

# Cargilfield NURSERY RISK ASSESSMENT – COVID 19 Infection & Prevention

Department	Cargilfield Nursery	Unit/Section	Cargilfield Nursery
Date of assessment	<b>Updated 09/09/2021</b>	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	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	<p>Following the advice below: version 6</p> <p><a href="https://www.gov.scot/publications/early-learning-and-childcare-elc-expansion-monthly-updates/">https://www.gov.scot/publications/early-learning-and-childcare-elc-expansion-monthly-updates/</a></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>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	Pupils, staff and parents	<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	22 <sup>nd</sup> 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 will be in touch in October.		Child smile	Feb 2021	Yes & continue
Ineffective hand hygiene of staff and children	Pupils, staff and parents	<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>	All staff	28 <sup>th</sup> 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>				
Ineffective infection control arrangements cleaning of staff areas, resources and furniture	Pupils, staff and parents	<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>Playdough to be freshly made each day.</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>	All staff	28 <sup>th</sup> august and ongoing throughout opening times	Yes & continue

		<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	Pupils, staff and parents	<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>	Continue to review and check government guidelines.	VA and SMT	28 <sup>th</sup> august and ongoing throughout opening times	Yes & continue
Unnecessary and unused items not removed from garden.	Pupils, staff and parents	<p>Outdoor equipment will be left outside and only used by Nursery bubble.</p>	Purchase new equipment and resources that may be required to substitute.	VA Nursery staff	28 <sup>th</sup> august ongoing throughout opening times	Yes & continue
Not utilising the outdoor space	Pupils, staff and parents	<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>The use of Cramond Beach for beach kindergarten will be reviewed for the summer term</p> <p>New sheltered area in Nursery garden has been created- further areas will continued to be reviewed.- Update- A new planting</p>		28 <sup>th</sup> august and ongoing throughout opening times	Yes & continue

			area has been created to allow more outdoor space.			
Staff and adults not understanding the rules of physical distancing	Pupils, staff and parents	<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>	Email reminder to all staff and parents and new posters put up around school before we return to school on Monday 22 <sup>nd</sup> Feb.	All Nursery staff	28 <sup>th</sup> august and ongoing throughout opening times	Yes & continue
Sharing of personal items and shared aprons		<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>	Each child now has their own baking apron to use when required.	All nursery staff and parents-to follow rules	28 <sup>th</sup> august and ongoing throughout opening times	Yes & continue
Adults/ parents not being able to physically distance.	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>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 2:50 pm allowing for less congestion.</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> <p>Staff will be required to wear a face covering in this situation.</p> <p>Signs and markings will be in place to support children and parents during drop off and pick up.</p>	All staff and parents-to follow rules	28 <sup>th</sup> august and ongoing throughout opening times	Yes & continue

		<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>	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.		02/11/20	
<b>Settling in</b>						
Children and parents become distressed and anxious about attending and returning	Children and parents	<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>Main focus will be on each child's health and wellbeing. This will continue for spring term return.</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 <sup>th</sup> August – October half term. Continue to review	Yes & continue

		<p>Distractions and engaging new displays will be used in the new drop off and pick up zone.</p> <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>				
Ineffective infection control arrangements for staff members with the highest clinical risk.	Staff who are at highest clinical	<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>	VA & SMT	18 <sup>th</sup> Feb 2021	Yes & continue
Ineffective infection control arrangements for children with the highest clinical risk	Children who are at highest clinical	<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	18/02/21	Yes & continue
Ineffective support and procedures for	Staff, parents and children	Parents and staff should be made aware that they have a right to inform school if	Parents may be offered access to support from occupational health services and	SMT	18/02/21	Yes & continue

ineffective support and procedures for Minority Ethnic communities		<p>they believe that they fall within this category and require additional protection.</p> <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>	provision of an individualised risk assessment.			
Ineffective use of ventilation and temperature control	Staff, parents and children	<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	18/02/21	Yes & continue
Ineffective procedures for the greater risk of transmission from external visitors	Staff, children and parents	<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</p>		All staff SMT & JH	18/02/21	Yes & continue



		<p>telephone calls, zoom calls, emails, text messages etc.</p> <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>				
Use of additional staff from other areas of the school and breaking the bubble	Staff, children and parents	<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	18/02/21	Yes & continue

Ineffective measure to prevent further spread of virus through blended placements	Staff, parents and parents	<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>	Parents and staff	21/02/21	Yes & continue
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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	V.Aitchison
Date	09/09/2021	Assessment review date	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


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


Display Screen Equipment  
Lone Working  
Noise  
Vibration


Work Equipment

☐

Workplace Health, Safety and Welfare

☐

Working at Height

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