|  |  |  |  |
| --- | --- | --- | --- |
| **TASK /ACTIVITY / PROCESS DESCRIPTION:** | Staff working throughout and across ECCs | **DEPARTMENT/ SERVICE:** | Education |
| **LOCATION:** | Early Childhood Centres across EAC | **REFERENCE:** | **COVID-19** |

|  |  |
| --- | --- |
| **TYPES OF INJURY / LOSS / ILL HEALTH**  This should include injuries, acute and chronic ill health, psychological harm etc. For example, burns, fractures, bruising, lacerations, punctures, vibration white finger, occupational dermatitis, stress. | Flu like symptoms, shortness of breath, loss of sense of taste or smell, pneumonia, severe respiratory illness in some cases |
| **FOR EACH HAZARD, PLEASE IDENTIFY THE PERSON AT RISK (direct and indirect)**  Consider those especially vulnerable (young/inexperienced workers, members of the public, School pupils, the elderly, residents and contractors). | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **HAZARD / SOURCE OF HAZARD** | **PERSONS AT RISK** | **CURRENT CONTROL MEASURES IN PLACE** | | | | | **Severity Rating**  **(1 – 5)** | | **Likelihood Rating**  **(1 – 5)** | | **Risk Rating**  **L/M/H**  **(1 – 25)** |
| **1** | | Contact with individuals suspected to have coronavirus | Employees,  Pupils | * Government guidelines are in place for isolation:   + 10 day isolation is required where anyone in a household has new symptoms i.e. consistent cough, high temperature and / or loss of sense of taste or smell   + Shielding has been reintroduced due to an increase in the virus prevalence in the country   + Shielding advice must continue to be followed after vaccination.   + Parents, carers and ECCs do not need to take children’s temperatures every morning.   + Isolation for 10 days if contacted by an NHS tracer to confirm contact with an individual who has tested positive * Employees/Parents/Children will not attend the ECC if they   + Are under instruction to shield   + Have symptoms of coronavirus, for 10 days after onset of symptoms   + Are required to isolate for 10 days due to a household member having coronavirus symptoms * Good hand hygiene is essential at all times, thorough washing or use of sanitising gel and refrain from touching the nose, mouth or eyes with unwashed hands. * Management will arrange for staff to be tested where required. * Appropriate cleaning regimes will be undertaken by Facilities and Property Management after a suspected case has left the premises. * Staff testing negative can return to school as long as they have no fever for 48 hours and feeling well and the rest of your household do not need to isolate. ​ * Staff/Children/Pupils who have been to any country must quarantine for 10 days after return. * HR procedures must be followed where any self- isolation is required due to travel. * Parents can have children under the age of 5 tested. * Management will carry out individual risk assessments for those staff who are categorised as vulnerable from the COVID Age Risk Assessment. * The COVID age assessment should be carried out for all employees from a BAME background or with underlying health conditions which make them vulnerable to coronavirus, even if they are already back at work. * Children, young people and staff are not required to self-isolate unless contacted by the contact tracing service and/or showing symptoms. * The new shielding risk assessment must be carried out for all staff who were previously shielding in line with the Scottish Government 5 tier system. Link below:   [Shielding Risk Assessment](http://eacintranet/Services/HealthandSafety/COVID-19/Education/Individual-Covid-19-Risk-Assessment-Shielding-ED.docx)   * Enhanced measures for children and staff, at highest clinical risk in schools in local areas at Protection Levels 3 and 4 must be followed. * Arrangements should be made for new and expectant mothers to work at home from their 3rd Trimester (28 weeks). * Lateral Flow Testing Kits to be used as instructed. * If staff or learners are working/learning from home, and not attending ECC, they should not use the testing kits. | | | | | **4** | | **2** | | **8** |
| **2** | | Building/ELC Setting Safety | Employees  Children  Parents/Carers  Visitors | * All new staff to the ECC will receive an induction on COVID safe measures for the setting i.e. infection control, physical distancing etc. * Support staff must read the ECC COVID risk assessment for the establishment in which they visit. * All staff must read the Education Workplace Safety Handbook. * Enhanced clean will be carried out every day by Facilities and Property Management. * Appropriate cleaning of tables, toys etc will be undertaken throughout the day and in between sessions by staff. * Facilities and Property Management staff will carry out robust cleaning throughout the day. * A clear desk policy within the office, staff areas is required to ensure adequate cleaning can be undertaken by F&PM at the end of the day. * Staff must ensure surfaces/desks are cleaned after use. * Shared desk areas must be cleaned after use. * Car sharing should be avoided where possible. * Type 2R mask/face covering must be worn by all staff, unless exempt for medical conditions whilst moving around the ECC/School communal areas. | | | | | **3** | | **2** | | **6** |
| **3** | | Contact with children or staff   * Unwell * First aid * Existing medical conditions * Personal care | Employees  Children | * **All existing risk assessments and emergency protocols procedures still apply and must be adhered to.** * Handwashing facilities/hand sanitisers will be available to staff. * Signage advising of hand hygiene must be erected in prominent locations. * Physical distancing signage must be in place to inform staff and visitors to the building. * Parents, carers and ECCs do not need to take children’s temperatures every morning. * If anyone feels or appears to be showing any of the COVID symptoms, they will placed to an isolated area of the ECC and medical advice sought. * Staff will inform Head Teacher or Head of Centre immediately of any child displaying symptoms. * A ventilated space should be available for children /staff who become symptomatic to wait in until they can be collected or safely get home. * Staff will wear a face covering whilst waiting with the child to be collected, should they be displaying symptoms. * Staff carrying out intimate care should wear an apron, gloves and face visor. * Staff who are supporting children and young people with complex needs will need to follow Health Protection Scotland guidance. * Staff have been provided with a first aid PPE kit and guidance on administering first aid. * Hand hygiene is essential before and after all contact with Staff and children, before putting on PPE, after removal of PPE and after cleaning equipment and the environment. Hands should be washed with soap and water. | | | | | **4** | | **2** | | **8** |
| **4** | | Limiting risk and contact whilst carrying out individual or small group support. | Employees  Children | * Individual or small group support should be undertaken outdoors if possible. * Multiple cohorts of children should not use outdoor/indoor equipment simultaneously. * **Settings are encouraged to maintain as much consistency as possible in the staff who work in close proximity, especially in areas where physical distancing is more challenging.** * **Setting where possible will ensure the same group of staff working together consistently across each week will reduce the risk of transmission among staff.** * **Settings should ensure where possible the same staff work together consistently throughout sessions/work patterns.** * **Staff where possible will minimise the mixing of cohort groups**. * **Settings are encouraged to maintain as much consistency as possible in the staff who work in close proximity, especially in areas where physical distancing is more challenging.** * **Setting where possible will ensure the same group of staff working together consistently across each week will reduce the risk of transmission among staff.** * **Physical distancing between adults in the ECC or outdoors will be adhered to at all times.** * Before and after work with individual children or in small groups, children and adults will wash hands. * Small group support will include children from the same cohort only. * Parents/carers will be made aware that children will have individual or small group support from ECC staff with specific expertise i.e Communication Champion, Equity and Excellence lead , Forest School trained staff, First Aider * Accurate Test and Protect data will be recorded and kept for all individual and small group support work by any staff member who is not the child/children’s key worker or attached to their cohort. * Any resources and areas used for individual or small group support must not be used by any other child or small group unless appropriately cleaned before use. * Face covering must be worn where physical distancing cannot be maintained with adults. * Careful hand washing with soap and warm water/use of alcohol-based hand sanitiser before and after handling text books, jotters (or other pieces of equipment) mitigates the need for quarantine for 72 hours before, and 72 hours after. * Quarantining books for 72 hours may still be adopted providing it does not impact to teaching or learning. | | | | | **4** | | **2** | | **8** |
| **5** | | Ventilation | Employees  Pupils  Visitors | * Facilities and Property Management will work with Schools to identify areas of limited fresh air supply to improve ventilation. * Staff should partially open doors and windows to provide ventilation. * Opening high level windows in preference to low level to reduce draughts * Staff should open windows when rooms are being unused i.e between classes, during breaks/lunch. * Staff should continue to ensure all other control measures personal hygiene, symptom vigilance, enhanced cleaning and distancing is also followed. * Doors which are for NOT for fire safety purposes can be wedged open to reduce requirement for touching handles. Appointed member of staff must close these at the end of each day. | | | | | **3** | | **2** | | **6** |
|  | **ADDITIONAL CONTROL MEASURES** | | | | **Severity Rating**  **(1 – 5)** | **Likelihood Rating**  **(1 – 5)** | **Final Risk**  **Rating**  **L/M/H**  **(1 – 25)** | **Actioned By**  **(Print Name)**  **&**  **Target Date** | | **Date Control(s) implemented** | | **Sign to Confirm** | | |
| **1** | No physical distancing for children  2 meter physical distancing rule to be adhered to between staff. | | | |  |  |  |  | |  | |  | | |
| **2** | Some children may need additional support/reassurance about the reasons for adults wearing face coverings. | | | |  |  |  |  | |  | |  | | |
| **3** | Outdoor areas to be utilised where possible | | | |  |  |  |  | |  | |  | | |
| **4** | Temporary/supply and peripatetic staff to be kept to a minimum, until further notice. | | | |  |  |  |  | |  | |  | | |
| **5** | Small group support to include children form a single cohort only. | | | |  |  |  |  | |  | |  | | |
| **6** | Specific resources and areas used for individual support or small group support to be cleaned before use by any further children or group. | | | |  |  |  |  | |  | |  | | |
| **7** | Supply staff or other peripatetic staff should not work in more than one ECC on any one day. | | | |  |  |  |  | |  | |  | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ASSESSOR(s) PRINT NAME/JOB TITLE:** | Michelle Stokes | **ASSESSOR(S) SIGNATURE:** |  | **ASSESSMENT DATE:** | 24th September 2020  18 February 2021 |
| **MANAGER PRINT NAME/JOB TITLE:** | Janie Allen | **MANAGERS SIGNATURE:** |  | **REVIEW DATE:** | 19 February 2021  As situation develops |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ASSESSMENT REVIEWED BY:** | Laura Rinaldi | **REVIEW DATE:** | 5 October 2020 | **REVIEW DUE:** | As situation develops |
| **ASSESSMENT REVIEWED BY:** | Michelle Stokes | **REVIWE DATE:** | 30 October 2020 | **REVIEW DUE:** | As situation develops |
| **ASSESSMENT REVIEWED BY:** | Laura Rinaldi | **REVIEW DATE:** | 14 December 2020 | **REVIEW DUE:** | As situation develops |
| **ASSESSMENT REVIEWED BY:** | Michelle Stokes | **REVIEW DATE:** | 19 February 2021 | **REVIEW DUE:** | As situation develops |

**Staying COVID-19 Secure**



We confirm we have complied with the government’s guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING TOGETHER**

We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here



We have **cleaning, handwashing and hygiene procedures**



in line with guidance

We have taken all reasonable steps to **help people work from home**



We have taken all reasonable steps to **maintain a 2m distance** in the workplace



Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**



Employer Representative

Date

Who to contact: [plan\_maintenance@east-ayrshire.gov.uk](mailto:plan_maintenance@east-ayrshire.gov.uk)

[healthandsafety@east-ayrshire.gov.uk](mailto:healthandsafety@east-ayrshire.gov.uk)