

## RISK ASSESSMENT FORM

<b>RA REF NO:</b>	<b>COVID-018</b>	<b>TITLE OF TASK ASSESSED:</b>	<b>COVID -19 Early Years Return to School (06 January 2022) v11</b>	<b>DIRECTORATE:</b>	<b>Skills Education and Learning</b>
<b>SERVICE:</b>	<b>Schools</b>	<b>STAFF GROUP:</b>	<b>All Early Years Staff</b>	<b>DATE:</b>	<b>06/01/2022</b>

WHO IS AT RISK		SPECIFIC INFORMATION	LOCATION(S)	
Staff	<input checked="" type="checkbox"/>	<p>This RA is produced to take into account additional precautions for COVID-19 when travelling to, travelling between, and working in educational establishments. This is over and above the Councils' and Services usual H&amp;S arrangements including those covered within Lead Occupier guide and PEP building safety arrangements, Facilities Management Arrangements and general workplace H&amp;S arrangements outlined in CHASM/GLOW.</p> <p><b>Schools/Early Years settings need take no action to remove the mitigations they currently have in place, unless otherwise advised in this risk assessment.</b></p> <p><b>To ensure alignment with wider society and planned changes in ELC, the requirement for physical distancing has now been updated to physical distancing of at least 1m. As schools should already have 2m physical distancing arrangements that work well and do not limit capacity, it is expected that most schools will wish to retain these 2m distancing arrangements for logistical reasons. It is therefore not anticipated there will be a logistical requirement to make changes to physical distancing arrangements in the school environment. Retaining 2 metres between adults in schools who do not yet meet the criteria for exemption from self-isolation will also help to reduce the risk that they are identified as a close contact.</b></p>	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"/>		Other Location	<input type="checkbox"/>
Members of Public	<input checked="" type="checkbox"/>			
New & Expectant Mothers	<input checked="" type="checkbox"/>			
Young Persons	<input checked="" type="checkbox"/>			

<b>HAZARDS</b>	I.e. what has the potential to do harm in terms of <b>Location, Equipment, Activity, Person and Substance.</b>	<b>Risk Rating</b>
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HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	

<b>GENERAL CONTROL MEASURES</b>	<p>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 &amp; Supervision.</p> <p>You can also refer out to any existing Safe Working Procedures.</p>	<p><b>Likelihood</b> L</p> <p><b>Consequence</b> C</p>
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HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
<p><b>Exposure to COVID-19</b></p> <p><b>Individuals not being Vaccinated</b></p>	<ul style="list-style-type: none"> <li>All schools should encourage staff who have not received both does of the vaccination to seek vaccination as soon as possible, following the recommended gap between doses.</li> <li>Adult staff who are fully vaccinated should ensure they continue to LFD test twice weekly.</li> </ul>	1	4	4	
<p><b>Exposure to COVID-19</b></p> <p><b>People with Symptoms, are household contacts or testing positive (either PCR or Lateral Flow)</b></p>	<p>Staff, children, or young people who develop the symptoms of COVID-19 (<b>high temperature, new continuous cough or a loss or change to sense of smell or taste</b>), or who test positive using PCR tests or Lateral Flow Device (LFD), must self-isolate immediately in line with NHS Guidance.</p> <p><b>Positive Cases (regardless of vaccination status)</b></p> <ul style="list-style-type: none"> <li>must isolate for 10 days. However, if the person tests negative on day 6 and day 7 LFD tests (taken at least 24 hours apart, with the first test no earlier than day 6) they may leave isolation if they have no fever after their day 7 test.</li> </ul> <p><b>Fully Vaccinated Adult Contacts (NB: definition of “fully vaccinated adult” is now 3 doses i.e. 2 doses plus booster) AND all contacts who are aged under 18 years and 4 months</b></p> <ul style="list-style-type: none"> <li>take 7 daily LFD tests and report results instead of isolating – no requirement for a PCR test to be released from self-isolation.</li> <li>children aged under 5 are encouraged, but not required, to take LFD tests</li> </ul> <p><b>Unvaccinated/Partially Vaccinated Adult Contacts (NB: this includes adults with only 0-2 doses)</b></p> <ul style="list-style-type: none"> <li>must take a PCR test and isolate for 10 days.</li> </ul> <p><b>Any asymptomatic adult or child who tests positive using a Lateral Flow Device (LFD)</b></p> <ul style="list-style-type: none"> <li>must self-isolate immediately for 10 days,</li> <li>if the person tests negative on day 6 and day 7 LFD tests (taken at least 24 hours apart, with the first test no earlier than day 6) they may leave isolation if they have no fever after their day 7 test.</li> </ul>	2	4	8	

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	<ul style="list-style-type: none"> <li>There is no longer a requirement to book a PCR test to confirm the result, unless the individual develops symptoms,</li> </ul> <p><b>Close contacts</b> who are fully vaccinated, having received 3 doses of the vaccination (plus 14 days) or are aged under 18 years and 4 months, can take daily LFD tests for 7 days instead of isolation - provided the tests are negative and they remain without symptoms. If someone has not received 3 doses of the vaccination, they will need to book a PCR test and even if this is a negative result, they will need to isolate for 10 days.</p> <p><b>There is no requirement for children under 5 years of age</b> and other children who for medical reasons are unable to test or are exempt, to receive a negative PCR Test.</p> <p>Staff, children, and young people are strongly encouraged to inform their schools of any positive tests when reporting absences.</p>				
<b>LFD Testing</b>  <b>Asymptomatic individuals being present in school</b>	<ul style="list-style-type: none"> <li>All staff working within your <b>early years</b> setting to be offered LFD (Lateral Flow Device) testing, twice per week. (The programme is voluntary)</li> <li>Regular testing is only for individuals <b>without</b> symptoms – Those with symptoms must continue to follow the usual guidance.</li> <li>Consent is required prior to receiving test kits.</li> <li>Due to the emergence of the Omicron variant and the potential risk of reinfection, individuals who have tested positive for COVID-19 by PCR within 90 days should now still be encouraged to continue to participate in routine asymptomatic LFD testing including testing in schools.</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>To ensure alignment with wider society the requirement has now been updated to physical distancing of at least 1m, however schools are encouraged to maintain 2m physical distancing arrangements that work well and do not limit capacity. Members of staff co-</li> </ul>	2	4	8	

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	<p>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 wherever possible.</p> <ul style="list-style-type: none"> <li>Staff must maintain physical distancing of at least 1m and wear face coverings when collecting kits. Staff should be encouraged to continue to maintain 2m physical distancing wherever possible.</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 follow the guidance above for positive cases.</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> <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> <li>Childminders are able to take part in routine asymptomatic at home testing using lateral flow devices (LFD), that is available to everyone in Scotland.</li> </ul>				
<p><b>Exposure to COVID-19</b></p> <p><b>Staff member with prescribed underlying medical condition</b></p>	<ul style="list-style-type: none"> <li>Individual Risk Assessment undertaken for those individuals at the highest risk. Find advice about individual risk assessments and the COVID-Age tool on gov.scot at: <a href="https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/">https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/</a>.</li> <li>Information on who is considered to be at highest risk is available at <a href="https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/">Coronavirus (COVID-19): shielding advice and support - gov.scot (www.gov.scot)</a> along with advice and support for this group, including attending work and school.</li> </ul>	1	5	5	

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	<ul style="list-style-type: none"> <li>It is currently safe to go into work if you cannot work from home and it is safe to use public transport.</li> <li>Advice provided to staff on symptoms, self-isolation, and physical distancing circulated via Health &amp; Safety updates or on the Health &amp; Safety tile in GLOW.</li> <li>Face coverings should be used by adults when not working directly with children, for example when moving around settings/classrooms or when in staff rooms, administrative areas, or canteens across all school settings.</li> <li>Face coverings may be used for a day, can be stored in a sealed bag when not in use and should be laundered every day.</li> <li>Staff instructed to wash hands before and after eating or drinking.</li> <li>Staff meetings should be avoided wherever possible and virtual means used.</li> <li>Staff showing symptoms advised to stay at home.</li> <li>The most up-to-date guidance can be obtained from <a href="#">NHS Inform</a>.</li> </ul>				
<b>Staff awareness of Covid-19 and Wellbeing/Stress</b>	<ul style="list-style-type: none"> <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> <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>	2	4	8	
<b>Exposure to COVID-19</b>  <b>Pregnant Staff member</b>	<ul style="list-style-type: none"> <li>All pregnant women are recommended to have the vaccine.</li> <li><a href="#">Refer to OD&amp;HR Guidance Note – Pregnancy and COVID-19 Update (26 January 2021)</a>.</li> <li>School staff who are pregnant at any gestation must have a workplace risk assessment with their school/local authority <b>and</b> occupational health team.</li> <li>All pregnant women who are vaccinated should undergo a risk assessment in the workplace and continue to work if it is safe to do so.</li> </ul>	1	5	5	

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	<ul style="list-style-type: none"> <li>Pregnant women who are unvaccinated at any gestation should take a more precautionary approach in light of the increased risk.</li> <li><b>Non vaccinated or not fully vaccinated</b> women who are pregnant have an increased risk of becoming severely ill and of pre-term birth if they contract COVID. Schools and local authorities should undertake a workforce risk assessment and, <b>where appropriate</b>, consider both how to redeploy these staff and how to maximise the potential for homeworking, <b>wherever possible</b>.</li> <li>If risks cannot be removed or managed, the employee should be offered suitable alternative work or working arrangements.</li> <li>Royal College of Obstetricians and Gynaecologists advice to keep the risk of exposure as low as is practically possible to pregnant women, particularly in the third trimester.</li> <li>Pregnant employees can continue to attend work, including a workplace, if the risk assessment advises that it is safe to do so.</li> <li>At or just before the 28-week gestation period, the workplace risk assessment must be reviewed and updated.</li> <li>Within the workplace, Managers must ensure that the pregnant employee is able to strictly adhere to at least 1-metre physical distancing (2 metre recommended).</li> </ul>				
<p><b>Exposure to COVID-19</b></p> <p><b>Transmission between Staff, pupils, and contractors (Essential Works)</b></p>	<ul style="list-style-type: none"> <li>All contractors to wear face coverings in School <b>at all times</b>.</li> <li>At least 1 metre physical distance must be maintained <b>at all times (2 metres wherever possible)</b>.</li> <li>Only contractors on the approved term contractor list will be used in schools.</li> <li>Only contractors permitted to carry out essential works such as Asbestos surveys, Fire and Security Any individuals experiencing any symptoms of Covid-19 should not access the school.</li> <li>Call outs, Statutory Maintenance Inspections to continue.</li> <li>If essential work is required, this should be co-ordinated and agreed between the school and the Repairs Team <b>prior</b> to visit taking place.</li> <li>Contact tracing details for Test &amp; Protect are required of all workers.</li> <li>All areas not deemed to be essential must be made off limits.</li> <li>All contractors will be provided with clear instruction on school's policy with regards to mitigating COVID-19 risks</li> <li>The head teacher reserves the right to excluded (Ask to leave) any contractor that does not comply with the mitigations determined by the school i.e., non-wearing of face coverings etc.</li> </ul>	1	4	4	

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Physical distancing at drop off and pick-up times – Risk of Transmission of Covid-19	<ul style="list-style-type: none"> <li>Large gatherings of people should be avoided, and physical distancing should be maintained.</li> <li>At least 1-metre must be maintained between staff and other adults in the settings (including parents) will be adhered to at all times. It is advisable that wherever possible the existing 2m physical distancing measure remain.</li> <li>Parents/carers may accompany children onto school premises where this is agreed with the school and strictly necessary to support children and young people transitioning into ELC.</li> <li>All visitors will sign in and contact details will be available for Test and Protect procedures.</li> <li>Parents should not enter school buildings unless required, in line with the updated guidance on school visitors.</li> <li>Staggered drop off/pick up times or locations, so that not all children and young people arrive onsite at one time as long as this does not reduce the overall amount of learning time in school for children and young people.</li> <li>If the school has additional access points, consideration may be given to whether it would be beneficial to open these to reduce congestion.</li> <li>Consideration may be given to where children and young people go as they arrive at the facility. This could include heading straight to their group's designated learning space/classroom, which could be indoors or outdoors.</li> <li>If parents/carers are dropping off children, they should be discouraged from gathering outside the school and should maintain distancing as far as practicable, when dropping off their children. Appropriate markings may be introduced at the school gates.</li> <li>If parents/carers are dropping off children, they should wear face coverings.</li> <li>Those arriving by car, parents/carers may be encouraged to park further away from the school and then walk with their children to avoid congestion, or alternatively use active travel routes where feasible. Car-sharing with children and young people of other households should be discouraged.</li> <li>Where learning spaces can be accessed directly from outside, this may be encouraged to decrease interactions between individuals in circulation spaces; and</li> <li>Particular consideration should be given to the arrangements for parents/carers of children and young people with additional support needs or disabilities, who may normally drop their children off within the school building, and those who arrive at school using school transport, including taxis.</li> <li>Staff will be required to wear face coverings unless exempt.</li> <li>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> </ul>	2	4	8	



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	<ul style="list-style-type: none"> <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>School Visitors</b>	<ul style="list-style-type: none"> <li>Visitors should be limited to those that are necessary to support children and young people or the running of the school. These visitors should look to reduce the number of schools visited and to limit their contact time with children and young people. They should also take regular lateral flow tests when asymptomatic. Consideration should be given to the provision of this support by virtual means as appropriate.</li> <li>Visits by parents/carers are permitted when planned in advance but limited to up to three households at a time or per day if they are indoors, and up to 10 households at a time or per day if they are outdoors.</li> <li>Visitors should be expected to comply with the school's arrangements for managing and minimising risk (including physical distancing and use of face coverings).</li> </ul>	<b>2</b>	<b>4</b>	<b>8</b>	
<b>Exposure to COVID-19</b>  <b>Transmission between Staff / INSET days / Meetings</b>	<ul style="list-style-type: none"> <li>INSET / training days should be carried out remotely where possible.</li> <li>Staff meetings can take place providing that a minimum of 1m physical distancing (retain 2 metres wherever possible) is maintained between adults and face coverings are worn at all times.</li> <li>There is <b>no compulsion</b> to attend face to face meetings. Schools should provide staff with other means of attendance, such as, meeting in smaller groups, online attendance or meeting outside.</li> <li>All mitigations in relation to hand hygiene should be adhered to.</li> <li>Strong consideration should be given to whole group/ physical meetings taking place using smaller groups, online or outside</li> </ul>	<b>2</b>	<b>4</b>	<b>8</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> <li>Children will wash hands on arrival, before and after eating, after toileting and at regular intervals throughout the day.</li> <li>Staff carrying out intimate care should wear a disposable, single-use plastic apron and gloves.</li> <li>Staff have access to disposable single use gloves for spillage of blood or other body fluids and disposing of dressings or equipment.</li> </ul>				



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	<ul style="list-style-type: none"> <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>	2	4	8	
<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> <li>Soft furnishings (such as throws and bedding) should be laundered in accordance with usual cleaning schedule.</li> </ul>	2	4	8	

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	<ul style="list-style-type: none"> <li>Sharing of resources is permitted (For example, story bags) are taken home by a child, there is no longer a requirement to quarantine these for 72 hours upon return to the setting. There must be no sharing of resources if there is a positive case at home or an outbreak in the setting.</li> </ul>				
Staff Member/Child showing symptoms of COVID-19 – infection risk	<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>ELC staff are expected to wear a Type IIR fluid- resistant surgical mask if a child becomes unwell and is suspected of having Covid. These masks are <b>single use</b> and <b>MUST</b> be disposed of when taken off at any time in the day (e.g., visiting staffroom or having a conversation with a parent). A new one must be used each time following this. Staff should not wear face masks under their chin when they are not required.</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>	2	4	8	
Risk of Transmission of Covid-19 between Staff and children	<ul style="list-style-type: none"> <li>Physical distancing between adults will apply at all times, at least 1 metre (2 metres wherever possible).</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 at least 1 metre physical distancing (retain 2 metres wherever possible) from other adults.</li> </ul>				

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and between children	<ul style="list-style-type: none"> <li>Staff members should work with the same groups wherever possible.</li> <li>Children displaying symptoms of Covid19 on entry to school/ELC are not accepted and sent home along with their siblings.</li> <li>Signage and posters to remain in place will remind staff of control measures.</li> <li>Staff observe strict hygiene practices including handwashing if required to care for different groups.</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 necessary to do so. 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 wherever 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>The general approach should be to minimise the size of groups wherever possible. Large indoor groups should be avoided and limit movement between groups unless that is absolutely necessary.</li> <li>Singing indoors and outdoors <b>is permitted</b> however singing outdoors should take place wherever possible.</li> </ul>	2	4	8	
Blended Placements	<ul style="list-style-type: none"> <li>If there is an outbreak within the child's cohort arrangement in either of the settings that the child attends, blended placements must be suspended.</li> <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	
Rest area/staff rooms High use area – higher risk of PHYSICAL	<ul style="list-style-type: none"> <li>Staff Breaks should be staggered where possible.</li> <li>Maximum occupancy of the rest area/staff room to allow for at least one-metre physical distancing rules. However, it is seen as good practice to ensure 2-metre physical distancing is in place between adults. This occupancy will be shared with all staff.</li> <li>Signage to be put in place identifying maximum numbers allowed in each room.</li> </ul>				

HAZARDS	GENERAL CONTROL MEASURES	Risk Rating*			Is Action req'd? AP No.
		L 1-5	C 1-5	Overall 1-25	
<p><b>distancing breaches and contaminated surfaces</b></p> <p><b>Food and beverages hygiene</b></p> <p><b>Risk of cross infection from contaminated food items in fridge or store cupboards</b></p>	<ul style="list-style-type: none"> <li>Staff must wear a face covering, except when eating or drinking.</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> <li>Posters displayed for handwashing.</li> </ul>	2	4	8	
<p><b>Medication -Risk of errors leading to a Child's ill Health</b></p>	<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> </ul>				

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	<ul style="list-style-type: none"> <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	
Choking on food/other materials/toys	<ul style="list-style-type: none"> <li>Staff instructed to read and follow the <a href="https://hub.careinspectorate.com/media/3913/good-practice-guidance-prevention-and-management-of-choking-episodes-in-babies-and-children.pdf">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	
Work Area/Office– Cross-Infection Risk	<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>Adapt the workplace layout to maintain 2-metre distancing wherever possible (at least 1 metre required).</li> <li>Reduce shared workstations wherever 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> <li>Handwash station/hand sanitiser made available at entrance/exit to work area.</li> </ul>	2	2	4	
Carrying out First Aid – Cross-Infection Risk	<p><b>Note: at least one up to date Paediatric First Aid trained person MUST be on site in an ELC setting.</b></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> </ul>				

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	<ul style="list-style-type: none"> <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>	2	4	8	
<b>Air conditioning, use of fans - Lack of natural ventilation in confined spaces increased risk of spread of Covid-19 via air con or use of fans.</b>	<ul style="list-style-type: none"> <li>All schools must have CO2 monitoring for all teaching spaces. (Instructions of use have been provided to schools.</li> <li>Meetings should not be taking place within the building with parents, electronic methods used unless there is a specific need to speak to a parent 1:1.</li> <li>Wherever possible natural ventilation should be used within all areas.</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>Do not use desk or ceiling fans in poorly ventilated areas</li> <li>Assemblies should not take place. Use of phone conferencing, skype, teams, e-mails, etc. to keep in touch.</li> <li>Fans or air con units only to be used in line with latest guidelines - fan heaters, fan assisted heating systems or air conditioning within a single space may assist in maintaining appropriate temperatures, provided there is an adequate supply of fresh air into the space. This approach should only be used where the balance of adequate ventilation and appropriate temperature cannot be achieved otherwise.</li> <li>Fire marked doors to remain closed.</li> <li>PEP reviewed air conditioning systems to ensure suitable functionality.</li> <li>Fresh air from opened windows encouraged where able, safe, and suitable to do so.</li> </ul>	2	4	8	



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Ventilation within buildings during colder weather	<ul style="list-style-type: none"> <li>Fan heaters, fan assisted heating systems or air conditioning within a single space may assist in maintaining appropriate temperatures, provided there is an adequate supply of fresh air into the space. This approach should only be used where the balance of adequate ventilation and appropriate temperature cannot be achieved otherwise.</li> <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> <li>CO2 monitoring programme can help building users make judgements to achieve an appropriate balance between ventilation and warmth in school buildings, for example by assessing the extent to which window opening is required in specific spaces to maintain levels of CO2 that are consistent with good ventilation.</li> </ul>	3	4	12	
Risk of Infection from or to early years children during food and drink provision	<ul style="list-style-type: none"> <li>Staggered times for lunches where possible.</li> <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 apron and wash hands with soap and water 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>Surfaces in dining or snack areas should be wiped down and disinfected in between use by each group of children.</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 cleaned appropriately.</li> </ul>	2	4	8	



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<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 at least 1 metre (2 metres wherever possible).</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> <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>• 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.</li> <li>• <a href="https://www.gov.scot">Coronavirus (COVID-19): school visits and trips - gov.scot (www.gov.scot)</a> - 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>• In ELC's physical activity including drama activities outdoors, and indoors are permitted as long as careful attention is paid to ensuring effective ventilation and cleaning of equipment.</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.</li> </ul>	1	4	4	
<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> </ul>				

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	<ul style="list-style-type: none"> <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	
<b>Increased risk of lone working due to reduced staff numbers</b>	<ul style="list-style-type: none"> <li>Refer to the current lone working procedure for your own building</li> <li>Lone Working procedure reviewed and updated as is necessary.</li> </ul>	1	4	4	
<b>Occupational hazards Skin exposure, dermatitis additional use of hand sanitisers, washing</b>	<ul style="list-style-type: none"> <li>Single-use nitrile gloves to be used for infrequent cleaning. Dispose of after every use.</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	
<b>Transmission Due to Transitions from Home to ELC</b>	<ul style="list-style-type: none"> <li>Parents/carers may accompany children onto school premises where this is agreed with the school and strictly necessary to support children and young people with transitioning.</li> </ul>	1	1	1	

Assessor Name	Elizabeth Duncan	Job Title	Head Teacher	Signature	<i>Elizabeth Duncan</i>	Date	7.1.22
Managers Name	Elizabeth Duncan Keri Allen	Job Title	Head Teacher Nursery Manger	Signature	<i>Elizabeth Duncan Keri Allen</i>	Date	7.1.22
Review date		Reviewer					

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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	