

Cargilfield NURSERY RISK ASSESSMENT – COVID 19 Infection & Prevention

Department	Cargilfield Nursery	Unit/Section	Cargilfield Nursery
Date of assessment	Updated 02/11/2021	Assessor(s)	Jan Harber
What is the activity?	Infection Control	Where is the activity carried out?	Cargilfield School

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	Who: Children and staff How: Increased exposure to the virus.	<p>Following the advice below: version 6</p> <p>https://www.gov.scot/publications/early-learning-and-childcare-elc-expansion-monthly-updates/</p> <p>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.</p> <p>Apply key requirements Schools Operations Sheet (SOS) Infection Control.</p> <p>Use of the following reviewed nursery policies:</p> <ul style="list-style-type: none"> - Changing a child - Infection control - Health and Safety Manual - Dealing with Injuries - Medical Policy - Dealing with Bodily Spillages <p>Staff should also consult the staff handbook re sickness and absence poluc, return to work etc.</p>	<p>Ensure that monitoring of staff/children for symptoms is ongoing at all times.</p> <p>Ensure rigorous measures are procedures are in place for symptomatic children.</p> <p>Ensure that social distancing measures (2 metres apart) is in place for all staff and that this is monitored at all times.</p> <p>Ensure staff wear a 2 or 3 layered mask when in communal areas.</p> <p>Ensure that ongoing disinfectant surface cleaning is in place through appropriate cleaning regime.</p> <p>Ensure that infection control arrangements are in place where food is being served/eaten (monitoring – particularly for young children)</p> <p>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.</p>	Nursery Staff	All actions ongoing throughout opening times	Yes & continue

			<p>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.</p> <p>Staff will be asked but not required to download the Test and Protect app on their phone.</p>			
Ineffective use of LFD testing programme	<p>Who: Pupils, staff and parents</p> <p>How: Spreading of infection from one individual to another.</p>	<p>Staff will be required to read the guidance and ensure they are fully aware of the procedures.</p> <p>This is voluntary and staff are not required to take part.</p> <p>Staff to follow the step by step guidance that has been shared to school and can be found via Objective Connect.</p> <p>LFD does not replace the current testing policy for those with symptoms.</p> <p>If a member of staff tests positive then they must self isolate and access their usual PCR testing channel.</p>		All staff	October 2021	Yes & continue
Infection control for toothbrushing	<p>Who: Pupils, staff and parents</p> <p>How: Spread of infection orally.</p>	<p>Update- No toothbrushing will take place until deemed safe by Child Smile. Child Smile will be in touch in October.</p>	Childsmile to be in contact.	Child smile	October 2021	Yes & continue
Hand hygiene of staff and children	<p>Who: Pupils, staff and parents</p> <p>How: Lack of supervision of hand washing will spread infection</p>	<p>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.</p> <p>Children will be supervised when washing hands at all times and shown the correct way to do so.</p>	<p>Additional signs to be placed for guidance on how to wash hands.</p> <p>Additional soap dispensers in Nursery toilets.</p> <p>Increased handwashing and use of antibacterial hand gel at frequent intervals through the day: Specifically –</p>	All staff	28 th August ongoing throughout opening times	Yes & continue

		<p>Children and staff will wash hands before and after eating, before and after being in the garden and after using the toilet.</p> <p>Children and staff will wash their hands after coughing, sneezing and at regular intervals during the day.</p> <p>Staff to wash hands when moving between different areas of the school.</p>	<p>entering the building, entering a room, after using the toilet, before and after food serving and eating, after supporting children at the toilet, after garden/outside walks, after wiping noses and mouths.</p>			
<p>Cleaning of staff areas, resources and furniture</p>	<p>Who: Pupils, staff and parents</p> <p>How: Lack of rigorous cleaning will spread infection</p>	<p>Small, hard to clean items will be gradually reintroduced</p> <p>Resources and toys will be cleaned appropriately</p> <p>Chairs to be cleaned at the end of each day.</p> <p>Tables to be cleaned before and after snack and at the end of each day (using infection and control procedures)</p> <p>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.</p> <p>New cleaning rotas for staff to ensure that all areas are cleaned at the end of each day.</p> <p>Staff rotas for cleaning frequently touched area. These will be cleaned during lunchtime and after school.</p> <p>Water play basins will be changed daily.</p>	<p>Continue to review procedures and change if required.</p> <p>Only paper towels to be used or wipes.</p> <p>All clothes should be washed after use in one particular area.</p> <p>Availability of disposable masks for staff to use when cleaning using chemicals for deep cleaning.</p> <p>Monitor use and stock for cleaning supplies and PPE.</p>	All staff	28 th august and ongoing throughout opening times	Yes & continue

		<p>Playdough to be freshly made each day.</p> <p>Sand, water and playdough resources to be changed or cleaned at the end of each day.</p> <p>Staff to use their own mugs/ cups and to wash them with hot soapy water after use or use the dishwasher..</p>				
Children not kept in the same space/ bubble	<p>Who: Pupils, staff and parents</p> <p>How: Risk of exposure due to mixing of bubbles</p>	<p>There will only be morning and full day sessions offered.</p> <p>All of the Nursery children will remain in one group.</p> <p>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.</p> <p>Outdoor space in the school will be timetabled to ensure no other children are in contact.</p> <p>Staff do not need to socially distance themselves from the children.</p>	<p>Continue to review and check government guidelines.</p> <p>Increased handwashing and use of antibacterial hand gel at frequent intervals through the day: Specifically – entering the building, entering a room, after using the toilet, before and after food serving and eating, after supporting children at the toilet, after garden/outside walks, after wiping noses and mouths.</p>	VA and SMT	28 th august and ongoing throughout opening times	Yes & continue
Unnecessary and unused items not removed from garden.	<p>Who: Pupils, staff and parents</p> <p>How: Transfer of virus due to multiple surfaces</p>	<p>Outdoor equipment will be left outside and only used by Nursery bubble.</p>	<p>Purchase new equipment and resources that may be required to substitute.</p>	VA Nursery staff	28 th august ongoing throughout opening times	Yes & continue
Not utilising the outdoor space	<p>Who: Pupils, staff and parents</p> <p>How: Outdoor play reduces transfer of virus</p>	<p>All children will have access to outdoors continuously throughout the day.</p> <p>Children will be encouraged to play outdoors as often as possible.</p>	<p>Nature Kindergarten started. The use of Cramond Beach for beach kindergarten will be reviewed for the Spring term.</p> <p>Outdoor resources bought to help develop and extend outdoor play.</p>		28 th august and ongoing throughout	Yes & continue

					opening times	
Staff and adults not understanding the rules of physical distancing	<p>Who: Pupils, staff and parents</p> <p>How: Increased exposure to the potential virus due to proximity to another adult</p>	<p>Staff INSET to discuss guidance and risk assessments.</p> <p>Signs to remind staff about 2m rule</p> <p>Signs to remind staff to wear a mask in communal areas and how to take of and store safely.</p> <p>Follow whole school risk assessment for communal areas</p>	<p>Email reminder to all staff and parents confirming rules for drop off and pick up.</p> <p>Parents now allowed on site without masks but to carry one at all times. Staff not required to wear a mask at drop off/pick up times but do need to wear one when inside around the school.</p> <p>Multiple spaces created to support breaks and lunches of staff.</p> <p>Parents not allowed in pre-prep building, unless pre-arranged.</p>	All Nursery staff	28 th august and ongoing throughout opening times	Yes & continue
Sharing of personal items and shared aprons	<p>Who: Pupils, staff and parents</p> <p>How: Increased exposure to the potential virus due to proximity to another adult</p>	<p>Children will have personal waterproofs, wellies, fleeces and coats that will not be shared.</p> <p>Art aprons and water aprons to be washed after each use.</p> <p>New systems in place for single use of apron.</p> <p>Aprons to be washed at the end of the day.</p> <p>All spare clothes must be brought back washed. Nursery will launder on receiving.</p>	<p>Baking aprons available for children. Washed in between use.</p>	All nursery staff and parents-to follow rules	28 th august and ongoing throughout opening times	Yes & continue
Adults/ parents not being able to physically distanced.	Pupils, staff and parents	<p>All handover of children will take place outside behind the Nursery gates.</p> <p>Children will be asked to enter the Nursery garden independently.</p>	<p>Where children are not able to independently come into Nursery, staff will help children and parents by taking the child from the parent.</p> <p>Staff will not spend any longer than 15 minutes in close proximity of a parent.</p>	All staff and parents-to follow rules	28 th august and ongoing throughout opening times	Yes & continue

		<p>Nursery drop off is staggered between 8:15 am and 9am to ensure there is less congestion.</p> <p>Nursery pick up time in at 12:15pm and 2:45 pm allowing for less congestion.</p> <p>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.</p> <p>A clear one way system will be in place for Nursery drop off and pick up.</p> <p>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.</p> <p>All parents must wear masks when on the school grounds (drop off and pick up times)</p> <p>All staff made aware of how to wear, put on and remove masks safely and how to store masks once removed.</p> <p>Poster on how to do this are display around Nursery.</p>	<p>Staff no longer required to wear a mask but 2 m distance still required.</p> <p>Signs and markings will be in place to support children and parents during drop off and pick up.</p> <p>Visiting inside pre-prep is limited to parents of new children or pre-arranged meeting with teacher.</p>			
<p>Child/staff with suspected covid-19 symptoms</p>	<p>Who: Child in attendance, Member of staff, parents/carers.</p> <p>How: Spreading of infection from one individual to another</p>	<p>All service users are aware of the advice from NHS that required those with potential covid-19 symptoms to report their illness including symptoms, immediately to the setting.</p> <p>Parents have been advised that Children under 5 who are deemed to be a close contact of a positive case, be at home, in the nursery environment or elsewhere are</p>	<p>Isolate outside the nursery classroom door whilst awaiting parental collection</p> <ul style="list-style-type: none"> - Staff member to wear PPE when with a child displaying symptoms <p>Child to be collected by parent as soon as possible and asked to book a PCR. Parents requested to send result by email to Head of Nursery and the School Nurse.</p>	All staff	Ongoing	Yes and continue

		<p>no longer required to attend for a PCR test if they remain without symptoms – but parents can arrange a test for their child in these circumstances if preferred.</p> <p>If results are positive: All those who have had contact with the individual will then be notified and follow guidance via Health Protection Scotland.</p> <p>Nursery will keep record of coronavirus symptoms in daily communication book and notify the following authorities of the situation: Care Inspectorate, Health Protections Scotland, Riddor</p> <p>Nursery will at all times follow GDPR requirements to support confidentiality of all individuals involved and take advice from governing bodies as to how to proceed.</p>				
Children and parents become distressed and anxious about attending and returning	<p>Who: Children and parents</p> <p>How: Anxious behaviours</p>	<p>All children have been invited for settling in sessions. Some children have been invited during term time others during inset days at start of autumn term.</p> <p>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.</p> <p>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.</p> <p>Distractions and engaging new displays will be used in the new drop off and pick up zone.</p>	<p>Main focus will be on each child's health and wellbeing. This will continue for whole of Autumn term</p> <p>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.</p>	JA and Nursery staff	28 th August – October half term. Continue to review	Yes & continue

		<p>A virtual welcome meeting will be held on the Friday before Nursery starts in Autumn term.</p> <p>A taster session for an hour prior to the start of term will be offered to all new starters.</p> <p>Staff will speak to parents individually and will provide copies of risk assessments and guidance if requested.</p>				
Arrangements for staff members with the highest clinical risk.	<p>Who: Staff who are at highest clinical</p> <p>How: More susceptible to the spread of infection.</p>	<p>There are no Nursery staff members who are deemed within this category.</p> <p>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.</p>	<p>Continue to review and ensure staff are confident to speak to SMT if they believe that they fall under this category.</p> <p>Further risk assessment and guidance and procedure would be implemented if then required.</p> <p>Clinically vulnerable staff must ensure that they remain at a 2m distance at all times.</p>	JH & SMT	28 th August ongoing	Yes & continue
Arrangements for children with the highest clinical risk	<p>Who: Children who are at highest clinical</p> <p>How: More susceptible to the spread of infection.</p>	<p>There are no Nursery children members who are deemed within this category.</p> <p>All parents have been asked if their child falls into this category prior to starting school.</p> <p>All parents are required to complete a medical form for their child.</p> <p>Nursery staff will phone each parent prior to starting to confirm.</p>	<p>Continue to review and ensure parents are confident to speak to school if they believe that their child falls under this category.</p> <p>Further risk assessment and guidance and procedure would be implemented if then required.</p> <p>Parents should speak to their child's GP or clinician whether children with the highest clinical risk should attend.</p>	SMT	28 th August ongoing	Yes & continue
Support and procedures for Minority Ethnic communities	Who: 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 may be offered access to support from occupational health services and provision of an individualised risk assessment.	SMT	28 th August ongoing	Yes & continue

	How: less access to information	<p>Parents will be asked to inform school if they believe that they would require additional protection.</p> <p>There are no staff that currently fall under this guidance.</p>				
Ventilation and temperature control	<p>Who: Staff, parents and children</p> <p>How: Increased exposure to the virus</p>	<p>All windows within the Nursery and quiet room will be open at all times.</p> <p>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.</p> <p>The heating will be on to ensure the room temperature does not fall below 16C.</p> <p>A thermometer in the room will be checked if it feels too hot or cold within the room.</p> <p>The cloakroom door will be kept closed at all times.</p> <p>The quiet room door will be opened if larger numbers of children are in this area and if no one is outside.</p>	<p>Children will be continuously reminded not to leave or enter the classroom through the open doorway unless they have told a teacher.</p> <p>A heavy door stop may be used to keep the door open to prevent the wind closing it and avoiding children being injured.</p> <p>No fire doors will be kept open unless they have an automatic closure.</p>	All staff VA	28 th August ongoing	Yes & continue
Greater risk of transmission from external visitors	<p>Who: Staff, children and parents</p> <p>How: Increased exposure to potential transmission of virus</p>	<p>All visitors should be avoided unless necessary and with permission from the school. Those who support the maintenance of nursery and those who support the children will be allowed on site but will follow strict covid procedures.</p> <p>Where possible the use of virtual means will take priority and preference. Such as telephone calls, zoom calls, emails, text messages etc.</p>	<p>Stakeholders are now back on site but following covid guidelines; signing in, wearing a mask, washing hands and keeping 2m apart as much as possible.</p> <p>Prospective parents and children are now back on site. One parent is encouraged although 2 are allowed. Wearing masks on site and keeping 2m apart if possible at all times.</p>	All staff SMT & JH	28 th August ongoing	Yes & continue

		<p>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.</p> <p>All visitors must comply and follow the hand washing guidance.</p> <p>If a visitor requires a working space, this must be cleaned and disinfected before and after use.</p> <p>The 2m distancing rule will apply at all times.</p> <p>The room must be well ventilated.</p> <p>Nursery will seek permission from parents prior to any external visit for their children.</p>	S&L support also on site. Following Covid guidance and keeping 2 metres apart.			
Use of additional staff from other areas of the school and breaking the bubble	<p>Who: Staff, children and parents</p> <p>How: Increased exposure to potential transmission of virus.</p>	<p>A high ratio of staff to children should prevent the need for additional staff from other parts of the school.</p> <p>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.</p> <p>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.</p>		Nursery staff & graduate assistants who support ASC	28 th August ongoing	Yes & continue

<p>Prevent further spread of virus through blended placements</p>	<p>Who: Staff, parents and parents</p> <p>How: Increased exposure to potential transmission of virus</p>	<p>Parents are encouraged to limit the number of settings that their child attends and ideally should only attend one setting.</p> <p>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.</p> <p>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.</p> <p>HPT must be made aware of additional placements if and when required.</p>	<p>A copy of our risk assessment will be sent to the additional setting for their reference.</p> <p>A copy of the other settings risk assessment will also be requested and filed for our reference.</p>	<p>Parents and staff</p>	<p>28th August ongoing</p>	<p>Yes & continue</p>
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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.

Manager's name	Jan Harber	Signature	J Harber
Date	02/11/2021	Assessment review date	Updated 02/11/21 Updated 13/10/21 Updated 09/09/21 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?

Asbestos
Electricity
Manual Handling
Personal Protective Equipment
Work Equipment

Control of Substances Hazardous to Health
Fire Safety
New and Expectant Mothers
Stress Management
Workplace Health, Safety and Welfare

Display Screen Equipment
Lone Working
Noise
Vibration
Working at Height