

RISK ASSESSMENT FORM

RA REF NO:	COVID-018	TITLE OF TASK ASSESSED:	Dalbeattie Nursery COVID -19 Early Years Return to School (31 MARCH 2022) v12	DIRECTORATE:	Skills Education and Learning
SERVICE:	Schools	STAFF GROUP:	All Early Years Staff	DATE:	31/03/2022

WHO IS AT RISK		SPECIFIC INFORMATION	LOCATION(S)	
Staff	<input checked="" type="checkbox"/>	This Risk Assessment has been produced to take into account mitigations against contracting COVID-19 in our schools. Scottish Government has provided a replacement diet of guidance and information that supersedes the “reducing risks in ELCs guidance” This risk assessment follows the new guidance that takes effect from Easter until the end of the summer school term.	Council Property	<input type="checkbox"/>
Service Users	<input checked="" type="checkbox"/>		3 RD 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"/>	The risk assessment should be amended to reflect the current procedures within your school. Should you wish to leave mitigates in place that is a decision that is to be made by the ELC and School Management Team. This risk assessment outlines the minimum mitigations that should be in place.	Other Location	<input type="checkbox"/>
Young Persons	<input checked="" type="checkbox"/>			

HAZARDS	I.e. what has the potential to do harm in terms of L ocation, E quipment, A ctivity, P erson and S ubstance.	Risk Rating
GENERAL CONTROL MEASURES	What have you in place to avoid, reduce and manage risks) (Consider the RA control hierarchy – E liminate, R educe, I solate, C ontrol and then P PE. 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

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

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Exposure to COVID-19 Individuals not being Vaccinated	<ul style="list-style-type: none"> All schools should encourage staff who have not received three doses of the vaccination to seek vaccination as soon as possible, following the recommended gap between doses. 	1	4	4	
Exposure to COVID-19 People with Symptoms, are household contacts or testing positive (either PCR or Lateral Flow)	<ul style="list-style-type: none"> Staff, children, or young people who develop the symptoms of COVID-19 (high temperature, new continuous cough or a loss or change to sense of smell or taste), or who test positive using PCR tests or Lateral Flow Device (LFD), must self-isolate immediately in line with NHS Guidance. <p>Positive Cases (regardless of vaccination status)</p> <ul style="list-style-type: none"> 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. 	2	4	8	
Staff awareness of Wellbeing/Stress	<ul style="list-style-type: none"> 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. https://www.careinspectorate.com/index.php/coronavirus-professionals/covid-19-notifications. 	2	4	8	
Exposure to COVID-19 Pregnant Staff member	<ul style="list-style-type: none"> Pregnant staff that come into contact with someone who is COVID-19 positive should follow the same advice as the rest of the population. All pregnant women are recommended to have the vaccine. 	1	5	5	
Exposure to COVID-19 Transmission between Staff, pupils, and contractors (Essential Works)	<ul style="list-style-type: none"> There are no restrictions on supply staff, other professionals or visitors in general entering ELCs. At least 1-metre physical distancing should be in place where possible – (retain 2 metres wherever possible). All visitors will be expected to comply with the setting's routine measures. All works required by contractors with the school can take place providing with the expectation that the contractor complies with the school's routine measures. 	1	4	4	

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School Visitors	<ul style="list-style-type: none"> There are no restrictions on parents, carers or wider family members entering buildings but will be expected to comply with the routine measures. Signage provided to reinforce instruction. Face coverings to be worn when moving around the setting in corridors, office and admin areas, canteens (Except when dining and in other confined communal areas (including staff rooms and toilets)) 	2	4	8	
Exposure to COVID-19 Transmission between Staff / INSET days / Meetings	<ul style="list-style-type: none"> INSET / training days / meetings can now take place. 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. All mitigations in relation to hand hygiene should be adhered to. Consideration should be given to whole group/ physical meetings taking place using smaller groups, online or outside. 	1	4	4	
Poor Hygiene/Cross Infection Risk	<ul style="list-style-type: none"> Adequate hot water sinks and supplies of handwash, and paper towels will be provided. 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 and at regular intervals throughout the day. Staff carrying out intimate care should wear a disposable, single-use plastic apron and gloves. Staff have access to disposable single use gloves for spillage of blood or other body fluids and disposing of dressings or equipment. 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. 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. 	2	4	8	

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	<ul style="list-style-type: none"> 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 Facilities Management or ordered through the council Solutions Centre. Inductions for new staff include guidance on the settings measures to ensure good infection prevention and control. 				
Risk of Infection from Toys and Soft Furnishings	<ul style="list-style-type: none"> All toys and equipment must be safe for use and well maintained to reduce the spread of COVID-19. Advice on general equipment management can be found at: Infection Prevention and Control in Childcare Settings. Toys and equipment that children access should, as far as possible, be cleaned daily, if visibly contaminated or if groups of children change during the day, on a sessional basis Sand does not need to be changed daily and standard cleaning and changing protocols should suffice if good hand hygiene is carried out prior to and following the use of the sand If soft furnishings (such as throws and bedding) have been used by a child who shows symptoms of COVID-19, they should be removed and laundered as quickly as possible at the highest recommended temperature in accordance with the manufacturer's instructions Children are allowed to bring toys from home to the setting, but if visibly contaminated in the setting or shared among other children then the toy should be cleaned appropriately In the event of a COVID-19 outbreak (two or more confirmed positive cases within a 14-day period), regular cleaning regimes should be temporarily enhanced. 	2	4	8	
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 Appropriate supervision by SMT for children waiting to be collected. 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. 	2	4	8	

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	<ul style="list-style-type: none"> 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. 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 single use and MUST 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. 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 				
Risk of Transmission of Covid-19 between Staff and children and between children	<ul style="list-style-type: none"> Physical distancing between adults will apply at all times, at least 1 metre (2 metres wherever possible). 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. Children displaying symptoms of Covid19 on entry to school/ELC are not accepted and sent home along with their siblings. Signage and posters to remain in place will remind staff of control measures. Staff observe strict hygiene practices including handwashing if required to care for different groups. 	2	4	8	
Rest area/staff rooms Food and beverages hygiene Risk of cross infection from contaminated food	<ul style="list-style-type: none"> Staff should always maintain at least 1-metre physical distancing in staffrooms (retain 2 metres wherever possible). Staff rooms are cleaned daily by council facilities Management staff. Staff advised to: - <ul style="list-style-type: none"> Wash and dry used crockery and utensils using warm soapy water. Wash their hands before and after eating, drinking, or smoking. Not share food. 	1	4	4	

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items in fridge or store cupboards					
Medication -Risk of errors leading to a Child's ill Health	<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 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). 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. 	1	4	4	
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"> Where possible, movement of individuals between workstations is minimised. Staff instructed to clean shared workstations with antibacterial spray or wipes before and after use. Pupils to clean their own desk and chair before and after use. 	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"> Where possible, ask the injured/ill person to carry out the treatment i.e., pinch nose during nosebleed. Information can be found on CHASM/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 First Aiders to monitor and review ongoing stock levels and request additional supplies, as required. 	2	4	8	
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.	<ul style="list-style-type: none"> All schools must have CO2 monitoring for all teaching spaces, (instructions of use have been provided to all schools). 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. Wherever possible natural ventilation should be used within all areas. 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. Do not use desk or ceiling fans in poorly ventilated areas. 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. Fire marked doors to remain closed. PEP reviewed air conditioning systems to ensure suitable functionality. Fresh air from opened windows encouraged where able, safe, and suitable to do so. 	2	4	8	
Ventilation within buildings during colder weather	<ul style="list-style-type: none"> CO2 monitors should be in place and monitored in all teaching spaces. 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. Providing adequate ventilation does not mean classrooms need to be cold. Classrooms should maintain a temperature of at least 17 degrees. Where practical, windows should be opened at least 15 mins prior to the room being used. External doors do not require to be wide open. Partially opening doors and windows to provide ventilation while reducing draughts. Open internal doors or windows to prevent a build-up of stale air. Opening high level windows in preference to low level to reduce draughts. 	3	4	12	

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	<ul style="list-style-type: none"> Purging spaces by opening windows, vents, and external doors (e.g., between classes, during break and lunch, when a room is unused, or at other suitable intervals if a space is occupied for long periods at a time) Seating arrangements within the classroom to be reviewed where children have reduced tolerance to cold. 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. Adjust indoor heating to compensate for cold air flow from outside. Further information on ventilation in your building is available from – Tom Higgins, Corporate Landlord Leader, 07712666973 and Brian McQuat, Senior Clerk of Works, 07885891992. 				
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. <p>When children are helping to self-serve snacks the following should be in adhered to:</p> <ul style="list-style-type: none"> It is vital that effective hand washing, and respiratory hygiene is in place. Children should be directed to wash their hands as often as needed to minimise the risk of cross contamination. You may also wish to have a smaller group of snack helpers so that staff can supervise more closely. 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. Surfaces in dining or snack areas should be wiped down and disinfected in between use by each group of children. 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. 	2	4	8	
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 at least 1 metre (2 metres wherever possible) from other staff. Children to wash their hands with soap and water / sanitise before and after outdoor activities. 	1	4	4	

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	<ul style="list-style-type: none">Encourage outdoor play, virus transmission is lower risk outdoors if suitable arrangements are in place.All outdoor play activities are appropriately supervised.All day visits can recommence subject to appropriate risk assessments being carried out subject to meeting all Covid-19 mitigations.Any travel arrangements follow latest guidance as set out in the Scottish Government's Coronavirus (COVID-19): guidance on reducing the risks in schools.Adherence to Covid protocols at the destination.				
Evacuation - procedures/Fire Arrangements	<ul style="list-style-type: none">There should be statutory testing of fire alarm systems, fire extinguishers and emergency lighting.Fire risk assessment undertaken and reviewed regularly.ELC's must continue to comply with Fire safety arrangements and test procedures.Regular fire drills will be held.During a planned drill, physical distancing wherever possible should be maintained at Muster points once the building has been evacuated.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. Maintain accurate and up to date registers for children and staff for fire drills/emergency evacuation	1	4	4	
Occupational hazards Skin exposure, dermatitis additional use of hand sanitisers, washing	<ul style="list-style-type: none">Single-use nitrile gloves to be used for infrequent cleaning. Dispose of after every use.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	Elizabeth Duncan	Date	31.3.22
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Managers Name	E.Duncan K.Allen	Job Title	Head Teacher Nursery Manager	Signature	<i>Elizabeth Duncan</i> <i>Keri Allen</i>	Date	31.3.22
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	