

# Education Resources General Risk Assessment

<b>Assessment Title</b>	<b>Minimising Covid-19 Exposure – Employees and Pupils Returning to East Milton Nursery from 22/02/2021</b>	Generic <input checked="" type="checkbox"/> Specific <input type="checkbox"/>	
<b>Scope of Assessment</b>	1 Employees returning to early years settings 2 Nursery children returning to early years settings	<b>Reference</b>	ER 02/06-1
		<b>N° Affected</b>	various

**Persons:** Employee  Service User  Contractor  Visitor  Young Person  Public  **Frequency:**  Monthly  Weekly  Daily  Hourly  Occasionally

<b>RISK COLOUR CODE/ SCORE</b>	<b>LOW RISK</b> ✓	<b>MEDIUM RISK</b>	<b>HIGH RISK</b>	<b>VERY HIGH RISK</b>
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<b>Aide Memoir</b> ✓ - present and considered, X considered not to be present						Machinery	x	Slip / Trip / Fall	x	Traffic / Driving	✓	Dangerous Substances	✓
Hygiene	✓	Workplace	✓	Handling / Lifting	x	Environment	✓	Access Equipment	x	Electricity	x	Moving / Falling Objects	x
Temperature	x	Fire / Explosion	x	Pressure System	x	Weather	x	DSE / Ergonomics	x	Violence	x	Tools / Work Equipment	x
Work at Height	x	Noise / Vibration	x	Other (s) (note)		Note:							

Hazard/ Concerns	Risk Rating	Control Measures	Residual Risk Rating	Further Action Required
<b>Increased risks due to staff and learners returning to early years establishments</b>	<b>12</b> High	Follow all control measures listed below .	<b>4</b> Low	
<b>Additional Local Concerns</b> To be completed by assessor		<ul style="list-style-type: none"> <li>Parents/carers will be not be allowed to enter the building</li> <li>Parents/carers instructed to maintain 2m social distancing between adults and children not from their own household</li> <li>Parents/carers to wear face coverings (unless exempt) whilst on school grounds</li> <li>3 drop off zones for pod groups to avoid long queue at drop off time</li> <li>Staggered collection for all pupils from main nursery entrance</li> <li>Ensure up to date contact details are obtained to facilitate communication</li> <li>Care plans for new starts and returners will be carried out via the phone or by digital means.</li> </ul>		

		<ul style="list-style-type: none"> <li>• Designate a suitable space outdoors and inside for settling in period with parent/child if required.</li> </ul>		
<p><b>Exposure to Covid-19 infection as a result of direct or close contact with others in the workplace</b></p>	<p>16 Very High</p>	<ul style="list-style-type: none"> <li>• Adults to adults continue to maintain a minimum two metre (six feet) distancing whilst at work. Where this is not possible and extends beyond 15 minutes a face covering should be worn.</li> <li>• Adults to wear face covering in corridors, staff area, dining hall and when moving around the school but they may choose to wear one at all times.</li> <li>• Appropriate mask hygiene procedures must be followed. Hands should be washed or sanitised before putting mask on and when removing it. Disposable masks should be placed in the bin after removal. Fabric face coverings should be kept in an air tight container or sealed bag. They should not be placed on surfaces.</li> <li>• Key worker to young child social distancing is not desirable or possible to implement. It is important for children to feel secure and receive warmth comfort and reassurance. Keyworkers will need to be close to children and should feel confident to do so.</li> <li>• Ensure where possible staff work with the same groups. If staff need to work with other groups this should be for limited periods and should ensure that strict hygiene practices are adhered to.</li> <li>• Ensure that employees and children are aware of the importance of frequent and thorough handwashing / sanitising</li> <li>• Ensure that sufficient handwashing / sanitising facilities are available both indoors and outdoors</li> <li>• Ensure that all employees clean their hands on arrival at the setting, before and after eating, after using the toilet and after sneezing or coughing</li> <li>• Ensure all children hand sanitise at drop off and wash their hands with soap and water for 20 secs on arrival at the setting, before and after eating, after toileting, when moving between different areas ( eg inside and outside ) after sneezing or coughing and at regular intervals throughout the day. This should be supervised.</li> <li>• Encourage children not to touch their face</li> <li>• Tooth brushing may continue following child smile guidance. Only one child should clean their teeth in the sink at time. Staff should clean sinks after each use. Toothbrushes should be appropriately stored in closed containers. ( Health and safety advice to be adhered )</li> <li>• Ensure that all employees use a tissue or elbow to cough or sneeze and use designated bins for tissue waste</li> </ul>	<p>4 Low</p>	<p>Yes</p>

		<ul style="list-style-type: none"> <li>• Ensure that help is available for employees who may require assistance in accessing hygiene facilities</li> <li>• Ensure government advice is followed for any employee or child showing symptoms of infection</li> <li>• Ensure contacts are limited by managing children within groups. Consistency is beneficial.</li> <li>• Children should not mix freely with children from another group.</li> <li>• Ensure staff members work with the same groups wherever possible throughout the day</li> <li>• Ensure children do not share outdoor clothes or footwear. Where possible parents/carers should provide suitable clothing for outdoor play</li> <li>• Children will have a designated snack time and area. Children will have individual dishes and cutlery which will be sanitised after use. Snack and lunch will be served to the children</li> </ul>		
<b>Individual needs of identified children who require close contact ,</b>		<ul style="list-style-type: none"> <li>• The majority of employees returning to education settings at this stage will not require PPE beyond what they would normally need when supporting colleagues in areas such as first aid, even if they are not always able to maintain a distance of two metres.</li> <li>• Ensure PPE is worn where staff are involved in personal care. Where a need for PPE has been identified this should be readily available and staff should be trained in its used. Gloves aprons masks/visors are to be worn when involved in intimate care and if there is a risk of contact from body fluids. Staff who require an individual risk assessment will have appropriate protective measures pertaining to them.</li> </ul>		
<b>Exposure to Covid-19 infection as a result of poor workplace hygiene</b>	12 High	<ul style="list-style-type: none"> <li>• Facilities Services will increase focus on high intensity touchpoints areas such door handles, push plates, light switches handrails, sanitary ware with the janitor address this throughout the day and an additional nursery cleaner for 2 hours per day.</li> <li>• Electrostatic spray clean will be undertaken every Friday.</li> <li>• Ensure an agreed use for Enzo machine and that all staff are trained in its use.</li> </ul>	4 Low	Yes

- The number of employees in a workplace will be kept to a minimum, taking into account space for breaks.
- Introduce a clear surface to ensure all areas are disinfected more easily
- Remove unnecessary items from the playroom and other work areas where there is space to store it elsewhere
- Bins for tissues are emptied throughout the day into a designated main bin. Ensure children use snuffle stations .
- Where possible, all spaces should be well ventilated using natural ventilation. This should take account of existing guidance on things like fire and security.
- Reduce the use of shared resources, including those usually taken home by employees.
- Sharing of resources between children should be minimised. Any shared materials and surfaces should be cleaned more frequently. Resources which are to be shared are to be cleaned between each groups use.
- Floor markings, signage and posters to be used to keep employees informed on things like maximum room capacity and direction of travel
- Face to face meetings indoors to be avoided where possible. If essential a face covering must be worn.
- Staff should bring and use their own crockery, mugs and cutlery and take them home at the end of each day.
- Contractors and visitors to be kept to minimum and must be agreed by the head teacher.
- Employees have clear advice on dealing with enquiries from the public
- If an employee , visitor or children has been *confirmed* as being tested positive for COVID-19 - the Facilities Officer will immediately arrange an electrostatic spray of the entire premise. The product used will decontaminate the premise within 2 minutes.

**Additional Local Concerns**  
To be completed by assessor

<p><b>Increased risk of exposure to Covid-19 and its effects as a result of poor communication</b></p>	<p>12 High</p>	<ul style="list-style-type: none"> <li>• All employees are aware of, and have access to, the full range of Corporate guidance on managing risk associated with Covid-19 including Education Resources Safe System of Work – Covid-19 Working Safely in Educational Establishments</li> <li>• Playroom has a Covid folder with updated guidance available for all staff to access.</li> <li>• Staff have access to lateral flow tests to self test at home twice weekly.</li> <li>• Staff have instructions on what to do in the event of a lateral flow positive test, negative test or void result.</li> <li>• Staff report lateral flow test results online at <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or by telephone on 03003032713</li> <li>• Ensure staff are familiar with Test and Protect advice. Staff members who have symptoms should contact NHS to arrange to be tested on 0800 028 2816 or <a href="http://www.nhsinform.scot">www.nhsinform.scot</a></li> <li>• Ensure that if staff are contacted by a contact tracer and told to self-isolate they should leave straight away and wear a face covering en route avoiding public transport.</li> <li>• All employees have been briefed on new working arrangements and understand the role they have to play.</li> <li>• All employees will be aware of how to report concerns</li> <li>• All visitors including parents, contractors and suppliers are advised not to enter the premise unless previous agreed by the school management team.</li> <li>• Contractors and suppliers are aware of local protocols for entering the premises.</li> <li>• All employees have the opportunity to discuss new working arrangements on an ongoing basis</li> </ul>	<p>4 Low</p>	<p>No</p>
<p><b>Additional Local Concerns</b> To be completed by assessor</p>				

<b>Increased risks due to long term closure of the building</b>	12 High	<ul style="list-style-type: none"> <li>Areas of work will be inspected prior to work commencing for the first time after a shutdown period including confirmation of required checks such as water, utilities, lifting and fire detection equipment.</li> </ul>	4 Low	
<b>Additional Local Concerns</b> To be completed by assessor				

Supplementary recording sheet used? Yes  No  Number of sheets used: \_\_\_\_\_

**Note on Manager Actions:**

Heads and Managers should use this assessment to cover general and local matters specific to their establishment. This local information can be added above to create an overall action plan to help ensure everyone understands what is required of them and how they can best protect themselves and others.

This assessment is the first in a series of assessments that will be made available to Heads and Managers. Future assessments will take account of plans to return children and young people to educational establishments.

**You should review this document, adapt as necessary for your establishment, sign off and share with all persons involved. It is good practice to review these arrangements on an ongoing and regular basis with your workforce.**

**Specific Additional Guidance/Notes:**

- Current public health approach seeks primarily to delay spread of COVID among general population and prevent transmission to three key risk groups (over 70, underlying health problems, pregnancy)

**Risk Matrix.**

Use the matrix below to give a general evaluation of risk, based on the **most likely** outcome.

<b>Almost Certain</b> (90% - 100%)	5	10	15	20	25
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- Government direction and guidance on required action is changing on a daily basis, available from [www.gov.scot/coronavirus-covid-19/](http://www.gov.scot/coronavirus-covid-19/)

Further Actions/Recommendations	Timescales	Responsible Person
Review First Aid Risk Assessment		Education Resources
Additional Risk Assessment for all staff return including childcare provision		Education Resources
Additional Risk Assessment for return of pupils		Education Resources
<b>Standard Actions</b>		
Provision of Information, Instruction and Training		
Passing on the details to others within SLC, partners or contractors		
Preparation of Safety System of Work		
Commissioning other specialist risk assessments (please list relevant ones)	1)	
	2)	
	3)	

<b>Likely, only to be expected</b> (65 - 88%)	4	8	12	16	20
<b>Probable, not surprising</b> (40 - 64%)	3	6	9	12	15
<b>Unlikely</b> (10 - 39%)	2	4	6	8	10
<b>Rare</b> (0 - 9%)	1	2	3	4	5 **
Likelihood					
Consequence	<b>Insignificant</b> (scratch, minor cut/bruise)	<b>Minor</b> (Lacerations/sprain strains, mild health effects)	<b>Moderate</b> (Minor bone break, temporary minor illness/eye injury)	<b>Major</b> (break of major bone, loss of digit, minor illness, electric shock loss of limb/eye serious illness)	<b>Catastrophic</b> (Fatality)

Low	Medium	High	Very High
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\*\* If a fatality is being considered as the principal potential outcome, discussion should take place with the H&S team

<b>Risk Assessor(s):</b>	<b>Manager Name:</b>	<b>Date:</b>
<b>Reviewer:</b>	<b>Establishment:</b>	
<b>Signature(s)</b>	<b>Signed:</b>	
<b>Date:</b>		