



## RISK ASSESSMENT FORM

<b>RA REF NO:</b>	COVID-018	<b>TITLE OF TASK ASSESSED:</b>	COVID -19 Early Years Reintroduction to School v4	<b>DIRECTORATE:</b>	Skills Education and Learning
<b>SERVICE:</b>	Schools Dalbeattie Primary Nursery	<b>STAFF GROUP:</b>	All Early Years Staff	<b>DATE:</b>	15 <sup>th</sup> March 2021

WHO IS AT RISK		SPECIFIC INFORMATION	LOCATION(S)	
Staff	<input checked="" type="checkbox"/>	This RA is produced to take into account additional precautions for COVID-19 when traveling to, travelling between, and working in educational establishments. This is over and above the Councils' and Services usual H&S arrangements including those covered within Lead Occupier guide and PEP building safety arrangements, Facilities Management Arrangements and general workplace H&S arrangements outlined in CHASM/GLOW.  The "stay at home" principle set by Government should be adhered to where possible. Managers are encouraged to reduce the number of staff occupying a building at any one time.	Council Property	<input type="checkbox"/>
Service Users	<input checked="" type="checkbox"/>		3 <sup>RD</sup> 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"/>

<b>HAZARDS</b>	I.e. what has the potential to do harm in terms of Location, Equipment, Activity, Person and Substance.	<b>Risk Rating</b>
<b>GENERAL CONTROL MEASURES</b>	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.	<b>Likelihood</b> L <b>Consequence</b> C

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

HAZARDS	GENERAL CONTROL MEASURES <small>OFFICIAL</small>	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
<p><b>LFD Testing</b></p> <p><b>Asymptomatic individuals being present in school</b></p>	<ul style="list-style-type: none"> <li>All staff working within your early years setting to be offered LFD (Lateral Flow Device) testing, twice per week. (The programme is voluntary)</li> <li>Regular testing is only for individuals without symptoms – Those with symptoms must continue to follow the usual guidance, self-isolate immediately and arrange a PCR test.</li> <li>Consent is required prior to receiving test kits.</li> <li>Individuals who have recently tested positive for Covid-19 with a PCR test (within 90 days), should not take part in the regular LFD testing program. They must complete their period of self-isolation before returning to school or nursery.</li> <li>School Management team to manage and promote the LFD testing programme.</li> <li>School Management to ensure that clear instruction is provided to all those receiving tests on how to report their test results.</li> <li>All users to receive a step-by-step guide for COVID-19 self-testing with test packs.</li> <li>All NHS posters on how to self-test and report your results should be displayed clearly in the location of where the kits are distributed.</li> <li>Non-reporting is to be discouraged.</li> <li>School Management should use the NHS test and Protect letter template to distribute to staff, providing information regarding the Testing Programme (Include Privacy notice)</li> <li>Member of staff co-ordinating the handing out of test kits should wear an appropriate face covering at all times and maintain 2-metre distancing from staff coming to collect their kits.</li> <li>Staff must also maintain 2-metre physical distancing and wear face coverings when collecting kits.</li> <li>If you receive a kit that is damaged DO NOT USE IT and request another,</li> <li>Kits are to be taken home and used twice per week.</li> <li>Schools to maintain a log of who gets the test kits.</li> <li>Individuals must register positive, negative, and void results on a web-based portal with the results shared with NHS Test and Protect. <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a></li> <li>If a participant receives a positive result they must immediately report the result online using the QR code, or ID number under it, on the test strip at <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or phone 0300 303 2713 and the self-isolate and book a confirmatory PCR Test at <a href="http://www.gov.uk/get-coronavirus-test">www.gov.uk/get-coronavirus-test</a> or alternatively attend one of the regions drive through test sites.</li> <li>Appropriate advice will be given by Test and Protect on confirmation of a positive test. Test and Protect will inform any close contacts identified.</li> <li>Those receiving a positive test result should inform the school of their absence and are strongly encouraged to report a positive case to their school to support contact tracing.</li> </ul>	2	4	8	

HAZARDS	GENERAL CONTROL MEASURES OFFICIAL	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>A negative LFD result must not be taken as leave to relax or ignore physical distancing or other measures intended to reduce transmission.</li> <li>If there is a clinical incident which lead to, or has the potential for, harm (for example swab breaks in mouth, bleeding, allergic reaction using the kit etc.) this should be reported at <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a></li> <li>Schools must ensure stock levels remain suitable and reorder testing kits as appropriate.</li> <li>Once test is complete, put all used test kit contents in the waste bag provided and put in general household waste.</li> <li>Details recorded on the Covid-19 test log for your school will require to be kept for 12 months after the date of the last entry made.</li> </ul>				
<b>Staff awareness of Covid-19 and Wellbeing/Stress</b>	<ul style="list-style-type: none"> <li>Staff living with a person who is shielding are not required to adopt shielding measures for themselves, refer to <a href="#">NHS Inform Shielding advice</a> and follow the guidance.</li> <li>Guidance for employees shielding in relation to the new Scottish Level system provides further guidance in relation to the level that the employee is working within. <a href="https://www.gov.scot/publications/covid-19-scotlands-strategic-framework/pages/9/">https://www.gov.scot/publications/covid-19-scotlands-strategic-framework/pages/9/</a></li> <li>Guidance on GLOW H&amp;S Tile <a href="#">guidance</a>/link to <a href="#">NHS Inform</a> for guidance.</li> <li>Staff with medical conditions and listed as “people at higher risk” should follow physical distancing guidelines.</li> <li>Staff with medical conditions and listed as “people at extremely high risk of severe illness” should follow shielding guidance. These staff members will have notification from Scottish Government.</li> <li>The arrangements for all other clinically vulnerable school staff and pupils as set out in the reducing risks in the <a href="#">early learning and childcare services guidance</a> should be followed.</li> <li>Staff instructed on symptoms of Covid-19 and action to take based on latest <a href="#">HPS/NHS/Government guidance</a>.</li> <li>LEVEL 4 The general advice is that children and young people who are on the shielding list should not attend their normal nursery, childminder, or school. However, you should consult your child’s healthcare team, who may advise that an individual risk assessment could be undertaken with the nursery or childminder or school, and arrangements put in place which might allow your child to continue to attend.</li> <li>Posters displayed at entrance gates/doors about not entering area if symptomatic/living with symptomatic persons.</li> <li>Council Health and wellbeing guidance followed, and information and support provided to staff. See information/procedures in GLOW (H&amp;S Tile).</li> <li>Wellbeing champions within Education and information available for coping techniques.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	

HAZARDS	GENERAL CONTROL MEASURES OFFICIAL	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>Guidance and information available through Occupational Health Policies and Communications.</li> <li>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. <a href="https://www.careinspectorate.com/index.php/coronavirus-professionals/covid-19-notifications">https://www.careinspectorate.com/index.php/coronavirus-professionals/covid-19-notifications</a></li> <li>Managers and staff are aware of <a href="#">Test and Protect</a> 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 <a href="http://www.nhsinform.scot">www.nhsinform.scot</a> and advice can be sought from <a href="mailto:ResponseRenewRecoveryTeam@dumgal.gov.uk">ResponseRenewRecoveryTeam@dumgal.gov.uk</a></li> </ul>				
<b>Physical distancing at drop off and pick-up times – Risk of Transmission of Covid-19</b>	<ul style="list-style-type: none"> <li>Large gatherings of people will be avoided, and physical distancing will be maintained.</li> <li>2-metre physical distancing between staff and other adults in the settings (including parents) will be adhered to at all times.</li> <li>Parents will not enter buildings without prior appointment.</li> <li>All visitors will be noted and contact details will be available for Trace and Protect procedures.</li> <li>Staggered and allocated drop off/pick up times (so that not all children arrive onsite at one time)</li> <li>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</li> <li>Arrangements in place at handover for distressed children to be comforted, without the parent coming into contact with other children or staff indoors.</li> <li>Staff and parents will be encouraged to follow physical distancing when travelling to and from nursery, as advised in the latest guidance on <a href="#">how to remain safe when walking, cycling and travelling in vehicles or on public transport during the coronavirus outbreak</a></li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	
<b>Poor Hygiene/Cross Infection Risk</b>	<ul style="list-style-type: none"> <li>Adequate hot water, sinks and supplies of handwash and paper towels will be provided.</li> <li>60% alcohol hand sanitisers provided at entry and exits (for adult use only) will be provided.</li> <li>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 <a href="http://www.gov.scot/publications/coronavirus-covid-19-early-learning-and-childcare-services/">http://www.gov.scot/publications/coronavirus-covid-19-early-learning-and-childcare-services/</a></li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	

HAZARDS	GENERAL CONTROL MEASURES <small>OFFICIAL</small>	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>Children will wash hands on arrival, before and after eating, after toileting and at regular intervals throughout the day.</li> <li>Staff will create an ethos of high expectation in hand washing and sanitation</li> <li>Hands will be washed when moving between different areas (e.g., between different rooms or between inside and outside).</li> <li>Water is never shared in a communal bowl when washing hands.</li> <li>Hands will always be dried thoroughly.</li> <li>Toothbrushing may take place in line with ChildSmile guidance.</li> <li>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.</li> <li>Cleaning specification has been agreed and arranged with FM (Amey) and Local Authority.</li> <li>Anti-Viral wipes and/or sprays will be provided for frequently touched surfaces and items.</li> <li>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).</li> <li>Safety data sheets held in COSHH file.</li> <li>Posters displayed throughout the building.</li> <li><a href="#">NHS How to Wash Hands Video</a> guide <a href="#">alcohol based hand rub</a> and infection control hygiene information on GLOW <a href="#">posters</a> and <a href="#">videos</a></li> <li><a href="#">Catch it, Bin it &amp; Kill it</a> posters displayed next to bins.</li> <li>Hands free lidded bins will be provided in every room</li> <li>Cleaning items will be provided by Facilities Management or ordered through the council Solutions Centre.</li> <li>Inductions for new staff include guidance on the settings measures to ensure good infection prevention and control.</li> </ul>				
<b>Risk of Infection from Toys and Soft Furnishings</b>	<ul style="list-style-type: none"> <li>Children to only access toys and equipment that are easy to clean.</li> <li>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.</li> <li>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.</li> <li>Toys and equipment that children access cleaned each day; 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.</li> <li>When preparing materials and equipment staff must wash hands BEFORE or consider using gloves.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	

HAZARDS	GENERAL CONTROL MEASURES <small>OFFICIAL</small>	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>Soft furnishings will be removed indefinitely: e.g., sofa, cushions, bean bags, throws etc.</li> <li>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 child, these should be quarantined for 72 hours upon return to the setting and must be cleaned before the next usage</li> </ul>				
<b>Staff Member/Child showing symptoms of COVID-19 – infection risk</b>	<ul style="list-style-type: none"> <li>Procedures will be in place for dealing with symptomatic persons in building.</li> <li>Ventilated room/space available for persons displaying symptoms to wait until they can go home</li> <li>Appropriate supervision by SMT for children waiting to be collected.</li> <li>Room/area etc will be secured to prevent access until deep clean done by Facilities Management. No entry –sanitation poster available on site for display.</li> <li>Staff instructed on symptoms of Covid-19 and action to take based on latest <a href="#">HPS/NHS/Government guidance</a>. Symptoms may include loss of smell and taste.</li> <li><a href="#">Scottish Gov. Test &amp; Protect guidance</a> known and to be followed if required.</li> <li>Some exposures may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. <b>Speak to your H&amp;S Support Officer to confirm before reporting.</b> More information can be found on the <a href="#">HSE website</a>.</li> <li>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.</li> <li>Services must notify Care Inspectorate of each individual case of COVID-19 in a person using the service. Refer to the following guidance <a href="#">Care Inspectorate guidance on notification reporting - COVID-19</a></li> </ul>	<b>2</b>	<b>4</b>	<b>8</b>	
<b>Risk of Transmission of Covid-19 between Staff and children and between children</b>  <b>Use of Cohorts</b>	<ul style="list-style-type: none"> <li>Physical distancing between adults will apply at all times.</li> <li>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 2-metre physical distancing from other adults</li> <li>Children displaying symptoms of Covid19 on entry to school/ELC are not accepted and sent home along with their siblings.</li> <li>Children on the shielding list advised not to attend nurseries in person in level 4 areas or during lockdown. Parents can consult with their child's hospital clinical team who may advise</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	

HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<p>that an individualised risk assessment could be undertaken with the nursery and arrangements put in place which may allow their child to attend.</p> <ul style="list-style-type: none"> <li>• Signage and posters in place will remind staff of control measures.</li> <li>• Cohorts of children set up, who will work together (maximum 25-33)</li> <li>• Cohorts work with same staff members where possible.</li> <li>• It is important to consider limiting contact 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, where possible.</li> <li>• Staff observe strict hygiene practices including handwashing if required to care for different groups.</li> <li>• More than one cohort can use a large space, but children should not mix freely with children in other groups.</li> <li>• Minimal sharing of equipment or resources between cohorts and appropriate cleaning/sanitisation regimes in place between use.</li> <li>• 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.</li> <li>• 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.</li> <li>• Use of casual staff: where settings use casual staff, they should ensure that staff do not move between settings where possible.</li> <li>• Adult visitors to the setting are strictly limited to those that are necessary to support children or the construction, maintenance and running of the setting and the wider ELC community. Other authorised visitors include the Care Inspectorate who have a legal duty to undertake scrutiny work.</li> <li>• Singing will not happen indoors as an organised, large group activity. Children can continue to sing naturally during activities and play and should not be discouraged from doing so.</li> </ul>				



HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
<b>Blended Placements</b>	<ul style="list-style-type: none"> <li>To minimise the number of contacts and risk of transmission, attendance at multiple ELC settings is reduced as far as possible.</li> <li>Good hygiene practices are in place.</li> <li>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)</li> </ul>	1	4	4	
<b>Rest area/staff rooms</b> <b>High use area – higher risk of PHYSICAL distancing breaches and contaminated surfaces</b> <b>Food and beverages hygiene</b> <b>Risk of cross infection from contaminated food items in fridge or store cupboards</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Signage to be put in place identifying maximum numbers allowed in each room.</li> <li>Handwashing facilities readily accessible, if not, sanitiser will be provided at the entrance/exit. Allow sanitiser to dry before touching any surfaces.</li> <li>Suitable disinfectant/cleaning materials to be available in the area to wipe down surfaces and equipment that has been used.</li> <li>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.</li> <li>Kitchen areas to be used by single person at any given time. Area will be cleaned by user pre- and post-use.</li> <li>Kitchen equipment should not be shared. Staff should bring items ready for consumption.</li> <li>Staff should use their own cup/cutlery and ensure these are cleaned straight after use.</li> <li>Staff where possible should bring their lunch into the school in clean plastic containers that can be removed at the end of the day.</li> <li>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.</li> <li>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.</li> <li>Fridge will be cleaned by staff daily and unsealed items removed.</li> <li>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.</li> <li>Water cooler machine – cleaned/flushed after period of no use. Wiped down after each use</li> <li>Thorough cleaning regime in place.</li> <li>All users to clean hands (soap and water or hand sanitiser) before using the water cooler machine.</li> <li>No stacks of disposable cups next to the water cooler that could be contaminated.</li> <li>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.</li> <li>Staff encouraged to clean up after themselves.</li> </ul>	2	2	4	



HAZARDS	GENERAL CONTROL MEASURES <small>OFFICIAL</small>	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>Posters displayed for handwashing.</li> </ul>				
<b>Medication -Risk of errors leading to a Child's ill Health</b>	<ul style="list-style-type: none"> <li>Care Inspectorate guidelines followed (Refer to <a href="#">Management of medication in day-care of children and childminding services</a>).</li> <li>Medication only administered by appropriately trained staff.</li> <li><a href="#">Administration of Medicine form</a> completed by staff.</li> <li>Staff carrying administering medicines have been instructed on the correct PPE to wear (disposable apron and gloves nonsterile neoprene or nitrile EN374).</li> <li>All medicines are stored according to manufacturer's guidelines and securely away from the reach of children.</li> <li>Where medicines are stored in a refrigerator (between 2 and 8 Celsius), temperatures should be recorded daily.</li> <li>All medication containers are cleaned or wiped down on receipt and return with warm soapy water or a disinfectant spray/wipe.</li> </ul>	1	4	4	
<b>Choking on food/other materials/toys</b>	<ul style="list-style-type: none"> <li>Staff instructed to read and follow the <a href="#">Choking policy – COVID 19</a>.</li> <li>Care Inspectorate guidelines to be followed (Good practice guidance: prevention and management of choking episodes in babies and children). See link below. <a href="https://hub.careinspectorate.com/media/3913/good-practice-guidance-prevention-and-management-of-choking-episodes-in-babies-and-children.pdf">https://hub.careinspectorate.com/media/3913/good-practice-guidance-prevention-and-management-of-choking-episodes-in-babies-and-children.pdf</a></li> <li>Staff are present on site who are trained in paediatric first aid.</li> <li>Staff to ensure that children are not offered food items that pose a choking or allergy risk.</li> <li>Staff will ensure that allergy information is clearly documented and shared with all members of the team.</li> </ul>	1	5	5	
<b>Work Area/Office– Cross-Infection Risk</b>	<ul style="list-style-type: none"> <li>PEP reviewed workplace layout plans/provided advice where adjustments are required, in consultation with Lead Occupier and building users</li> <li>Workplace adapted to enable 2-metre distancing.</li> <li>Avoid shared workstations where possible.</li> <li>Clean as you go system in place.</li> <li>Anti-viral wipes and/or spray provided for surfaces</li> <li>Occupancy levels of staff/others managed to enable physical distancing</li> <li>Persons appointed to review/timely order stock of sanitiser for hands and anti-viral wipes for surfaces and equipment.</li> </ul>	2	2	4	

HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>Handwash station/hand sanitiser made available at entrance/exit to work area.</li> </ul>				
<b>Carrying out First Aid – Cross-Infection Risk</b>	<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"> <li>Lead occupier reviewed first aid risk assessment including availability of first aiders/emergency responders in line with latest occupancy and use.</li> <li>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.</li> <li>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.</li> <li>Information can be found on GLOW in the <a href="#">First Aid at Work</a> Standard.</li> <li>Additional COVID-19 guidance issued to first aiders and provided in first aid kits. Link available: <a href="#">GLOW First Aid During COVID-19 community transmission</a></li> <li>Where required staff to receive information, instruction, and training on the safe donning, doffing and use of PPE including the safe disposal. – <a href="#">poster</a> and <a href="#">video</a> (links to GLOW information).</li> <li>PPE <a href="#">guidance</a> available on GLOW.</li> <li>First Aiders to monitor and review ongoing stock levels and request additional supplies, as required from council solutions-centre.</li> <li>If CPR is required, the person's mouth must be covered before starting hands only CPR, Hands-Only CPR is to be performed whilst waiting on emergency service</li> <li>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.</li> <li>Each building to have a room identified which can be used by symptomatic persons if required while waiting on transport home.</li> </ul>	<b>3</b>	<b>2</b>	<b>6</b>	
<b>Recirculated Air/Unsuitable Ventilation Systems – Risk of Infection</b>	<ul style="list-style-type: none"> <li>Air con units only to be used in line with latest guidelines</li> <li>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.</li> <li>Local fans withdrawn from use.</li> <li>Meetings should be restricted to well-ventilated rooms only while complying with physical distancing.</li> <li>Meetings should not be taking place within the building and electronic methods used unless there is specific need to speak to a parent 1:1.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	

HAZARDS	GENERAL CONTROL MEASURES <small>OFFICIAL</small>	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
<b>Ventilation within buildings during colder weather</b>	<ul style="list-style-type: none"> <li>External doors do not require to be wide open.</li> <li>Open internal doors or windows to prevent a build-up of stale air. Internal fire doors should never be held open (unless provided with appropriate hold open and self-closing mechanisms which respond to the actuation of the fire alarm system.</li> <li>Where practical, windows should be opened at least 15mins prior to the room being used.</li> <li>Do not locate people directly in a draught for long periods, this may be mitigated by rearranging furniture.</li> <li>Dress codes should be relaxed so that warmer clothing can be worn.</li> <li>Thermal comfort to be secondary to the introduction of fresh air into occupied spaces.</li> <li>Further information on ventilation in your building is available from – Tom Higgins, Corporate Landlord Leader, 07712666973 and Brian McQuat, Senior Clerk of Works, 07885891992.</li> </ul>	<b>3</b>	<b>3</b>	<b>9</b>	
<b>Risk of Infection from or to early years children during food and drink provision</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Where possible outdoor dining to be utilised.</li> <li>Hand hygiene to be encouraged pre- and post-eating.</li> <li>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.</li> <li>Food must not be shared between individuals.</li> <li>All lunches (hot and cold) are plated up by staff for the children (no self service).</li> <li>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.</li> <li>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.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	
<b>Outdoor Play – Risk of Transmission of Covid-19 and Inclement Weather</b>	<ul style="list-style-type: none"> <li>Staff aware of the need to physically distance</li> <li>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.</li> <li>Children to wash their hands with soap and water before and after outdoor activities.</li> <li>Precautions in place to protect children from the elements, including suitable clothing, head coverings and sunscreen.</li> </ul>				

HAZARDS	GENERAL CONTROL MEASURES OFFICIAL	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
	<ul style="list-style-type: none"> <li>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</li> <li>Advice on sun safety is available from the NHS.</li> <li>Encourage outdoor play, virus transmission is lower risk outdoors if suitable arrangements are in place.</li> <li>All outdoor play activities are appropriately supervised.</li> <li>If outdoor equipment is being used, settings should ensure that multiple groups of children do not use it simultaneously, as well as considering appropriate cleaning between groups of children using it. For outdoor sandpits or mud kitchens staff will clean equipment children use in these activities between use by groups of children</li> <li>Outdoor equipment cleaned using an appropriate sanitiser prior to use and between cohorts using it.</li> <li>Short local excursions which promote outdoor learning (such as a short visit to a local park or green space) will be permitted for those learners in school, as long as these are risk assessed.</li> <li><b>In ELC's physical education can only take place outdoors with appropriate mitigating actions outlined in <a href="https://education.gov.scot/media/b2dddwoy/pe-guidelines-17-02-2021.pdf">https://education.gov.scot/media/b2dddwoy/pe-guidelines-17-02-2021.pdf</a> to ensure the safety of all children, young people and staff.</b></li> </ul>	1	2	2	
<b>Evacuation - procedures/Fire Arrangements</b>	<ul style="list-style-type: none"> <li>There should be statutory testing of fire alarm systems, fire extinguishers and emergency lighting.</li> <li>Fire risk assessment undertaken and reviewed regularly.</li> <li>ELC's must continue to comply with Fire safety arrangements and test procedures.</li> <li>Regular fire drills will be held.</li> <li>During a planned drill, physical distancing wherever possible should be maintained at Muster points once the building has been evacuated.</li> <li>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.</li> <li>General Emergency Evacuation Plan in place for the school/nursery.</li> <li>Good housekeeping to ensure fire exits and means of escape are free from obstructions. Maintain accurate and up to date registers for children and staff for fire drills/emergency evacuation</li> </ul>	1	4	4	

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

<b>Occupational hazards</b> <b>Skin exposure, dermatitis</b> <b>additional use of hand sanitisers, washing</b>	<ul style="list-style-type: none"> <li>• Single-use nitrile gloves to be used for infrequent cleaning.</li> <li>• Low-risk detergents to be used.</li> <li>• COSHH risk assessment to be available to all staff.</li> <li>• Managers to identify staff who require skin surveillance though frequent use of cleaning agents.</li> </ul>	2	2	4	
--	---	---	---	---	--

Assessor Name	Elizabeth Duncan	Job Title	Head Teacher	Signature	<i>Elizabeth Duncan</i>	Date	10.3.21
Managers Name	Elizabeth Duncan Keri Allen	Job Title	Head Teacher Nursery Manger	Signature	<i>Elizabeth Duncan</i>	Date	10.3.21
Review date		Reviewer					

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

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	



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