

Department: Education and Children's Services		RISK ASSESSMENT (ELC Settings)		Aberdeenshire COUNCIL 
Process/Activity: Infection Prevention & Control		Location: All ELCs Establishments		Date: 14.08.2020 Updated 04.11.2020 08.01.2021
Describe activity: Location of staff at ELC establishments open during Covid-19 outbreak. Staff providing childcare and access to sites.				
*Establishment Name and Location: Alehousewells Nursery			*Isolation Room Location in Establishment: Butterfly Nursery Room	

Hazard	Person/s Affected	Risk	Risk level before controls are in place. (Highlight as appropriate)			Control Measures	Risk level after controls are in place. (Highlight as appropriate)		
			LOW	MED	HIGH		LOW	MED	HIGH
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			HIGH	<p style="background-color: orange; margin: 0;">GENERAL CONTROL MEASURES</p> <p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVID-19 site: https://covid19.aberdeenshire.gov.uk/</p> <p style="background-color: cyan; margin: 0;">ENHANCED LEVEL 4 CONTROL MEASURES FROM 05.01.2021</p> <ul style="list-style-type: none"> Schools can only open to in-person learning for children of key workers (Cat 1 and 2) and vulnerable children, with remote learning for all other children and young people from 11th January. Guidance available for parents and carers can be found here. Children of key workers can attend school from 06.01.21 for school age education and childcare during normal school operating hours. Households where both parents are Category 1 or 2 key workers (or one parent in a single parent household) are prioritised. 	L		

						<ul style="list-style-type: none"> • Please view Scottish Government guidance on key workers and Category 1 and 2 definitions. • During the period of lockdown all school staff and staff providing Daycare of 2 children’s services, including early learning and childcare, who are required to attend their work in person would qualify as category 1 or 2 key workers. • Staffing Ratios for Early Years aged 3-5 year: we are aiming for 1:4 ratio where possible. Minimum of two EY adults needed for pre 5’s to ensure cover for lunches etc. As with all ratios – they are reflective of local circumstances, profile of needs of children and activities being undertaken and a dynamic assessment by school staff will determine the ratios required in the setting/school. <p>Two staff will be in the setting each day with the EYSP attending each morning and to cover lunches, weekly rotation of staff commenced Thurs 7th Jan 2021 – Thur – Wed in setting.</p> <ul style="list-style-type: none"> • Two staff members are the minimum staffing requirement during opening hours. • Shielding Children on the shielding list should not attend settings (If Level 4 continues for an extended period individualised risk assessments may make it possible for these children to attend. This decision would be made by the secondary care (hospital) clinical team caring for the child. <p>We have no children classed as shielding.</p> <ul style="list-style-type: none"> • Continued care and support for vulnerable pupils will be in place from the period of 6 January. <p>3 vulnerable children are to attend 2 x every morning 9am – 12.15pm and 1 x Thur and Fri 9am – 10.30am, to be assessed and amended as required.</p> <ul style="list-style-type: none"> • One bubble has been created out of both Butterfly and Caterpillar class during this time. Upon a full return to school, children and young people may return to their original groupings. • Information on shielding: No individual staff are classed as shielding and Individual Risk Assessments have been reviewed. • Encourage and support all children, young people, staff and any others for whom it is necessary to enter the setting to maintain COVID-19 secure personal hygiene throughout the day and ensure continued rigour about hand hygiene. 			
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					<ul style="list-style-type: none"> • Schools should be prepared to engage in enhanced testing, if recommended by Incident Management Team. • Physical education within school settings should only take place out of doors. If weather is extremely bad, then schools may use their judgement as to whether it is safe for children to be outside. <p>Frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet.</p> <p>Encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose.</p> <p>Using a tissue or elbow to cough or sneeze and use bins that are emptied regularly for tissue waste.</p> <ul style="list-style-type: none"> • Staff to ensure there is adequate supplies and order when low. Order of supplies though the school office. <p>Provide supplies of resources including tissues, soap and hand sanitisers.</p> <p>Ensure all staff have access to the most up to date guidance and advice on COVID-19 from Aberdeenshire Council/Government and that this is implemented. Ensure changes in Policies/Procedures are recorded and shared. Keep a register of who has been informed. <u>Identified Lead: Michelle Morrison</u></p> <p>Assign coordinator to ensure effective staffing ratio & cover at short notice <u>Identified Lead: Michelle Morrison</u></p> <ul style="list-style-type: none"> • EYP can be pulled from P1 as and when required. • EYP in nursery Tue & Wed all day, P1 Mon, Thur & Fri • EYP fulltime back in nursery as of 5th January 2021 <p>Named Child Protection Officer in ELC Setting <u>Identified Lead: Michelle Morrison</u></p> <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to setting until self-isolation is over, or a negative test is received. Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-19 like symptoms or a positive test. <u>ELC Settings will be able to register symptomatic staff as Cat 3 Key workers under the</u></p>			
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						<p>employer referral portal to ensure priority access to testing. <u>Identified Lead: Michelle Morrison</u></p> <ul style="list-style-type: none"> Documents to be created to collate information. Parent information letter created for first visit, to ensure parents fully understand what is expected. <p>Have a location where potentially symptomatic pupils can be located until they can be collected. ISOLATION ROOM is located:</p> <ul style="list-style-type: none"> School children are to be isolated in the Staff work area behind the P7 class. Nursery children will be isolated in the outside covered area. Staff to inform the office/ teaching staff of any siblings who are being sent home as they would also need to be isolated. 			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p>SPECIAL CONSIDERATION FOR CERTAIN GROUPS:</p> <p>Records of Staff and Children who are clinically extremely vulnerable are accurate and up to date. <u>Identified Lead is: Michelle Morrison & Bev Milne</u></p> <ul style="list-style-type: none"> Information sought from parents at induction session. <p>From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. Identify (and record that this has been carried out for every individual) all staff and children who are clinically extremely vulnerable(link) with the HT/EYSP prior to them entering the setting. Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable from COVID-19 - GOV.UK</p> <p>‘Clinically extremely vulnerable’ staff and children should be able to attend unless advice from their GP is not to.</p> <ul style="list-style-type: none"> Spoke to individual staff and amended to working from home as required. Will review weekly.(all staff returned to working in setting by September) Staff sought advice from GP and happy to make sure they are keeping themselves safe. And will bring up any concerns they have as they arise. <p>Those with a ‘clinically vulnerable’ household member can attend following a dynamic risk assessment. Those who are ‘clinically extremely vulnerable’ should discuss their options with their HT/EYSP.</p> <ul style="list-style-type: none"> Discussed how staff are feeling and all feel okay at the moment and have things in place to help elevate the chance of cross contamination with the home. 	L		

					<p>Those who live with someone 'clinically extremely vulnerable'/shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per online guidance listed. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>Ensure that all clinically extremely vulnerable staff are enabled to work from home, (for example, supporting remote education), or where that is not possible, carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.</p> <ul style="list-style-type: none"> • Staff discussions held prior to returning. <p>Explore barriers to attendance with parents/ carers where there are concerns.</p> <ul style="list-style-type: none"> • Discuss concerns with parents at induction meeting and see what their individual needs are. <p>Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.</p> <ul style="list-style-type: none"> • Discuss concerns with parents at induction meeting and see what their individual needs are. <p>All settings should follow the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant. Information can be found here. https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/</p> <p>Advice is available here for the education of children who are unable to attend nursery due to ill health. Schools will wish to maintain plans for remote education for some pupils. https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/ https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/ **PLEASE NOTE THIS IS AN UPDATED LINK**</p> <p>Staff to adhere to health and safety guidelines.</p> <ul style="list-style-type: none"> • Staff are to be made aware of and read updated Policies. 			
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						<p>Clear information about individual. circumstances and meeting needs of children should be shared from current records on SEEMIS.</p> <ul style="list-style-type: none"> • New Covid code for registration. • Accurate recording of absences, if unsure staff to write a note. <p>Emergency contacts double checked and updated.</p> <ul style="list-style-type: none"> • Checked at induction meeting first week back. <p>Staff with relevant training in place: first aid, food hygiene etc to be identified and shared across setting.</p> <ul style="list-style-type: none"> • All EY staff have up to date first aid, food hygiene and infection control training. <p>Plan to resume taking twice daily registration and record the appropriate absence codes both existing and COVID-19 related. Registration must be in accordance with Guidelines on Managing and Promoting Pupil Attendance in Nursery, Primary and Special Schools . Continue to complete the online educational setting status form to provide daily updates on how many children and staff are in the setting and school.</p> <ul style="list-style-type: none"> • Update information given to admin staff who have created new registers for both classes. As a setting we always did a PM register. <p>Ensure that there is always qualified First Aid Staff in ELC. If cover not available seek guidance from school SLT.</p> <ul style="list-style-type: none"> • All nursery staff have a valid First Aid qualifications. <p>Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with Early Years Team/QIO on your plans. Michelle Morrison lead responsibility.</p> <p>Parents, carers, professionals, visitors, contractors will come on site by appointment only, unless in emergencies.</p> <ul style="list-style-type: none"> • Parents/ carers to be informed of this at induction session. 			
Spread of infection. Infection of staff,	Staff Children & young people Visitors	Cross contamination of infection.	L	M	H	<p>BLENDDED PLACEMENTS: (where a child attends two or more settings)</p> <p>In order to minimise the number of contacts and risk of transmission, attendance at multiple ELC settings should be reduced as far as possible.</p> <ul style="list-style-type: none"> • We do not have any blended nursery placements with other settings at Alehousewells nursery. • 2 children attend a childminder – risk assessment put in place. 	L		

children & visitors.		Infection of staff, children and visitors			<p>A risk assessment will need to be created in consultation with the families and other setting concerned.</p> <ul style="list-style-type: none"> • For families who have a Childminder. <p>All settings should have relevant contact details in order to share necessary information as required.</p> <ul style="list-style-type: none"> • Relevant information has been collated and stored in the Covid Risk Assessment folder. <p>For children who attend multiple settings, either ELC settings or childminders, consideration should be given to how they are supported to ensure good hygiene practices (washing hands, not sharing resources, etc.) when moving between settings.</p> <p>Where a child attends more than one setting, consideration should be given to record keeping of the other setting(s), to assist with any Test & Protect process Any records should be GDPR compliant.</p> <p>Guidance and Links: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/blended-placements-provision-of-meals-and-snacks/</p>			
Spread of infection. Infection of staff, children & visitors.	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	<p>H</p> <p>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL</p> <p>Staff and pupils reminded at each session of social distances rules.</p> <p>Consider the implementation of one-way systems to assist movement around your setting, school buildings and site.</p> <ul style="list-style-type: none"> • One-way system in place. • Staff to wear a mask when going through the communal areas of the school. <p>Clear signs displayed as reminders to staff and children regarding social distancing and handwashing.</p> <ul style="list-style-type: none"> • Signs have been created and need to be displays, using Communicate and Print. <p>Review and update all Emergency Evacuation Plans (including PEEPS). Identify socially distanced Assembly Points.</p>	L	M	<p>Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium.</p>

						<ul style="list-style-type: none"> As noted in In-Service day meeting. <p>https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety.%20Wellbeing%20and%20Risk%20Management/Health-and-Safety.-Wellbeing-and-Risk-Management.aspx</p> <p>Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</p> <p>https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Documents/Business%20Services/HR+OD/Health%20and%20Safety/Aberdeenshire%20Council%20Corporate%20H+S%20Policy/Aberdeenshire%20Council%20-%20General%20HS%20Policy%20Statement.pdf</p>			
People with symptoms attending ECS sites	Staff Children & young people Visitors	Infection of staff, children and visitors	L	M	H	<p>GENERAL ADVICE -STAFF AND PUPILS</p> <p>Movement between settings should be kept to a minimum until further notice, e.g. temporary/supply staff, principal teachers, development workers, psychologists, nurses, and social workers. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. (More information to follow on this area).</p> <ul style="list-style-type: none"> Not applicable for nursery children as they will not be moving within the school. Nursery Staff to adhere to School Risk assessment when in the main building of the school. <p>Consideration given to emergency evacuation procedures/ fire drill & muster point – adjustments to be made locally to emergency evacuation procedures to keep 2m separation where possible for staff. Drill practice to be carried out with staff and pupils lead by the HT/EYSP. However, when not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point they can revert to physical distancing.</p> <ul style="list-style-type: none"> As noted in In-Service day meeting. <p>Consider suggesting that staff hair tied back where appropriate and clothes changed daily. Children encouraged to also tie hair back.</p> <ul style="list-style-type: none"> Add to parent letter children’s hair to be tied back. No toys from home. 	L		

<p>People with symptoms attending ECS sites</p>	<p>Staff Children & young people Visitors</p>	<p>Infection of staff, children and visitors</p>	<p>L</p>	<p>M</p>	<p>H</p> <p>PEOPLE SYMPTOMATIC ATTENDING ELC ESTABLISHMENTS</p> <p>Remind staff, pupils and parents that they should not come the setting if they or someone in their household has developed symptoms (new persistent cough or increased temperature). Remind all staff and pupils of this each day.</p> <ul style="list-style-type: none"> • Added this information to the letter and speak to parents at induction. • Zero tolerance re children being unwell, parents will be reminded at induction meeting of our expectations when their child is unwell. • Continue to use Closed Facebook page, text and e-mail, face to face to remind parents of expectations. • Parents reminded of expectations in every newsletter. <p>Guidance should be followed from NHS Inform and from Test and Protect here. Settings should ensure they understand this process and cases in settings, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>https://www.nhsinform.scot/campaigns/test-and-protect</p> <p>Establishment to use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Expressions App; text; email; phone; Website; and other social media as used by the school.</p> <ul style="list-style-type: none"> • New Closed Facebook page set up for 2020 – 2021 • Continue to use School messaging service. • MAAP meetings held via Teams • Weekly Parental Telephone contact resumed w/b 5th Jan 2021 • Staff ensured all parents have joined the closed FB page for weekly/daily updates. • Continue to use TEAMS as a method of communication, set up calls for keyworkers to speak to children directly via TEAMS call. <p>Remind all staff that if they or pupils develop symptoms, they should be sent home. Have a location where potentially symptomatic pupils can be located until they can be collected. Please access guidance here and see detailed information below.</p> <p>https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B52A7F852-B8F6-485C-804F-265839BB5CEB%7D&file=School%20guidance%20on%20symptomatic%20or%20confirmed%20cases%20of</p>	<p>L</p>		
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						<p>%20Covid%2019.docx&wdLOR=c663CBE70-38B6-4FC5-9AFC-72A7C16515CF&action=default&mobileredirect=true</p> <p><u>Actions needed to be taken if a Case of COVID-19 has recently attended your Setting?</u></p> <p>Adults who begin to show mild symptoms should return home and self-isolate, where possible avoiding public transport.</p> <p>Children who begin to show symptoms during session should be taken to an isolation room, preferably with a closed door. Windows to be open for ventilation. Tissues and foot pedal bin to be provided.</p> <ul style="list-style-type: none"> • Tissues to be available near the under covered area. • Drop file placed on wall to hold PPE. <p>Room identified should be supervised to avoid unnecessary distress to a child/ young person.</p> <ul style="list-style-type: none"> • Under cover area. <p>Child should avoid touching people, surfaces, and objects. Ensure child coughs into tissue and disposes in bin.</p> <ul style="list-style-type: none"> • Parents/Carers called to collect from under cover area in nursery. <p>Adult supervising child should try to keep 2m apart from child. If not possible PPE to be worn.</p> <p>Isolation Area to be cleaned as per procedures below.</p>			
Spread of infection through attending setting	All Persons within Setting	Spread of Virus through person to person contact	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: LIMITING CHILDREN'S CONTACTS</p> <p>Contacts should be limited by managing children within groups. Consistency of groups is beneficial, and efforts should be made to keep children within the same groups for the duration of the day or session, where possible.</p> <ul style="list-style-type: none"> • Two classes created who will attend 600 hours. • Butterfly – Mon – Wed 8.50am – 12 noon and Thur – Fri 1pm – 4.10pm x 14 children • Caterpillar Mon – Wed 1pm – 4.10pm and Thur – Fri 8.50am – 12noon x 12 children • Children now attend full day on Wednesday 8.30 – 4.10/4.45pm • This will need changed in January as our group size will be above 33. 	L		

					<ul style="list-style-type: none"> Two bubbles have been created for return in January 15 and 13, 5 x sessions a week, Butterflies Mon – Wed (AM) and Thur & Fri (PM). Caterpillars opposite sessions. Jan 2021 lockdown Keyworker and vulnerable children (7 registered) made one bubble. <p>More than one group can use a large space, but children should not mix freely with children in other groups, including in open plan settings.</p> <ul style="list-style-type: none"> Nursery will only be mixing with nursery children. <p>The management of groups should reflect the circumstances of the setting. The appropriate size of groups will depend on the age and overall number of children, and the layout of the setting.</p> <ul style="list-style-type: none"> As stated above. <p>Children should be managed in groups up to 25 to 30 children.</p> <ul style="list-style-type: none"> 5.10.2020 – CI informed us no more than 33 in a group. We can now have group bubble of 25 – 33 children within the same week. As stated above two class bubbles have been created for January. <p>Children are not required to physically distance from each other, or from adults.</p> <p>Adults within an ELC setting should adhere to the correct social distancing rules, always, including outdoors.</p> <ul style="list-style-type: none"> Staff and parents to wear face masks at drop off and collection times. Staff and parents who are exempt from wearing a face covering have been identified. Staff to wear a mask when in the cloakroom area and kitchen area if more than one adult. <p>Children with Additional Support Needs should be cared for in line with their Personal Plan.</p> <ul style="list-style-type: none"> Personal passports, sensory profiles, MAAP minutes and IEPs updated and reviewed regularly. <p>Staff members should work with the same groups where possible throughout the day, and a number of key workers may work together.</p>			
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<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	LOW	MED	HIGH	<p>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</p> <ul style="list-style-type: none"> Signage and information added to the entrance of the setting site. Information shared on websites and social media. <p>Individual physical distancing applies to staff, parents and any other adults who may attend the setting.</p> <p>Families will need to maintain a 2m distance at drop off and pick up.</p> <ul style="list-style-type: none"> Drop off and pick up from the garden. Staff to sign children in when speaking to parent. One parent to drop off their child. One member of staff at the garden gate and parents asked to line up 2 meters apart. Nursery children are to come into nursery from the main entrance gate, the gate next to the car park will be locked during drop off and pick up times. Staff and parents to wear a face mask at drop off and pick up times. Staff know who is exempt from wearing a face mask. Water resistant face masks must be worn if 2-meter distance cannot be adhered to. Cloth facemask can be worn when walking in communal areas. <p>Staggered or allocated drop offs/pick up times may be advantageous.</p> <ul style="list-style-type: none"> Discussion decided we do not have a need for a staggered drop off. Drop off has worked well and parents are on the main remaining two meters apart from each other. <p>Provide additional access/exit points to building.</p> <ul style="list-style-type: none"> Not required. Will need to be adjusted when our numbers go up in January. 	L		

Maps and signs show direction of movement around the setting should be displayed.

- Gate locked sign on the gate next to car park. Need a sign on gate. Gate to be locked during drop off and pick up times. Unlocked during session to ensure there is another safe exit route.
- Parents used to new routine, gate no longer locked.

Parents should not have access to inside the building (unless previously arranged) but procedures should be in place for parents to support if a child is distressed (outdoors).

- Nursery will use the outdoor area for drop off and pick up. Member of staff will be at the gate to ensure the safety of the children, escape risk etc. Parent will be able to come into the garden to get their child signed in.

Staff should meet children outside the building and accompany them into building to wash hands.

- Children are to use the cloakroom in the hallway when they enter the building from outside to wash hands.

On entering the building, hand sanitiser should be made available and everyone should use this before moving to wash their hands thoroughly at the nearest available handwashing area. Where tissues are used, bin immediately, then wash hands. Cough directed to crook in elbow.

Children and young people should wherever possible be encouraged to not bring toys from home or to share their personal belongings. However, if a child brings their own items from home only they use this to not increase the risk of indirect spread of virus.

- Comforters may be required initially. Staff to work with child and parent to ensure the health and wellbeing is being met.

Consideration should be given to children with complex needs.

<p>Spread of infection through attending setting</p>	<p>All Persons within Setting</p>	<p>Spread of Virus through surface contact</p>	<p>LOW</p>	<p>MED</p>	<p>HIGH</p>	<p>SPECIFIC CONTROLS: HANDWASHING AND OTHER HYGIENE</p> <p>Provide supplies of tissues, soap, paper towels and hand sanitisers in all areas.</p> <p>Staff and children wash hands with soap and water for 20 seconds. Dry hands thoroughly with paper towels/kitchen rolls and dispose of in a foot pedal bin.</p> <ul style="list-style-type: none"> Hand washing for children and adults coming into nursery from outside will be done at the toilets next to the nursery entrance. <p>Wash Hands:</p> <ul style="list-style-type: none"> On arrival at setting. Before & after eating. After toileting. At regular intervals throughout the day. When moving between different areas e.g. between rooms or inside/outside. After blowing nose/sneezing. On arrival adults and children to nursery must wash their hands in the bathroom in the hallway next between nursery and the SFL area. On departure from setting at end of session. <p>Anti-bacterial handwash is not recommended for children when soap and water is available. Anti-bacterial should not be used by children under 12mths.</p> <ul style="list-style-type: none"> Oct 2002 - New advice and guidance – children under 5 years old should not use antibacterial handwash. Wipes may be used instead if handwashing is unavailable. <p>Settings should try to provide hand washing facilities outdoors.</p> <ul style="list-style-type: none"> Nursery will use the washroom nearest the entrance to nursery, this will allow for running water. This is easy accessed by all from the outdoor area. <p>Encourage children not to touch face – use distracting methods rather than asking them to stop.</p>	<p>L</p>		
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						<p>Staff hair should be tied back where appropriate and clothes changed daily. Children encouraged to also tie hair back.</p> <ul style="list-style-type: none"> Parents need to be informed about their child's hair being tied back, part of return to setting letter. <p>Use a tissue or elbow to catch coughs or sneezes. Person to dispose of tissue in foot pedal bin.</p> <p>Staff should supervise and support of children wash hands effectively. There should be daily reminders/demonstrations of how to do this.</p> <p>Never share communal bowl to wash hands.</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/</p> <p>https://creativestarning.co.uk/early-years-outdoors/hand-hygiene-outdoors/</p>			
Spread of infection through attending setting	All Persons within Setting	Spread of Virus through surface contact	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: CLEANING</p> <p>General Cleaning</p> <p>If building has been closed for many weeks, appropriate and thorough cleaning must take place before opening.</p> <p>Open doors and windows to encourage natural ventilation.</p> <p>General cleaning – Disposable gloves.</p> <p>Toilet Cleaning chemical resistant gloves.</p> <p>Increase cleaning frequency of frequently touched surfaces between sessions and as required and before and after meals and snacks.</p> <ul style="list-style-type: none"> Cleaner coming in at lunch time to clean high touch points. Staff to clean cloakroom areas at end of session, push bar, bin lid, coat pegs, clipboard and pen, doorbell. <p>Cleaning materials to be made available throughout the session for staff. These will be provided by Janitorial /Cleaning Services.</p>	L		

					<p>Staff to devise a cleaning schedule and identify procedures and cleaning products to be used. Cleaning schedule to be recorded.</p> <ul style="list-style-type: none"> • Cleaning schedule has been created and is regularly reviewed. • Update cleaning schedule to include waterproof suits washed weekly, staff jackets washed weekly, garden gate lock & kitchen stair gate. <p>Cleaning materials to be stored for ease of use and to avoid cross contamination.</p> <p>Follow manufactures instructions for dilution, application and contact times for surfaces.</p> <ul style="list-style-type: none"> • Covid Guard to be used as appropriate cleaning product as stated by Aberdeenshire Council. Staff done training. • D10 is deemed a suitable disinfectant product for general cleaning. <p>Toys and equipment that children access should be cleaned when groups of children change – e.g. between sessions (if groups are changing) and at the end of the day or in the morning before the session begins.</p> <ul style="list-style-type: none"> • This is part of our cleaning schedule. • Staff have created two groups of resources which can be swapped between sessions, i.e. books, games, items less easy cleaned, paint pots, pencils, scissors, sand & water trays etc. • Dishwasher to be used where possible to clean toys and equipment. If needed toys or equipment can be sprayed or soaked in Covid Guard as per the instructions of dilution and usage. <p>All cleaning should be done in line with Health Protection Scotland COVID-19 Information and Guidance for General (Non-Health) Care Settings) Document:</p> <p>Ensure environmental cleaning done regularly.</p> <p>Avoid creating splashes and spays when cleaning.</p> <ul style="list-style-type: none"> • Cleaner will be in to do a clean in the middle of the day, high touch points. • Staff responsible for cleaning desks and IT equipment. 			
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					<p>Routine cleaning and disinfection of frequently touched objects and surfaces e.g. telephone, chairs keyboard, tablets, desks, tables, light switches, taps and door handles.</p> <ul style="list-style-type: none"> • Covid Guard to be used in a diluted state as per instructions. <p>Routine toilet cleaning, paying attention to touch surfaces- doors, flush handles, soap and paper product dispensers.</p> <ul style="list-style-type: none"> • Toilets and sinks will be cleaned between sessions and as required if a child has an accident, completed by the cleaner. • Bins should be emptied between sessions/ groups. MM spoke to cleaner regarding this. <p>Cutlery and crockery in shared kitchen areas should be cleaned with warm general-purpose detergent and dried with paper towels/kitchen roll before storage.</p> <ul style="list-style-type: none"> • We have use of an industrial dishwasher, items will be washed in this, dried with a paper towel. • Filters will be cleaned every day. <p>Specific cleaning advice is available in 'Cleaners infection control procedures V1.1 21.04.20 produced Rab Birnie' please ask your HT to share this document with you. Please also see 'Suma Bac D10 – Users manual' produced by cleaning services Aug 2020. PowerPoint will be available for this soon. Updated 14.08.20 HT to share when received</p> <p>Cleaning should be done with:</p> <ul style="list-style-type: none"> • Mop heads will be washed at 90 degrees unless contaminated with bodily fluids where they will be disposed of. Cleaned mop head will be stored for 72 hours before re use. • When mopping Covid Guard is to be used in the water as per the instruction for dilution. • Cloths can be washed at 90 degrees, Covid Guard recommendation is Micro fibre cloths are used, again washed at 90 degrees and stored for 72 hours before usage. • We have been provided with Blue roll to use if required instead of a clean cloth. This can be easily disposed of. 			
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- New red and blue mop buckets and mops have been supplied October 2020. Red -bodily fluids, Blue – general cleaning.

Avoid leaving food stuff exposed and open for communal sharing unless individually wrapped.

When undertaking general cleaning.

- Nursery will provide staff with individual Marigold gloves which will be labelled with staff's name on. Gloves will be regularly sprayed with Covid Guard.
- High touch cleaning items should be cleaned after use, mop and brush handles, trigger spray handles.

UPDATE 11.8.20

- All cleaners and staff must be aware of individual schools Risk Assessments.

Extra cleaning hours provided during the primary/secondary day include ELC

- School cleaners will clean surfaces and high frequency touch points (HFTPs). Surfaces will then be suitably disinfected and allowed to remain wet for the recommended contact time. Surfaces and HFTPs will be wiped to remove any residue.
- Cleaners will clean communal areas (defined as non-classroom educational areas such as corridors, stairwells, libraries, staffroom / kitchen area, staff toilets and changing room/pupil toilets which are used by the school during school hours.
- **Areas or items used by individual staff or pupils are the responsibility of the individual to clean (e.g. keyboards, iPads etc).**
- Individual offices, dining areas and school kitchens will not be cleaned.
- HFTPs should be cleaned regularly by staff, especially where it is observed that multiple people are touching a surface.
- SUMA BAC D10: Cleaner Disinfectant – suitable for all areas during an outbreak
- SANI 4 in 1: Acidic based Cleaner Disinfectant (Accelerated Hydrogen Peroxide) – only suitable for use in toilets

- OXIVIR: broad Spectrum Cleaner Disinfectant (Accelerated Hydrogen Peroxide) – suitable for all areas during outbreak. DO NOT use at same time as COVIDguard

Enhanced Cleaning (Suspected COVID –19 Case)

Mops and clothes to be disposed of after use. These should double waste bags as outlined in Aberdeenshire PPE/Waste/Laundry Guidance.

Disinfect within quarantine area with Covid Guard, where person was placed/isolated, including all potentially contaminated high contact areas such as door handles, rails and bathroom. Any public area that the symptomatic individual has passed through e.g. corridor. Canteen etc. should be cleaned as per normal routine, if not visibly contaminated.

Once a possible COVID-19 case has left the premises, the building management should immediately quarantine the work area and the area the individual has spent more than 15 minutes in.

These areas should be cordoned off to a 2-metre radius.

Building management should affix signage notifying of 72 hours exclusion.

Building management needs to investigate where the individual has been and report to the cleaning services.

Cleaning services will contact the cleaners within your setting to advise on what to do.

If areas have been quarantined for 72 hours, enhanced cleaning applies.

If you are unsure of any of the procedures necessary to carry out an enhanced clean or feel you don't have the necessary supplies STOP AND CONTACT YOUR LINE MANAGER. Or line manager who should contact the cleaning services.

Deep Cleaning - Spill Kits

If there is an actual physical, visible contamination such as a body fluid spill, then STOP AND CONTACT YOUR LINE MANAGER who should contact the cleaning services.

					<p>Only suitably trained personnel should use Spill Kits to clean blood or body fluid spillages.</p> <ul style="list-style-type: none"> All nursery staff have undertaken Spill Kit Training. <p>If no Spill Kit is available, the SLT should cordon off the area place paper towels over the spill and spray with disinfectant product. SLT to notify janitorial/cleaning services.</p> <p>If furnishing is heavily contaminated, you may have to discard it.</p> <p>Contact: Colin Ironside or Ian Alan</p> <p><u>Ventilation</u></p> <p>Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Open windows to improve the flow of air where possible.</p> <ul style="list-style-type: none"> Undercover area door will be open all session. Butchers Curtains removed. Double doors into school left open to allow for ventilation into the main school area. Divider units placed at the door to keep the children from exiting the nursery. Windows to be open. Outside door and middle door to be held open when using the outdoor space. Update Oct 2020 – Winter ventilation guidance – rooms must be at least 17 degrees. 2 air changes an hour required. Staff to be aware if everyone has been indoors for an hour and remember to do a change of air by opening the doors. Windows will remain open. Re sought advice re the air vents 3.11.2020 – noise level. <p>Where centralised or local mechanical ventilation is present, systems should be adjusted to full fresh air. When changing filters enhanced precautions should be taken. Ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.</p> <ul style="list-style-type: none"> Air blowing vents are to be switched on at all times. 14.08.2020 – quire regarding fresh air fed vents – janitor reassured it is fresh air fed. <p>Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected. FES have been advised to prioritise any calls for windows that cannot open / are hard to open.</p>			
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						<p>Internal fire doors must be closed should an evacuation take place, when the space is not in use and a responsible adult must be present if propped opened and the Fire Risk Assessment updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present and revised documents must be shared with all relevant parties.</p> <ul style="list-style-type: none"> Amendment to Fire Evacuation procedure – member of staff to close the double doors in the nursery before exiting the building. <p>Guidance and Links:</p> <p>https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</p> <p>https://www.hps.scot.nhs.uk/web-resources-container/infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/#cleaning</p> <p>https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf</p>  <p>Guidance for School Staff on Personal Prot</p>			
Spread of infection through attending setting	Staff	spread of Virus through person to person contact Spread of Virus through surface contact	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: USE OF PPE</p> <p>For the majority of staff PPE will not normally be necessary. Use of PPE in settings should be based on a clear assessment of the risk and need for an individual child, ie personal care.</p> <p>It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school (inc EYSP in the ELC Setting) at all times – the current guidance from procurement is always having 4 weeks stock on site.</p> <p>PPE to be worn when supporting children with personal care involving close contact e.g. during nappy changing, feeding, toileting and medical interventions.</p> <ul style="list-style-type: none"> See amendments to Toilet and Personal Care Policy. 	L		

					<p>SLT to ensure all staff have access to the correct PPE and that staff are trained to use it correctly.</p> <p>Types of PPE required for specific circumstances:</p> <ul style="list-style-type: none"> • ROUTINE ACTIVITIES – No PPE required • SUSPECTED COVID-19 – Gloves, apron and a fluid-resistant surgical mask when direct personal care needed. Eye protection if a risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case has been. • INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask and eye protection. Gloves and aprons worn when cleaning the area. <p>PPE Equipment is:</p> <ul style="list-style-type: none"> • Aprons -change after every use (single use) • Gloves - change after every use (single use) • Fluid Repellent Surgical Masks –change after every use (single use) • If there is risk of spitting, or facial exposure to bodily fluids - then eye protection will minimise risk. • First Aid trained staff to be informed of protocol and follow procedures • All First Aid Kits to contain PPE: gloves, aprons, and masks. • All toilet areas to contain signage highlighting good handwashing routines. • Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. <p>Face Coverings: Face coverings should not be required for most children and staff unless clinically advised to do so.</p> <p>Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn and will be provided.</p> <p>Adults in the setting in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing.</p>			
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						<p>Should the prevalence of the virus in the population start rising schools may wish to encourage adults to wear face coverings as part of an enhanced system of approaches to reduce transmission.</p> <p>Impact of wearing face coverings on learners with additional support needs should be considered.</p> <p>Anyone (staff or pupil) who wishes to wear a face covering is free to do so.</p> <p>Guidance and Links:</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/#ppe</p> <p>covid-19-decontamination-in-non-healthcare-settings guidance.</p> <p>https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety.%20Wellbeing%20and%20Risk%20Management/Health-and-Safety.-Wellbeing-and-Risk-Management.aspx.</p>  <p>Guidance for School Staff on Personal Prot</p>			
Spread of infection through attending setting	Staff	<p>Spread of Virus through person to person contact</p> <p>Spread of Virus through surface contact</p>	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: OUTDOORS</p> <p>Evidence suggests that outdoor environments can limit transmission, as well as more easily allowing for appropriate physical distancing between children.</p> <p>If outdoor equipment is being used, settings should ensure that multiple cohorts of children do not use it simultaneously, as well as considering appropriate cleaning between cohorts of children using it.</p> <p>Staff should consider how they can safely maximise the use of their outdoor space.</p> <ul style="list-style-type: none"> • We utilise the outdoor environment for snack time. • Singing should be conducted outdoors. • No singing can be done in either inside or outside nursery environment. 	L		

						<p>Staff should plan for children to enjoy active energetic play across the day and this may include making use of other areas near to the service. Within any public spaces staff should be aware, always, of the need to physically distanced and to keep groups of children distanced from any other children or adults who may be in the vicinity.</p> <p>Staff should take the necessary precautions to protect children from the elements and this should include suitable clothing, head coverings and sunscreen. Advice on sun safety is available from the NHS.</p> <p>Parents should provide all weather appropriate clothing to avoid children sharing items.</p> <ul style="list-style-type: none"> For those who have not got suitable clothing we have provided them with their own set, to save cross contamination suits are numbered and corresponding number recorded and displayed in cloakroom area. <p>Staff and children should not share outdoor clothing. Ensure that every person has their own designated jackets/wellies etc. These should be washed regularly and stored appropriately. (All changes of clothes should be kept in setting and should not go back and forwards from home.)</p> <p>OFFSITE PROVISION Specific consideration should be given to taking children out into the local community. Every offsite trip requires planning and a risk assessment should be created detailing the unique circumstances of that trip e.g. weather, ratios, location, staff, COVID prevention measures etc. Updated 14.08.20</p> <p>Guidance and Links: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/outdoor-spaces/</p>			
Spread of infection through attending setting	All attending setting	Spread of Virus through person to person contact	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: SETTLING IN AND PLAYING</p> <p>Children may need extra support and additional time to return to or start a setting.</p> <p>Settings where possible, should continue to use existing policies and procedures to settle children into settings.</p>	L		

		Spread of Virus through surface contact			<p>Where possible, settling in activities should happen outdoors with the parent and away from other children whilst adhering to current social distancing guidance.</p> <p>Ensure that plans for settling in are individualised to support the needs of families and children.</p> <p>Decrease the number of resources to minimise cross contamination between groups but ensure there are still high-quality play experiences for children. Use outdoors as much as possible.</p> <p>Create boxes or trays of toys and sensory play for each individual group.</p> <p>Try to avoid working with paper/other materials that are shared in a way that minimises cross contamination.</p> <p>Resources such as sand, water and playdough can be used with regular cleaning of the equipment used. Water and playdough should be replaced on a daily/sessional basis, when groups change.</p> <ul style="list-style-type: none"> • Two sperate sets of playdough will be made for each group and binned at the end of the week or when required, i.e. a child has sneezed, licked or coughed on it. As per normal good practice. • Playdough, sand and water equipment will be washed daily and between sessions. <p>All shared resources to be cleaned after use (including computers, PE equipment etc) and at the end of session.</p> <ul style="list-style-type: none"> • PE can now be conducted indoors if a significant risk assessment has been carried out. • PE not to be carried out indoors during lockdown period starting 6th January 2021. <p>Removed items of furniture and resources which are not needed to increase capacity and decrease the number of items which require cleaning.</p>			
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						<p>Staff to ensure children have adequate resources and furnishing to support quality experiences. A schedule for cleaning these will be in place in between sessions.</p> <p>If children are involved with cleaning equipment, adult to supervise and further clean if necessary.</p> <p>Hand sanitiser to be available throughout setting both indoors and out and used by adults before and after handling toys etc.</p> <p>Guidance and Links: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/settling-in/ https://abcdoes.com/abc-does-a-blog/2020/05/30/what-now/</p>			
Spread of infection through attending setting	All attending setting	<p>Spread of Virus through person to person contact</p> <p>Spread of Virus through surface contact</p>	Low	Med	High	<p>SPECIFIC CONTROLS: FOOD PREPARATION AND SNACK</p> <ul style="list-style-type: none"> Asda delivery driver will not enter the nursery building. The delivery driver will wait at the door with the deliver for a member of staff to take the items out of the creates. The delivery driver wears a mask during this time. All items will be disinfected with Covid Guard or washed (fruit/veg) before being stored. Delivery will be on a Friday to allow for 72 hours before use. <p>Staff should follow usual good hygiene practices when preparing or serving food or assisting children with packed lunches. There is no need for additional PPE at meal and snack times.</p> <p>Ensure all staff are aware of food allergies and intolerances and support children with these.</p> <p>ELC providers may wish to consider the following potential approaches to minimising interaction between groups at dining times and dealing with associated logistical issues:</p> <ul style="list-style-type: none"> increasing the space for dining if required. If there is a risk of cross contamination children should stay in their play area or eat outdoors. All together snack with children sitting in smaller groups in the tables. Staff will serve snack and pour the children's drinks. Outdoor are utilised to have snack. Limit the number of staff using staffrooms or bases to eat. Social distancing to apply. Nursery staff will eat lunch in nursery when able to. 	L		

						<ul style="list-style-type: none"> • Wednesdays from October will need to be in staff area. • Staff will have lunch with children during lockdown period to enable a family environment. <p>All areas and surfaces should be kept as clear and clean; all dishes should be washed, dried, and tidied away for good hygiene.</p> <p>Safe, hygienic, and labelled food storage is necessary for shared fridges by staff.</p> <p>Safe hygienic and labelled food storage is necessary for main fridge.</p> <p>If setting using Aberdeenshire Catering Services, risk assessments should be discussed and carried out between the setting and service.</p> <p>Payments should be taken by contactless methods wherever possible. Cash should be put in a sealed envelope and deposited in a collection box. Staff handling money should wear PPE and follow good hand hygiene.</p> <ul style="list-style-type: none"> • Parents will be asked to pay snack fees by BACS. <p>Children should not prepare, or self-serve snack, at this time. Communal bowls, dishes and jugs should not be used. Staff should always serve food and drinks to children. Staff should always make water available, but children must not self-serve.</p> <p>All rubbish and waste should be put straight in the bin by children/ staff (own)and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each sitting and session, including chairs, door handles, vending machines etc.</p> <p>Guidance and Links: website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/blended-placements-provision-of-meals-and-snacks/</p>			
Risk of infection of children with	Children & young people	Risk of not following existing	LOW	MED	High	SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS	L		

additional support needs		procedures for pupils				<p>HT / EYSP to review existing documentation for individual pupil (Inc. behavioural/medical risk assessments, MAP, PEEP) with and update considering current guidance.</p> <p>Update the Fire Evacuation Procedure to reflect any changes and share information with all staff.</p> <ul style="list-style-type: none"> As noted in the in-service day. <p>Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out.</p> <ul style="list-style-type: none"> See Manual Handling Policy and Personal Care Policy. <p>Establish a cleaning routine for specialist equipment for children with additional support needs, sensory rooms, to ensure safe use.</p> <p>HT/EYSP to ensure Personal Plans are in place for all children within 28days of starting setting, EYSP to ensure theses are shared with Team & Parent Carers.</p> <p>Guidance and Links: https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx</p>			
Spread of infection. Infection of staff, children & visitors.	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p>OUTBREAK MANAGEMENT</p> <p>Management of outbreaks in schools is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: grampian.healthprotection@nhs.net <p>If schools have 2 or more confirmed cases of COVID-19 within 14 days they may have an outbreak. In this situation contact HPT and local authority.</p> <p>Increased of respiratory illness should prompt contacting HPT for advice.</p>	L	M	H

						<p>If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:</p> <ul style="list-style-type: none"> • Attendance at multi-agency incident management team meetings • Communications with pupils, parents/carers, and staff • Provide records of school layout / attendance / groups • Implementing enhanced infection, prevention and control measures. <p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p> <ul style="list-style-type: none"> • Early Years settings should inform their Care Inspectorate inspector about any adult or child COVID-19 outbreaks. https://www.careinspectorate.com/index.php/coronavirus-professionals 			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p>WHEN CONTRACTORS / VISITORS COME ONTO SITE</p> <p>Nursery will follow the schools risk assessment and procedures.</p> <p>All visitors to complete a compulsory track and trace QR Code data sharing procedure or sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office. Please find guidance here for QR Code Set Up. Please find a copy of the Data Collection Sheet here & GDPR Template here. Guidance on Collection of Visitor Details here.</p> <p>Set up social distancing at reception areas. Minimise person to person contact by putting procedures in place for deliveries and facility management work. ALL visitors into the building, including delivery drivers MUST provide track and trace information. Reception windows should remain closed where possible.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. Establish what facilities visitors would be directed to for this activity in your setting.</p> <p>Contractors arriving at site are directed by signs to <u>main entrance</u> where possible. To follow same hand sanitising and handwashing rules as per other visitors and staff. Only essential maintenance to take place during normal school hours and social distancing must be adhered to at all times.</p>	L		

						Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. Face covering to be worn by adults where distancing of 2m cannot be achieved.			
Spread of infection. Infection of staff, children & visitors.	Staff Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p>STAFF AREAS/BASES</p> <p>The same social distancing and hand washing hygiene applies to all staff. Consider breaks being staggered as per children's breaks to avoid congestion/contact.</p> <ul style="list-style-type: none"> Nursery staff will have their break in nursery where they can socially distance. Follow school guidelines regarding the staffroom. Staff can utilise the staffroom or staff base to have a social distance break. <p>Staff should ensure that they use their own eating and drinking utensils. All areas and surfaces should be kept as clear and clean; <u>all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.</u></p> <ul style="list-style-type: none"> If staff use nursery utensils or drinking equipment this MUST be put through the dishwasher and dried with a paper towel. <p>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <ul style="list-style-type: none"> Staff food to be stored in small fridge as labelled. <p>Universal signage should continue into any staff areas/bases and offices. Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible. Trays of equipment for individual should be created.</p> <p>Consider the provision of hand sanitiser in each area.</p>	L		

Process/Activity: Infection Prevention & Control	Location: All ECS Establishments	Date: 14.08.2020 Updated 04.11.2020 Updated 08.01.2021
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Establishment RA Author: Michelle Morrison	Date of Review: Weekly and amended as required.
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This is a generic Risk Assessment, as such establishments should tailor to suit the needs of their own premises and controls used. Existing Risk Assessments should be reviewed to highlight controls considering COVID -19 Guidance and how they aim to reduce risk as far as is reasonably practical.