**Cargilfield NURSERY RISK ASSESSMENT – COVID 19 Infection & Prevention**

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| Department | Cargilfield Nursery | Unit/Section | Cargilfield Nursery |
| Date of assessment | **Updated 13/04/2021** | Assessor(s) | Victoria Aitchison |
| What is the activity? | Infection Control | Where is the activity carried out? | Cargilfield School |

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Done** |
| Ineffective infection control arrangements | Those working on the environment of schools. Harm would occur is infection control measure were not sufficient and staff /children become unwell with Covid-19 symptoms | Following the advice below: version 6  <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/>  This has to be followed at all times to ensure appropriate cleaning is in place and that cleaning protocols are adhered to particularly if staff or children become symptomatic on site where isolation would be required.  Apply key requirements Schools Operations Sheet (SOS) Infection Control | Ensure that monitoring of staff/children for symptoms is ongoing at all times.  Ensure rigorous measures are procedures are in place for symptomatic children.  Ensure that social distancing measures (2 metres apart) is in place for all staff and that this is monitored at all times.  Ensure staff wear a 2 or 3 layered mask when in communal areas.  Ensure that ongoing disinfectant surface cleaning is in place through appropriate cleaning regime.  Ensure that infection control arrangements are in place where food is being served/eaten (monitoring – particularly for young children)  Various new cleaning products have been purchased and used as guidance changes. Staff are now using hot soapy water, Unisafe, Antiviral disinfectant V2 healthcare and Milton.  Staff will be asked (not required) to take part in routine asymptomatic testing using LFD testing twice a week. Staff will follow government guidance and procedures via Object Connect.  Staff will be asked but not required to download the Test and Protect app on their phone. | Nursery Staff | All actions ongoing throughout opening times | Yes & continue |
| Ineffective use of LFD testing programme | Pupils, staff and parents | Staff will be required to read the guidance and ensure they are fully aware of the procedures.  This is voluntary and staff are not required to take part.  Staff to follow the step by step guidance that has been shared to school and can be found vis Objective Connect.  LFD does not replace the current testing policy for those with symptoms.  If a member of staff tests positive then they must self isolate and access their usual PCR testing channel. |  | All staff | 22nd Feb 2021 | Yes & continue |
| Ineffective infection control arrangements for toothbrushing | Pupils, staff and parents | Update- No toothbrushing will take place until deemed safe by Child Smile. |  | Child smile | Feb 2021 | Yes & continue |
| Ineffective hand hygiene of staff and children | Pupils, staff and parents | Staff will wash their hands; on entry into Nursery and dry using a paper towel.  Children will wash their hands using outdoor sinks before entering Nursery.  Children will be supervised when washing hands at all times and shown the correct way to do so.  Children and staff will wash hands before and after eating, before and after being in the garden and after using the toilet.  Children and staff will wash their hands after coughing, sneezing and at regular intervals during the day.  Staff to wash hands when moving between different areas of the school. | Additional signs to be placed for guidance on how to wash hands.  Additional soap dispensers in Nursery toilets. | All staff | 28th August ongoing throughout opening times | Yes & continue |
| Ineffective infection control arrangements cleaning of staff areas, resources and furniture | Pupils, staff and parents | Small, hard to clean items will be removed permanently (during this time).  Resources and toys will be removed from the classroom and rotated on a 72 hour basis.  Soft furnishings will be removed or washed on a daily basis or rotated on a 72 hour rota.  Chairs to be cleaned at the end of each day.  Tables to be cleaned before and after snack and at the end of each day (using infection and control procedures)  All toys and resources that have been out and or used will be cleaned (antibacterial) and either left out for the following day or stored away.  New cleaning rotas for staff to ensure that all areas are cleaned at the end of each day.  Staff rotas for cleaning frequently touched area. These will be cleaned during lunchtime and after school.  Water play basins will be changed daily.  Playdough to be freshly made each day.  Sand, water and playdough resources to be changed or cleaned at the end of each day.  Staff to use their own mugs/ cups and to wash them with hot soapy water after use or use the dishwasher.  Kitchen equipment (kettle, door handles, taps) to be cleaned at the end of each day.  All items entering the fridge must be cleaned prior and those items that are used daily will be cleaned each day. | Continue to review procedures and change if required.  Only paper towels to be used or wipes.  All clothes should be washed after use in one particular area. | All staff | 28th august and ongoing throughout opening times | Yes & continue |
| Children not kept in the same space/ bubble | Pupils, staff and parents | There will only be morning and full day sessions offered.  All of the Nursery children will remain in one group/ bubble of no more than 33 children.  All Nursery children will always stay within the Nursery and Nursery garden or outside astro and field space.  Nursery children can use the Pre- Prep hall (in small groups) with both doors open for additional ventilation for dancing and circle games. Children to wash their hands before and after use.  Outdoor space in the school will be timetabled to ensure no other children are in contact.  Staff do not need to socially distance themselves from the children. | Continue to review and check government guidelines. | VA and SMT | 28th august and ongoing throughout opening times | Yes & continue |
| Unnecessary and unused items not removed from garden. | Pupils, staff and parents | All equipment that is hard to clean will be removed from use.  Outdoor equipment will be left outside and only used by Nursery bubble. | Purchase new equipment and resources that may be required to substitute. | VA Nursery staff | 28th august ongoing throughout opening times | Yes & continue |
| Not utilising the outdoor space | Pupils, staff and parents | All children will have access to outdoors continuously throughout the day.  Children will be encouraged to play outdoors as often as possible. | The use of Cramond Beach for beach kindergarten will be reviewed for the summer term  New sheltered area in Nursery garden has been created- further areas will continued to be reviewed.- Update- A new planting area has been created to allow more outdoor space. |  | 28th august and ongoing throughout opening times | Yes & continue |
| Staff and adults not understanding the rules of physical distancing | Pupils, staff and parents | Staff INSET to discuss guidance and risk assessments.  Signs to remind staff about 2m rule  Signs to remind staff to wear a mask in communal areas and how to take of and store safetly.  Follow whole school risk assessment for communal areas | Email reminder to all staff and parents and new posters put up around school before we return to school on Monday 22nd Feb. | All Nursery staff | 20th august and ongoing throughout opening times | Yes & continue |
| Increased risk of spreading infection through singing | Pupils, staff and parents | Children are to not sing inside Nursery.  Children can sing in small groups outside.  Staff are to not encourage singing.  Children are to not sing in large groups.  Children are able to spontaneously sing without being prompted by an adult.  Adults can sing to children to comfort them if required. | Parents will be sent songs to sing with children at home.  Dr Allsop will use now teach music outside in the Nursery garden remaining 2m distance from the children.  Singing session may take place outside in small groups.  VA has spoken to CI and QIEO seeking further guidance on singing outside. | All Nursery Staff | 7/11/20 and onwards | Yes & continue |
| Sharing of personal items and shared aprons |  | Children will have personal waterproofs, wellies, fleeces and coats that will not be shared.  Art aprons and water aprons to be washed after each use.  New systems in place for single use of apron.  Aprons to be washed at the end of the day.  All spare clothes must be brought back washed. Nursery will launder on receiving. | Each child now has their own baking apron to use when required. | All nursery staff and parents- to follow rules | 28th august and ongoing throughout opening times | Yes & continue |
| Adults/ parents not being able to physically distance. | Pupils, staff and parents | All handover of children will take place outside behind the Nursery gates.  Children will be asked to enter the Nursery garden independently.  Nursery drop off is staggered between 8:15 am and 9am to ensure there is less congestion.  Nursery pick up time in at 12:15pm and 2:45 pm allowing for less congestion.  If a child is distressed then parents will be asked to move away from the drop off zone and given time to console and support them.  A clear one way system will be in place for Nursery drop off and pick up.  All adults are to wear masks when in communal areas and areas where they may come into contact with other adults ie anywhere outside of the Nursery room.  All parents must wear masks when on the school grounds (drop off and pick up times)  All staff made aware of how to wear, put on and remove masks safely and how to store masks once removed.  Poster on how to do this are display around Nursery. | Where children are not able to independently come into Nursery, staff will help children and parents by taking the child from the parent.  Staff will not spend any longer than 15 minutes in close proximity of a parent.  Staff will be required to wear a face covering in this situation.  Signs and markings will be in place to support children and parents during drop off and pick up.  Videos and flow charts will be sent to parents providing information for drop off and pick up routines. New starters will be sent these prior to starting. | All staff and parents- to follow rules | 28th august and ongoing throughout opening times  02/11/20 | Yes & continue |
| **Settling in** |  |  |  |  |  |  |
| Children and parents become distressed and anxious about attending and returning | Children and parents | All children have had access to 2 virtual tours and 20 story times throughout the summer and prior to starting.  Children starting at another time within the term will have the opportunity to visit Nursery when the children are not in. All adults must wear a mask during this time and remain at a 2 m distance.  New starters have the opportunity to book a time slot to come and look around Nursery and meet staff on prior to their first day.  Videos will be sent to children to show them what to do and where to go when they arrive and leave.  Distractions and engaging new displays will be used in the new drop off and pick up zone.  A virtual welcome meeting will be held on the Friday before Nursery starts in Autumn term.  Detailed flow charts and guidance will be sent to all parents prior to the start of term. These will be updated as guidance changes.  An optional soft start for two half days prior to the start of term.  Staff will speak to parents individually and will provided copies of risk assessments and guidance. | Main focus will be on each child’s health and wellbeing. This will continue for spring term return.  Use of Edinburgh City transition book – We’re Going on a Bear Hunt.- Autumn start only.  Children will be discouraged from bringing in any items from home. A comforter may be used if required but only used by that child and stored in their personal tray. | VA and Nursery staff | 28th August – October half term.  Continue to review | Yes & continue |
| Ineffective infection control arrangements for staff members with the highest clinical risk. | Staff who are at highest clinical | There are no Nursery staff members who are deemed within this category.  Clinically vulnerable staff (including those that are not required to shield) can continue to work in the setting- subject to a dynamic risk assessment confirming it is safe to do so. | Continue to review and ensure staff are confident to speak to SMT if they believe that they fall under this category.  Further risk assessment and guidance and procedure would be implemented if then required.  Clinically vulnerable staff must ensure that they remain at a 2m distance at all times. | VA & SMT | 18th Feb 2021 | Yes & continue |
| Ineffective infection control arrangements for children with the highest clinical risk | Children who are at highest clinical | There are no Nursery children members who are deemed within this category.  All parents have been asked if their child falls into this category prior to starting school.  All parents are required to complete a medical form for their child.  Nursery staff will phone each parent prior to starting to confirm such. | Continue to review and ensure parents are confident to speak to school if they believe that their child falls under this category.  Further risk assessment and guidance and procedure would be implemented if then required.  Parents should speak to their child’s GP or clinician whether children with the highest clinical risk should attend. | SMT | 18/02/21 | Yes & continue |
| Ineffective support and procedures for ineffective support and procedures for Minority Ethnic communities | Staff, parents and children | Parents and staff should be made aware that they have a right to inform school if they believe that they fall within this category and require additional protection.  Parents will be asked to inform school if they believe that they would require additional protection.  There are no staff that currently fall under this guidance. | Parents may be offered access to support from occupational health services and provision of an individualised risk assessment. | SMT | 18/02/21 | Yes & continue |
| Ineffective use of ventilation and temperature control | Staff, parents and children | All windows within the Nursery and quiet room will be open at all times.  The Nursery garden door will be left open when all children are outside, when some children and adults are outside and inside, when the weather is not too windy or too cold.  The heating will be on to ensure the room temperature does not fall below 16C.  A thermometer in the room will be check if it feels too hot or cold within the room.  The cloakroom door will be kept closed at all times.  The quite room door will be opened if larger numbers of children are in this area and if no one is outside. | Children will be continuously reminded not to leave or enter the classroom through the open doorway unless they have told a teacher.  A heavy door stop may be used to keep the door open to prevent the wind closing it and avoiding children being injured.  No fire doors will be kept open unless they have an automatic closure. | All staff VA | 18/02/21 | Yes & continue |
| Ineffective procedures for the greater risk of transmission from external visitors | Staff, children and parents | All visitor should be avoided unless necessary and with permission from the school. This includes construction, maintenance and running of Nursery and to support individual children.  Where possible the use of virtual means will take priority and preference. Such as telephone calls, zoom calls, emails, text messages etc.  All visitors must wear a mask at all times unless they are working with a child and the child needs to see their face ie speech and language therapy. In this situation a screen will be used and the visitor must wear a face shield.  All visitors must comply and follow the hand washing guidance.  If a visitor requires a working space, this must be cleaned and disinfected before and after use.  The 2m distancing rule will apply at all times.  The room must be well ventilated.  Nursery will seek permission from parents prior to any external visit for their children. |  | All staff  SMT & VA | 18/02/21 | Yes & continue |
| Use of additional staff from other areas of the school and breaking the bubble | Staff, children and parents | Nursery staff will work with the same group of children.  Only one bubble of Nursery children maximum of 33  A high ratio of staff to children should prevent the need for additional staff from other parts of the school.  ASC will require additional staff for support. This will be for a limited period of time each day and will be the same member of staff for the duration of that time.  All staff will wash their hands before entering Nursery and will wear a face covering if they are not able to maintain a 2m distance. They will remain in a well-ventilated space at a 2m distance from the other staff member at all times.  Dr Allsop and Mrs macKerron will teach Music & French outside in small groups at a 2m distance. |  | Nursery staff & graduate assistants who support ASC | 18/02/21 | Yes & continue |
| Ineffective measure to prevent further spread of virus through blended placements | Staff, parents and parents | Parents are encouraged to limit the number of settings that their child attends and ideally should only attend one setting.  Where a child attends more than one setting, parent’s consideration should be given to ensure that their child only attends the same setting consistently.  Children must ensure that they wear clean, laundered clothing each day and that clothing should not be worn in one setting and then worn at Cargilfield Nursery without being washed.  HPT must be made aware of additional placements if and when required. | A copy of our risk assessment will be sent to the additional setting for their reference.  A copy of the other settings risk assessment will also be requested and filed for our reference. | Parents and staff | 21/02/21 | Yes & continue |

**The Whole School Risk Assessment should be used in conjunction to the Nursery Risk Assessment. If not stated above the Whole school Risk Assessment procedure should be followed.**

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| Manager’s name | Victoria Aitchison | Signature | V.Aitchison |
| Date | 19.08.20 | Assessment review date | 7.9.20  Updated 29.09.20  Updated 04/11/20  Updated 09/11/20  Updated 18/11/20  Updated 18/02/21  Updated 13/04/21 |

**Are other specific risk assessments required?**

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| Asbestos |  | Control of Substances Hazardous to Health |  | Display Screen Equipment |  |
| Electricity |  | Fire Safety |  | Lone Working |  |
| Manual Handling |  | New and Expectant Mothers |  | Noise |  |
| Personal Protective Equipment |  | Stress Management |  | Vibration |  |
| Work Equipment |  | Workplace Health, Safety and Welfare |  | Working at Height |  |