Holy Family Nursery Class

Coronavirus Environment Risk Assessment

Children will be organised into bubble groups with a key worker/s. Children and staff will remain in these bubble groups at all times where possible to prevent cross contamination.

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| Areas to be considered | Action to be taken | Responsible |
| Drop off and pick up zones. One way system | We will use the main nursery entrance to allow two parents to drop off at the same time but still maintaining a safe distance.  Dropping off/picking up at ramp, enter through front gate drop child off with door person then leave through side gate.  Staggered entry/drop off time will reduce numbers.  A member of staff will be designated to door duty to collect children from parent then pass child to their bubble  No parents or carers will enter the building  Staff will sign in/out children | Gillian Kenmuir, Staff, parents &children. |
| Signage | Display advisory signage throughout the building, especially at entrances and exits and were people congregate. Refresh and update regularly in line with current Health Protection Scotland advice.  Door entry system, 2 metres marking on outdoor path for parents to drop off/pick up safely | Grace Tomlinson  All staff |
| Allocated times for parent child drop off and pick up | Each parent will be allocated a drop off time and pick up time. This will prevent too many parents’ turning up at one time. We will look at working parents requiring earlier drop off and later pick up times. Also accommodate child minders if required to collect from more than one nursery. | Gillian Kenmuir with consultation with HT and staff |
| Sanitising supplies  Soap, hand sanitiser, paper towels, anti-bacterial spray, aprons and disposable gloves | We will need continuous supply of these resources. Staff and children will wash hands regular and everything will need sprayed down after each child or bubble have used resources. | Nursery staff. Janitorial and office staff |
| Hand Washing | All children and staff MUST WASH their hands on entering and leaving the building.  Continue to provide information on how to hand wash effectively and for the correct duration.  Where possible make NHS handwashing videos available on all devices and public area screens.  Consider fun routine regular handwashing for pupils at key times in line with guidance, providing supervision where possible for group times to ensure this is effective.  Children wash their hands as they enter nursery, each time they do something they will be encouraged to wash hands. Bubbles to wash hands every hour. Each bubble will be given a designated sink and reminded hourly to wash hands, ensuring 15 minutes between each bubble to allow adequate cleaning. | All staff |
| Toilets - children | Cubicles could be marked with individual bubble group symbol to encourage children in each bubble to use the same toilet where possible. The caretaker will regularly disinfect toilets. | Gillian Kenmuir to make symbols all staff implement. |
| Toilets - adult | A bin will be placed inside and outside the toilet alongside disinfectant, wipes and hand sanitiser. Before and after using the toilet all adults must clean the area, handles etc. and place dirty resources in the bin. | All staff |
| Entrance and door handles | Cleaned frequently with disinfectant.  The door handles will be cleaned after each rotation of bubbles | All staff |
| Handrails | Barrier tape | All staff |
| Cleaning of all surfaces and resources | Everything needs to be left for a few minutes to allow the soapy water or anti-bacterial products to be effective. DO NOT SPRAY AND WIPE DRY IMMEDIATELY as this is INEFFECTIVE | All staff |
| Resources/Furniture cleaning | All resources have to be cleaned after a child uses them. Where possible give the children their own supply of resources. Furniture to be wiped down with anti-bacterial spray after each bubble group leaves and area. All resources to be sprayed with anti-bacterial spray. | All staff |
| Play-dough | Children will be allocated their own piece of play-dough and tools used with it. Play-dough will either be binned or put it in a zip bag for the child to return to later that day but binned at the end of the day. All tools used by individual children will washed immediately after they leave the area, in warm soapy water and left to air dry for use of the next day or afternoon session. | All staff |
| Water Tray/sand tray | Water and Sand play both indoors and out will not be in use. | All staff |
| Fire point muster areas | All children to stay in their bubbles and leave from new designated points associated with the area.  Muster in same area but 2 metres away from other bubbles. | Fire wardens and SMT |
| Nappy changing | Staff to use apron, gloves and face mask if required when changing children’s nappies our soiled clothing. Normal hygiene cleaning of unit will remain in place after each use. | All staff |
| Snack/Lunch | There will be no rolling snack.  Bubbles will eat together, adults serving food.  Staff will wear aprons and gloves at all times during food preparation and serving times.  All kitchen hygiene rules to be followed as normal.  Wipe down dishwasher handles and doors, microwave, oven, cupboard handles after touching them. Even if you are wearing gloves. | All staff |
| Cushions, rugs and soft furnishing. Material | These have to be kept to essentials only. All sort toys and dress up clothing to be removed. Dolls clothes to be washed at end of each session and clean supply to be added for each bubble group. Where possible. | All staff |
| ICT equipment | All keyboards, mouse’s screens etc. must be wiped down after each staff member or child uses it. | All staff |
| Small world and loose parts. | Remove all plastic toys as the virus live longest on plastic. Remove materials that are porous. Metal material can be wiped down after each bubble group leaves. | All staff |
| Outdoor play equipment | Equipment to be cleaned at end of each bubble use. The sand will need covered. Only wipe able resources used  Outdoor hand washing facilities to be sourced. | All staff  SMT, Janitorial supplies |
| In the event of infection outbreak | Anyone becoming unwell or showing signs of NHS categorised symptoms should be isolated immediately (in the parents room) until they have left premise.  This room should always be well ventilated.  Children will be accompanied by a member of staff who maintains social distancing to the best of their ability.  PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.  Testing for staff is now available and links to request this service should be made available to staff  A fitted sheet will be covering the couch, this should be taken off and washed as soon as the child has left the room. All areas of the room to be disinfected asap. | All staff |
| In the event of a suspected or confirmed case of coronavirus, this should be escalated immediately to Head of Service and appropriate action and guidance will be provided. | When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.  Agree the deep cleaning methodology that will be used in the event of confirmed outbreaks. This should be based on a 2 stage process of clean and disinfect using products that have been independently certified against coronavirus. Ensure we are following the test, trace, isolate and support strategies highlighted by the governments route map for phased return. | SMT and all staff |
| Confirmed case of Covid - 19 | Where a child, young person, or staff member tests positive, the rest of their bubble should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms. | Everyone |
| Social Distancing | Staff to maintain social distance at all times. | All staff |
| Pupils Social distancing | Young children have no concept of social distancing, therefore this will be very difficult to maintain. This is the reason they are being put into bubble groups. At points of the day children require a hug. Staff to use sensible approach to these times. | Everyone |
| Allocated play areas for bubble groups. Inside and out. | Staff and bubbles to be allocated play areas and maintain the cleaning of resources and social distancing within allocated area. Each bubble will have an allocated time in each area. Except outside where it is possible to social distance in bubble groups but changing over to designated areas will require same cleaning routines before another group uses that area. | All staff |
| Non fixed play equipment taken out of “free play” use | Everything to be deep cleaned before removing. | All staff prior to children starting back |
| Loose parts | Remove anything that is porous | All staff |
| Furnishings | Remove any soft toys or material i.e. cushions, dressing up clothes | All staff |
| First aid | The nursery will maintain suitable first aid cover. Each member of staff will be supplied with a first aid bum bag with suitable items to treat minor falls that occur within their bubble.  For major accidents where a first aider is required social distancing and hygiene control measures must be maintained so far as is reasonably practicable when providing first aid e.g. limiting numbers. Cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE can include masks, gloves and aprons.  All first aid equipment will always be accessible.  All incidents must be recorded as per the school’s normal arrangements. | All staff, first aider |
| Any other measures stated by NLC and national guidance. |  | SMT and all staff |