settings. Minimal sharing of equipment or resources between cohorts and appropriate cleaning/sanitisation regimes in place between use. Peripatetic Staffing: Settings should review use of peripatetic staff, to ensure that staff who by nature of their role support multiple settings only attend settings in person where it is demonstrably in support of the health and wellbeing of young children. Staff employed in more than one childcare setting: Staff with a single employer should only work across more than one childcare setting or service when it is absolutely necessary. Risk assessments should be carried out where staff are employed by more than one childcare provider. Consideration should be given to sharing of information such as setting contact details, to support contact tracing. Consideration should be given to additional joint risk assessment and mitigations by providers to reduce the number of children and other staff that staff members work with across settings. Use of agency or bank staff: where settings use agency or bank staff they should ensure that staff do not move between settings where possible. Singing will not happen indoors as an organised, large group activity. Children can continue to sing naturally in the course of activities and play, and should not be discouraged from doing so, and in small groups 				
Blended Placements	<ul style="list-style-type: none"> To minimise the number of contacts and risk of transmission, attendance at multiple ELC settings is reduced as far as possible Good hygiene practices are in place Where necessary individual risk assessments are in place (e.g where children attend two services in one day, however this should be avoided where at all possible) 				
Rest area/staff rooms	<ul style="list-style-type: none"> Maximum occupancy of the rest area/staff room to be defined by Property Services based on two-metre physical distancing rules. This occupancy will be shared with all staff. Signage to be put in place identifying maximum numbers allowed in each room. 				

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<p>High use area – higher risk of social distancing breaches and contaminated surfaces</p> <p>Food and beverages hygiene</p> <p>Risk of cross infection from contaminated food items in fridge or store cupboards</p>	<ul style="list-style-type: none"> Handwashing facilities readily accessible, if not sanitiser provided. at entrance/exit. Allow sanitiser to dry before touching any surfaces. Suitable disinfectant/cleaning materials to be available in the area to wipe down surfaces and equipment that has been used. If tables and chairs within the area are used these will be wiped down before and after use with the provided disinfectant and paper towels. Kitchen areas to be used by single person at any given time. Area will be cleaned by user pre and post use. Kitchen equipment should not be shared. Staff should bring items ready for consumption. Staff should use their own cup/cutlery and ensure these are cleaned straight after use. Staff where possible should bring their lunch into the school in clean plastic containers that can be removed at the end of the day. Only essential items to be stored in any fridge. All items in containers to be wiped down with disinfectant before the item is stored in the fridge or after use and replaced in the fridge. Limit food storage in fridge to lunches brought from home and milk. Staff will wash hands after replacing items in the fridge; this will ensure they have no contamination from the items if previous controls mechanisms have broken down. Fridge will be cleaned by staff daily and unsealed items removed. If food is brought in then this should be individually packaged and hand sanitising/hand washing should be undertaken before and after items are eaten. Water cooler machine – cleaned/flushed after period of no use. Wiped down after each use Thorough cleaning regime in place. All users to clean hands (soap and water or hand sanitiser) before using the water cooler machine. No stacks of disposable cups next to the water cooler that could be contaminated. No touching of the spout with water bottles, cups, hands, etc – this might mean having a jug that can be filled, to then pour water into water bottles, and this subsequently washed. Staff encouraged to clean up after themselves. Posters displayed for handwashing. 	2	2	4	
<p>Medication -Risk of errors leading to a Child's ill Health</p>	<ul style="list-style-type: none"> Care Inspectorate guidelines followed (Refer to Management of medication in day-care of children and childminding services). Medication only administered by appropriately trained staff. Administration of Medicine form completed by staff. Staff carrying administering medicines have been instructed on the correct PPE to wear (disposable apron and gloves nonsterile neoprene or nitrile EN374). 	1	4	4	

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	<ul style="list-style-type: none"> All medicines are stored according to manufacturer's guidelines and securely away from the reach of children. Where medicines are stored in a refrigerator (between 2 and 8 Celsius), temperatures should be recorded daily. All medication containers are cleaned or wiped down on receipt and return with warm soapy water or a disinfectant spray/wipe. 				
Choking on food/other materials/toys	<ul style="list-style-type: none"> Staff instructed to read and follow the Choking policy – COVID 19. Care Inspectorate guidelines to be followed (Good practice guidance: prevention and management of choking episodes in babies and children). See link below. https://hub.careinspectorate.com/media/3913/good-practice-guidance-prevention-and-management-of-choking-episodes-in-babies-and-children.pdf Staff are present on site who are trained in paediatric first aid. Staff to ensure that children are not offered food items that pose a choking or allergy risk. Staff will ensure that allergy information is clearly documented and shared with all members of the team. 	1	5	5	
Work Area/Office– Cross-Infection Risk	<ul style="list-style-type: none"> PEP reviewed workplace layout plans/provided advice where adjustments are required, in consultation with Lead Occupier and building users Workplace adapted to enable 2 metre distancing. Use of screening in between workstations provided where required to reduce contact Avoid shared workstations where possible. Clean as you go system in place. Anti-viral wipes and/or spray provided for surfaces Occupancy levels of staff/others managed to enable social distancing Persons appointed to review/timely order stock of sanitiser for hands and anti-viral wipes for surfaces and equipment. Handwash station/hand sanitiser made available at entrance/exit to work area. 	2	2	4	
Carrying out First Aid – Cross-Infection Risk	<p>Note: at least one up to date Paediatric First Aid trained person MUST be on site in an ELC setting.</p> <ul style="list-style-type: none"> Lead occupier reviewed first aid risk assessment including availability of first aiders/emergency responders in line with latest occupancy and use. Lead Occupier consulted with First Aiders to do initial review of first aid kit stock levels and ordered a basic stock of PPE for covid-19. 				

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	<ul style="list-style-type: none"> First aiders should be provided with the following PPE in case they have to administer first aid, apron, goggles, fluid resistant surgical face mask, nitrile gloves, the injured person should also be provided with a face mask. (note under 5's are not required to wear a mask) Information can be found on GLOW in the First Aid at Work Standard. Additional COVID-19 guidance issued to first aiders and provided in first aid kits. Link available: GLOW First Aid During COVID-19 community transmission Where required staff to receive information, instruction, and training on the safe donning, doffing and use of PPE including the safe disposal. – poster and video (links to GLOW information). PPE guidance available on GLOW. First Aiders to monitor and review ongoing stock levels and request additional supplies, as required from council solutions-centre. If CPR is required, the person's mouth must be covered before CPR, Hands-Only CPR is to be performed whilst waiting on emergency services. First aiders to remove PPE and wash hands as set out in PPE guidance and dispose of in a sealed double bag or as clinical waste if necessary. Each building to have a room identified which can be used by symptomatic persons if required while waiting on transport home. 	3	2	6	
Recirculated Air/Unsuitable Ventilation Systems – Risk of Infection	<ul style="list-style-type: none"> Air con units only to be used in line with latest guidelines The opening of doors and windows, where is safe to do so is encouraged to increase natural ventilation and to reduce contact with door handles. This should not include fire doors. Local fans withdrawn from use. Meetings should be restricted to well-ventilated rooms only while complying with social distancing. 	2	2	4	
Ventilation within buildings during colder weather.	<p>External doors do not require to be wide open.</p> <ul style="list-style-type: none"> Open internal doors or windows to prevent a build-up of stale air. Where practical, windows should be opened at least 15mins prior to the room being used. Do not locate people directly in a draught for long periods, this may be mitigated by rearranging furniture. Dress codes should be relaxed so that warmer clothing can be worn. Thermal comfort to be secondary to the introduction of fresh air into occupied spaces. Further information on ventilation in your building is available from – Tom Higgins, Corporate Landlord Leader, 07712666973 and Brian McQuat, Senior Clerk of Works, 07885891992. 	3	3	9	

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Risk of Infection from or to early years children during food and drink provision	<ul style="list-style-type: none"> All crockery and equipment used in the provision of meals and snacks for children will be cleaned with general-purpose detergent and dried thoroughly before being stored for re-use. Where possible outdoor dining to be utilised. Hand hygiene to be encouraged pre and post eating. Staff must wear PPE (disposable apron and gloves nonsterile neoprene or nitrile EN374) when preparing food and serving children, ensuring that there is minimal food handling e.g. using tongs. Food must not be shared between individuals. All lunches (hot and cold) are plated up by staff for the children (no self service). Staff will comply with all normal food hygiene requirements and in addition increase cleaning of frequently touched areas, i.e. door handles, work surfaces etc. Any spills or crumbs should be cleaned up immediately and binned. The surface should be wiped down with suitable disinfectant, if the spill is too large then this should be reported to the cleaner. 	2	3	6	
Outdoor Play – Risk of Transmission of Covid-19 and Inclement Weather	<ul style="list-style-type: none"> Staff aware of the need to physically distance Staff will plan for children to enjoy active energetic play across the day and this may include making use of other areas near to the service Within any public spaces staff will be aware at all times of the need to keep children distanced from any other children who are not part of the setting, or other adults who may be in the vicinity. Children to wash their hands with soap and water before and after outdoor activities. Precautions in place to protect children from the elements, including suitable clothing, head coverings and sunscreen. Where possible parents should provide the necessary clothing for outdoor play. Where this is not possible, children will not share outdoor clothes or footwear. Items belonging to the service should be allocated to one child within each session and laundered/cleaned before use by another child Advice on sun safety is available from the NHS. Encourage outdoor play, virus transmission is lower risk outdoors if suitable arrangements are in place. All outdoor play activities are appropriately supervised. Outdoor area split into two halves to ensure groups are not accessing the same resources and remain distanced when playing outdoors. Outdoor equipment cleaned using an appropriate sanitiser prior to use and between cohorts using it. 	1	2	2	

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<p>Evacuation - procedures/Fire Arrangements</p>	<ul style="list-style-type: none"> • There should be statutory testing of fire alarm systems, fire extinguishers and emergency lighting. • ELC's must continue to comply with Fire safety arrangements and test procedures. • Regular fire drills will be held. • During a planned drill, social distancing wherever possible should be maintained at Muster points once the building has been evacuated with group 1 meeting at the story circle and group 2 on the grass next to the bike stand • Personal Emergency Evacuation Plan's (PEEP's) to be created if required and communicated to all relevant staff. Current PEEP's to be updated in light of changes to evacuation procedures. • General Emergency Evacuation Plan in place for the school/nursery. • Good housekeeping to ensure fire exits and means of escape are free from obstructions. 	1	4	4	
<p>Occupational hazards Skin exposure, dermatitis additional use of hand sanitisers, washing</p>	<ul style="list-style-type: none"> • Single-use nitrile gloves to be used for infrequent cleaning. • Low-risk detergents to be used. • COSHH risk assessment to be available to all staff. • Managers to identify staff who require skin surveillance though frequent use of cleaning agents. 	2	2	4	

Assessor Name	E.Duncan	Job Title	Head Teacher	Signature	<i>Elizabeth Duncan</i>	Date	1.7.2020
Managers Name	E Duncan K Allen	Job Title	Head Teacher K Allen	Signature	<i>Elizabeth Duncan</i> <i>KAllen</i>	Date	1.7.2020 10.8.2020
Review date	6.11.20 9.11.20	Reviewer	E.Duncan E Duncan and K Allen				

The Early years Team have had input into this RA.
This risk assessment has been approved by Karen Korus (Unison) and Iain Houston (EIS).



Risk assessment Action Sheet

Title of Activity being Assessed				Risk Assessment Ref. Number		
Action Ref. Number	Action Required	Risk Rating before Action	Risk Rating after Action	Target Date	Person Responsible for Action	Date Completed

Assessor Name		Job Title		Signature		Date	
Approval Managers Name		Job Title		Signature		Date	