**TORPHINS SCHOOL NURSERY RISK ASSESSMENT – August 2021**

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| **Department: Education and Children’s Services** | **RISK ASSESSMENT**  |  |
| **Process/Activity: Infection Prevention & Control**  | **Location:** **Torphins School Nursery** | **Date: 23.08.21 Reviewed 30.09.21, 01.11.21** |
| **Describe Activity**: Location of staff at Torphins School Nursery open during Covid-19 outbreak. Staff providing childcare and access to sites.  |
| **Establishment Name and Location: Torphins School Nursery, Beltie Road Torphins**  | **Isolation Room Location in Establishment: Screened area next to east fire exit** |
| *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 COVD-19 site:* [*https://covid19.aberdeenshire.gov.uk/*](https://covid19.aberdeenshire.gov.uk/) |
| <https://www.gov.scot/publications/coronavirus-covid-19-early-learning-and-childcare-services/> |

Contents

[PROTECTION LEVEL 3- ENHANCED PROTECTIVE MEASURES 3](#_Toc71384565)

[PROTECTION LEVEL 4-ENHANCED PROTECTIVE MEASURES 4](#_Toc71384566)

[General Control Measures 5](#_Toc71384567)

[3.0 Supporting the workforce to be confident (including testing) 9](#_Toc71384568)

[3.5/3.6 STAFF WELLBEING, PROFESSIONAL LEARNING SUPPORT, NURTURE & EXPERIENCES 12](#_Toc71384569)

[3.28 communication 13](#_Toc71384570)

[4.4 special consideration for specific groups 15](#_Toc71384571)

[4.9 cleaning 20](#_Toc71384572)

[4.10/4.11 temperature & 29](#_Toc71384573)

[ventilation 29](#_Toc71384574)

[4.12 Enhanced Hygiene (handwashing) 32](#_Toc71384575)

[4.13 toothbrushing 34](#_Toc71384576)

[4.14 ppe 35](#_Toc71384577)

[4.15 international travel 38](#_Toc71384578)

[4.16 staying vigilant &responding to covid-19 symptoms 40](#_Toc71384579)

[4.17 test & protect 45](#_Toc71384580)

[4.18 outbreak management 47](#_Toc71384581)

[4.20 students 50](#_Toc71384582)

[4.21/4.22 limiting staff & children contacts 51](#_Toc71384583)

[4.23 maximising use of outdoors 53](#_Toc71384584)

[4.25 singing, music & drama 55](#_Toc71384585)

[4.26 physical distancing 57](#_Toc71384586)

[4.28 use of face coverings 59](#_Toc71384587)

[4.28 drop off & pick up 62](#_Toc71384588)

[4.31 settling-in 65](#_Toc71384589)

[4.31 moving within and between settings 66](#_Toc71384590)

[4.33 sharing premises 69](#_Toc71384591)

[4.34 blended placements 71](#_Toc71384592)

[4.35 provisions of meals & snacks 73](#_Toc71384593)

[other 75](#_Toc71384594)

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| PROTECTION LEVEL 3- ENHANCED PROTECTIVE MEASURES |
| Line managers should ensure that individualised risk assessment for clinically vulnerable school staff and pupils as set out in the ‘reducing risks in schools’ guidance’ should be followed: Staff should speak to their employer to ensure all appropriate protections are in place. Line managers should ensure clinical advice is taken fully into account when agreeing appropriate mitigations with employees.Use individualised risk assessments to ensure appropriate protections are in place. For example - protective measures in workplace; option to work remotely or carrying out different tasks in workplace. **Physical Education:**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.The provision of non-essential activities or clubs outside the usual school timetable should be paused. This does not include regulated childcare operating from school premises.**Face Coverings:**All staff and pupils should wear a face covering when travelling through the school. Face coverings also to be worn when adults cannot 2m socially distance from one another.Adhere to social distancing advice.Parent/Guardians should discuss with their GP whether children with the highest clinical risk should attend setting.Most workplaces can be made safe for staff. Employers should ensure that individualised risk assessment for staff with the highest clinical risk are in place & updated appropriately. Staff should speak to their employer to ensure all appropriate protections are in place.Use individualised risk assessments to ensure appropriate protections are in place – protective measures in workplace, Option to work remotely or carrying out different tasks in workplace. If protections cannot be put in place staff should contact their GP to see if they require a” fit to work” note.Peripatetic staff or staff who attend various settings, should only attend setting, in person, where it demonstrably supports the Health & Wellbeing of young children. Peripatetic Early Years Senior Practitioner has individual Risk Assessment. Staff with a single employer should only work in more than one childcare setting or service, if absolutely necessary. Staff who are employed by more than one employer should be risk assessed. |

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| PROTECTION LEVEL 4-ENHANCED PROTECTIVE MEASURES |
| Children on the shielding list should not attend settings. If Level 4 continues for an extended period, Individualised risk assessment may make it possible for these children to attend settings & regulated childcare services. This decision would be made by the secondary care(hospital) clinical team caring for the child.Most workplaces can be made safe for staff. Employers should ensure that individualised risk assessment for staff with the highest clinical risk are in place & updated appropriately. Staff should speak to their employer to ensure all appropriate protections are in placeUse individualised risk assessments to ensure appropriate protections are in place – protective measures in workplace, Option to work remotely or carrying out different tasks in workplace. If protections cannot be put in place staff should contact their GP to see if they require a” fit to work” note. Settings should be prepared to engage in enhanced testing, if recommended by Incident Management Team. Settings may be asked to implement additional Public Health measures which may affect the number of children/adults attending (small cohorts, restrictions on blended placements etc.). These decisions will be made by the Local Director of Public Health)**COVID-19 GUIDANCE:**Managers & Staff must make themselves familiar with COVID-19 Advice from Health Protection Scotland and review regularly**SERVICE STATUS:**“Change to Service Delivery due to Coronavirus (COVID-19)” notification – This a new notification that settings must use to inform Care Inspectorate about operational changes that are specifically related to COVID-19. This available through eforms. |

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| General Control Measures |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
| Spread of infection | StaffChildren & young peopleVisitors | Cross contamination of infectionInfection of staff, children & visitors | X |  |  | **Protection Level 3 Enhanced Protective Measures*** Parent/Carers should discuss with their GP whether children with the highest clinical risk should attend Torphins School Nursery.
* Torphins School Nursery will ensure that individualised risk assessment for staff with the highest clinical risk are in place and updated appropriately. Staff should speak to their employer to ensure all appropriate protections are in place.
* Use individual risk assessments to ensure appropriate protections are in place. If protections cannot be put in place, staff should contact their GP to see if they require a ‘fit to work’ note.
* Peripatetic staff or relief staff who attend various settings, should only attend Torphins School Nursery in person, where it demonstrably supports the health and wellbeing of young children. Level 0 and below: No restrictions on the use of peripatetic or agency staff but staff must not work across two premises if there is an outbreak in one. Peripatetic EYSP has individual risk assessment and will visit Torphins School Nursery every Monday and Tuesday during term one.
* Staff with a single employer should only work in more than one childcare setting or service if necessary. Staff who are employed by more than one employer should be risk assessed.

**How Coronavirus Spreads:** * **Directly:** from close contact from an infected person (within 2m where respiratory secretions can enter the eyes, mouth, nose, or air ways) This risk increases the longer someone has close contact with an infected person.
* **Indirectly:** by touching a surface, object or the hand of an infected person that has been contaminated respiratory secretions and then touching own mouth, nose, or eyes. Under most circumstances the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours.
* ***It is understood that people may pass on COVID-19 in the 48 hours before they start to develop symptoms and up to 10 days after the symptoms start.***

**Control Measures:*** Encourage and support all children, young people, staff, and others to maintain COVID-19 secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.
* Share procedures with all staff, parents, and children.
* Frequently wash/sanitise hands for 20 seconds and dry thoroughly. Always wash hands when entering/leaving the building, before/after eating and after using the toilet.
* Encourage children, young people, and staff to avoid touching their faces including mouth, eyes, and nose. Remind daily.
* Use a tissue or elbow to cough or sneeze and empty bins regularly for tissue waste. Children should be encouraged to use the ‘Snuffle Station’ and reminder of the importance of hand washing.
* Provide supplies of resources including tissues, soap, and hand sanitisers. Spare resources in the school Medical Room. Staff to ensure adequate supply and order when low. Contact school office to order additional supplies. ***Identified Lead: Julie Henry EYLP***

**Setting Should Ensure:*** **Parents, carers, professionals, visitors, contractors will come on site by appointment only, unless in emergencies. Parents/Carers advised of this at Induction meeting.**
* **Staff to adhere to health and safety guidelines.**
* 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). **Staff are made aware of and read updated policies.**

  ***Identified Lead: HT/EYSP/EYLP**** Assign coordinator to ensure effective staffing ratio & cover at short notice ***Identified Lead: Lorraine Grant EYSP***
* There is a Named Child Protection Officer in ELC Setting ***Identified Lead: Elaine Ross HT***

**Identifying staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19**. * Staff/pupils 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.
* Have a location where potentially symptomatic pupils can be located until they can be collected.  **ISOLATION ROOM *is located: Screened area next to east fire exit.***
* All school, Torphins School Nursery staff &children who feel they may have been infected can request a test even if not symptomatic.

 ***Identified Lead: Lorraine Grant EYS/Julie Henry EYLP*****Records*** 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](file:///C%3A/Users/jwarrand/AppData/Local/Microsoft/Windows/INetCache/IE/KF4J0RW8/attendance-policy-guidance-primary-schools-november-2015.pdf) .
* Clear information about individual. circumstances and meeting need of children should be shared from current records on SEEMIS.

Emergency contacts double checked and updated. Contacts updated at least annually. Regular reminders communicated to parent/carers encouraging updated information throughout the year. Personal plans updated every six months or if information changes**First Aid*** Staff with relevant training in place: first aid, food hygiene etc to be identified and shared across setting. All nursery staff are trained in first aid, food hygiene and infection prevention and control.
* Ensure that there is always qualified First Aid Staff in Torphins School Nursery. If cover not available seek guidance from school SLT. Also available in school.

**Fire Evacuation*** To be updated in line with guidance and school plan. **Fire Evacuation policy reviewed January 2021; all staff aware.**
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| 3.0 Supporting the workforce to be confident (including testing) |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
| Spread of infection |  StaffChildren & young peopleVisitors | Cross contamination of infection.Infection of staff, children and visitors | X |  |  | 3.5/3.6 STAFF WELLBEING, PROFESSIONAL LEARNING SUPPORT, NURTURE & EXPERIENCES |  |  | X |
|  |  |  |  |  |  | 3.1 **We have a collective responsibility to enable all staff to feel confident when returning to the workplace. They should have the opportunity to read and discuss the following:** 1. Public Health Scotland guidance,
2. The Strategic Framework for Reopening Schools and ELC,
3. The framework document COVID-19: framework for decision making – Scotland’s route map through and out of the crisis
4. Advice for the Coronavirus (COVID-19 -19): Advisory Sub-Group on Education and Children’s Issues

3.2* Torphins School Nursery will plan to welcome back children and their families and staff,
* Staff wellbeing must be protected.
* Staff will need time to re-connect, to meet, talk and “check in” with each other.

3.3* Managers should ensure that all staff members are clear and confident in implementing the required public health measures and processes.
* There must be training sessions for staff on the risk mitigations set out in this guidance.
* Routine asymptomatic testing of ELC staff.

3.4 * Routine asymptomatic at-home testing using lateral flow devices (LFD), twice a week to all day care of children services, is now available. Lateral Flow tests are available from the School Administrator
* This will not replace the existing procedures for testing of staff who have symptoms of COVID-19.

3.7 * Testing will be voluntary, and nobody is required to undergo testing without consent, or excluded from a setting if they do not wish to be tested.
* However, we are asking that staff be encouraged to participate, to contribute to the wellbeing of everyone in their setting.

3.8* If staff are working from home, and not attending a setting, they should not participate.

Any person who has had a positive COVID-19 result confirmed COVID-19 diagnosis in the previous 90 days is exempt from further testing unless they develop symptoms, in which case they should stay at home and arrange a PCR test via the usual NHS inform route. 3.9 * Step by step guidance has been shared with schools and ELC settings attached to schools via Objective Connect. Stand-alone settings will be invited to join Objective Connect and access this guidance in the coming weeks. The guidance was developed in collaboration with NHS Test and Protect and the UK Department for Health and Social Care to support schools and ELC settings in the delivery of the Schools Asymptomatic Testing Programme.

3.10 * All staff, student on placement, and children and families, should continue to be vigilant for coronavirus symptoms.
* The asymptomatic testing programme using LFD testing does not replace the current testing policy for those with symptoms.
* If their symptomatic test is positive, the member of staff must isolate and access a confirmatory PCR (polymerase chain reaction) test as per their usual symptomatic testing channel, even if they are without symptoms.
* If their symptomatic test is negative, they can remain at work unless symptoms develop but should not consider themselves free from infection and must still adhere to all mitigations.
* On the occasion that a symptomatic staff member has used the LFD test and has returned a negative result, they should still self-isolate and arrange a PCR test.

3.11* Anyone who experiences symptoms of coronavirus must self-isolate immediately and arrange a PCR test at www.gov.uk/get-coronavirus-test.
* People with symptoms must not rely on a negative LFD result to continue to attend their setting.
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| 3.5/3.6 STAFF WELLBEING, PROFESSIONAL LEARNING SUPPORT, NURTURE & EXPERIENCES |
| Practitioners may find it valuable to access support for their mental health and wellbeing in the lead-up to settings reopening and once they reopen.* Scottish Government/ Early Years Scotland to develop new Team ELC Wellbeing Hub

It is essential that ELC continues to be informed by the principles which underpin high quality provision. While aspects of practice may be delivered differently, practitioner will be working to meet the needs of their children and their families.* Article 31(1) UNCRC
* 1.32 HSCS
* GIRFEC
* Realising the Ambition
* During the COVID-19 Recovery Period, settings will require to adjust how they provide high quality provision. Best Practice will:
* Put the best interests of the child at the heart of decision making.
* Take a holistic approach to the wellbeing of the child.
* Work with children and their families on ways to improve wellbeing.
* Advocate preventative work and early intervention to support children, people and their families.
* Believe professionals must work together in the best interest of the child.
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* Advocate preventative work and early intervention to support children, people and their families.
* Believe professionals must work together in the best interest of the child.
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| 3.28 communication |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  |  | X |  | **COMMUNICATION*** Consultation with all staff, parents, providers and trade unions on the reopening of ELC settings should be carefully undertaken when implementing this guidance, to ensure that all those concerned understand the changes that are required and are confident in the revised arrangements.
* Inductions for new staff must include guidance on the setting’s measures to ensure good infection prevention and control. Updated 23/08/21

3.30* Settings will need to communicate any new arrangements to parents and carers in advance of children returning, particularly where there are new routines and procedures that children and families will need to understand and follow.
* This should reinforce the need for parents/carers to physically distance and wear face covering when dropping off/ collecting children.
* Settings should also include information risk mitigation measures in information for new families taking up places. Updated 23/08/21
* Additional arrangements for sharing information between staff, families & between settings should be agreed to ensure there are clear lines of communication, where face to face contact is reduced. We continue to use Learning Journals, Nursery and School newsletters and updates. Face to face communication at drop off and pick up, Microsoft forms and telephone calls to communicate.
* When settings communicate, electronically they must consider the General Data Protection regulations (GDPR) and update their privacy policies, where necessary.
* Where face to face communication is preferred and suitable, ensure that the physical distancing guidance is adhered to and appropriate risk assessments are in place.
* Additional arrangements for sharing information between staff, families & between settings should be agreed to ensure there are clear lines of communication, where face to face contact is reduced.
* When settings communicate, electronically they must consider the General Data Protection regulations (GDPR) and update their privacy policies, where necessary.
* Where face to face communication is preferred and suitable, ensure that the physical distancing guidance is adhered to and appropriate risk assessments are in place.
 |  |  | X |

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| 4.4 special consideration for specific groups |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | Records of Staff and Children who are clinically & extremely vulnerable are accurate and up to date. ***Identified Lead: Lorraine Grant EYSP/Julie Henry EYLP**** **There are no clinically vulnerable individuals attending nursery at present. Information sought from parents at induction session. Practitioners discuss any concerns with parent at induction meeting to gain understanding of any individual needs.** In the event the HT/EYSP would meet and carry out the appropriate records prior to them entering the setting.

**Those who are at Highest Clinical Risk from Coronavirus (known as shielding):**As the levels of COVID-19 in a local area changes, the proportionate advice for people on the shielding list in the area will change as well. People at the highest risk should follow the advice for the general public, as a minimum.**Protection Level 0-2*** Children with the highest clinical risk can continue to attend the setting, following the advice for the general public.
* Staff with the highest clinical risk can continue to work in settings, following a dynamic risk assessment and appropriate social distancing. **No individual staff as classed as shielding.**
* If social distancing cannot be maintained at 2m then setting must assess the risk, taking account of all relevant clinical and occupational health advice

**Protection Level 3-4**Enhanced measures apply to children, young people and staff, at highest clinical risk. See Page 1 for Enhanced Protection Measures.* Parents/carers may wish to have a discussion with their child’s healthcare team if they are unsure or have queries about returning to or attending school because of their own health condition.

*Due to what scientists have learned about the higher transmission rates with new variants. The Chief Medical Officer will be contacting people on the shielding list, by letter, to advise if they cannot work from home, they should not attend their workplace for as long as Level 4 measures are in place. This advice remains, regardless of whether you have had one or two doses of the vaccination. We will update this guidance if this advice changes as we learn more about the impact of vaccination.* [Coronavirus - support if you've been shielding - mygov.scot](https://www.mygov.scot/support-shielding/)**Workplace Risk Assessments:**Workplace risk assessments should take account of age, sex, ethnicity, body mass index (BMI) as well as clinical conditions and recommended practical protective measures. * Risk assessments should link with Coronavirus (COVID-19) – guidance on individual risk assessment for the workplace.

 [Coronavirus (COVID-19): guidance on individual occupational risk assessment - gov.scot (www.gov.scot)](https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-individual-risk-assessment-for-the-workplace/)**Underlying Health Conditions:**Clinically vulnerable staff (including those who have underlying health conditions but who are not on the shielding list) can continue to work subject to a dynamic risk assessment. Arrangements should be made to enable appropriate physical distancing. If they have to spend time within two metres of others, setting must carefully access and agree with them whether this involves an acceptable level of risk. Where there are any concerns please see [www.gov.scotland](http://www.gov.scotland) (advice for people with underlying health conditions). Guidance has been prepared and will be continued to be updated. Staff who have underlying health conditions who wish to be aware of this advice in order to inform discussions with their employer, trade union or health team. Update 17.02.21**Pregnancy**In line with the UK government [www.gov.scotland](http://www.gov.scotland) advice for pregnant employees, pregnant staff of any gestation should only continue working if a risk assessment advise that it is safe to do so. ELC settings and Local Authorities should follow the Royal College of Obstetricians and Gynaecologists advise to try and keep the risk of exposure as low as is practically possible for pregnant employees, particularly in the third trimester. Normal pregnancy risk assessments should be undertaken, and appropriate attention paid to mental health and wellbeing. Update 17.02.21**Support for Minority Ethnic Children, Young People and Staff**There is wider evidence that children, young people and adults from Minority Ethnic background who are infected with COVID-19 seem to be at higher risk of severe disease. Settings should respond to requests for additional protection on an individual basis and ensure this is reflected in the “Individual Risk Assessment”**Support for Children with Additional Support Needs**Every child will have different levels of support and the individual needs of the child will be at the centre of the risk assessment process. Where there is a need to work in close proximity with adults and children the appropriate safety measures will be put in place, based on that risk assessment. 26.1.21.* Torphins School Nursery will carry out an individual risk assessment, considering the child’s individual needs.

HT/EYSP to review existing documentation for individual pupil (Inc. behavioural/medical risk assessments, MAP, PEEP) and update considering current guidance. Where manual handling / personal care is required, staff wear PPE when providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out. * Establish a cleaning routine for specialist equipment for children with additional support needs, sensory rooms, to ensure safe use. HT/EYSP to ensure Personal Plans are in place for all children within 28 days of starting setting, EYSP to ensure these are shared with team and parent/carers.

**Other:** [Parentzone Scotland | Parent Zone (education.gov. scot)](https://education.gov.scot/parentzone)Update the Fire Evacuation Procedure to reflect any changes and share information with all staff. Staff to adhere to health and safety guidelines.* Staff are made aware of updated policies and sign to confirm they have read and will adhere to safety guidelines.

**Guidance and Links:**[Health and Safety, Wellbeing and Risk Management.aspx](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety%2C%20Wellbeing%20and%20Risk%20Management/Health-and-Safety%2C-Wellbeing-and-Risk-Management.aspx) Explore barriers to attendance with parents/ carers where there are concerns. Clear information about individual. circumstances and meeting needs of children should be shared from current records on SEEMIS/Chronologies **Accurate recording of absences daily. Numbers of children recorded throughout the day.** Staff with relevant training in place: first aid, food hygiene etc to be identified and shared across setting.* All EY staff have up to date first aid, food hygiene and infection control training.

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](file:///C%3A/Users/jwarrand/AppData/Local/Microsoft/Windows/INetCache/IE/KF4J0RW8/attendance-policy-guidance-primary-schools-november-2015.pdf) . * AM and PM recording. Update given to school administrator.

Ensure that there is always qualified First Aid Staff in ELC. If cover not available seek guidance from school SLT.* All Nursery staff have a valid First Aid qualification.
 |  |  | X |

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| 4.9 cleaning |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | **INFECTION PREVENTION & CONTROL****CLEANING PRACTICES**SPECIFIC CONTROLS: CLEANING: ALL CLEANING SHOULD BE CARRIED OUT IN ACCORDANCE WITH COVID-19 – guidance for non-healthcare settings (which includes advice on, amongst other things, detergents/ cleaning products) and Infection Prevention and Control in Childcare Settings guidance. **Updated 17.02.21**<https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/> <https://www.hps.scot.nhs.uk/web-resources-container/infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/>**2.5.1 General Cleaning: 2.11.20*** Torphins School Nursery will ensure regular (at least twice daily) cleaning of commonly touched objects and surfaces (e.g., desks. handles, dining tables etc.)
* Toys and equipment that children access should be cleaned when groups of children change (e.g., between sessions, if children changing)
* Toys and equipment will be cleaned at the end of the day or in the morning before the session begins using standard detergent and disinfectant that are active against viruses and bacteria.
* Careful consideration should be given to cleaning regimes for sensory rooms and soft play areas, to ensure safe use.
* Toys and equipment should be easy to clean.
* Resources such as sand, water & playdough can be used with regular cleaning of equipment/resources. Water & Playdough should be replaced on a daily/sessional basis.

**Toys & Resources going between Home & Setting*** Children are discouraged from bringing Toys from home. If a child brings a toy from home, this should be stored within the child’s bag and the parent should be informed. **Regularly communicated expectations to parents verbally and through nursery newsletter/school updates.**
* Transitional objects, comforters or toys can be used but consideration as to how these are used and stored. These should not be shared with other children.
* Restrict sharing resources between home & setting (e.g. Story sacks) If resources from the setting are taken home, these should be quarantined for 72 hours on return to setting and must be cleaned before the next usage. Systems and procedures should be developed to ensure that containers for the resources from home are also quarantined and cleaned.

**Comfortable Areas*** Soft furnishings such as throws, if required, should be used by individual groups and washed after use. Level 0 and below soft furnishings (such as throws and bedding) should be laundered in accordance with usual cleaning schedule. If soft furnishings (such as throws and bedding) have been used by a child who shows symptoms of COVID, they should be removed and laundered as quickly as possible.
* Sleep – children should have individual bedding, stored in individual bags. Bedding should be laundered frequently- at least once a week.

**Clothing*** Parents should, where possible, provide clothing for outdoor play.
* Children should not share outdoor clothes or footwear. However, if a child has to use one provided from the setting, it should be laundered after each use.
* Clothing belonging to the setting should be allocated to one child, within the session & laundered/cleaned before being used by another child.
* **Eating All** surfaces within snack/eating area must be wiped down & disinfected between group of children (e.g., tables, cupboards, microwave, kettle etc.)
* Crockery, utensils & equipment in eating/snack area/kitchen should be cleaned with general-purpose detergent & dried thoroughly before being stored and reused.
* Staff should use their own cup/cutlery and ensure theses are cleaned straight away. These should be dried thoroughly before being stored & reused.
* Staff should not share communal areas if they cannot socially distance or if cleaning schedules not in place.
* Staff should use the staff room when numbers allow and ensure they follow the school risk assessment regarding cleaning the staff room.
* Avoid leaving food stuffs (e.g., crisps, open sandwiches) exposed and open in communal areas – 26.11.20

**Enhanced – High Frequency Touch Point Clean – Category 2 (Aberdeenshire Guidance for Cleaners – 26.11.20) Cleaners should be wearing, type IIR, Face Coverings at all times – 1.4.21*** If building has been closed for many weeks, appropriate and thorough cleaning must take place before opening.
* Open doors and windows to encourage natural ventilation.
* Increase cleaning frequency of frequently touched surfaces, two hourly and before and after meals and snacks.
* Cleaning materials to be made available throughout the session for staff. These will be provided by Janitorial /Cleaning Services and are stored in the Medical Room.
* Staff to devise a cleaning schedule and identify procedures and cleaning products to be used. Cleaning schedule to be recorded and signed by staff.
* Cleaning materials to be stored for ease of use and to avoid cross contamination.
* Follow manufactures instructions for dilution, application, and contact times for surfaces.
* Avoid creating splashes and spays when cleaning.
* Routine cleaning and disinfection of frequently touched objects and surfaces e.g., telephone, chairs keyboard, tablets, desks, tables, light switches, taps and door handles.
* Routine toilet cleaning, paying attention to touch surfaces- doors, flush handles, soap, and paper product dispensers.
* Avoid leaving food stuff exposed and open for communal sharing unless individually wrapped.
* When undertaking general cleaning, double glove, and change top pair of gloves often.
* Cleaning Equipment & spray bottles should be clean before use and thoroughly cleaned afterwards
* All disposable items worn should be placed within the yellow waste bag which is located in the changing area.

Cleaning staff complete a HF TP clean at midday. Cleaning all toilets, light switches door handles etc. Identified member of nursery staff will complete HFTP within playroom following cleaning guidance and recorded on cleaning record. **Specific cleaning advice is available in:*** ‘Cleaner’s infection control procedures V1.1 21.04.20” produced by Rab Birnie
* Ask your HT to share this document with you.
* s ‘Suma Bac D10 – User’s manual’ produced by cleaning services Aug 2020. PowerPoint will be available.

**Decontamination and Focused Clean – Category 3 – (Aberdeenshire Guidance for Cleaners 26.11.20)**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. **PPE – Disposable gloves, disposable aprons and Type IIR masks must be worn to carry out decontamination clean.** * PPE to be put on just outside of the contamination area and removed outside area of contamination
* Once a possible case has left the premises a thorough decontamination clean must take place
* Cleaning should include the persons immediate workstation for a radius of 2metres and any area the individual has spent more than 15minutes in.
* Investigations as to where the individual has been needs to be identified by the building management and reported to the relevant person.
* The Head of Establishment should decide who should carry out the cleaning depending on immediate availability of cleaning staff, site-based staff and or ability to isolate the area.
* Consideration should be given to isolate immediate and wider are until relevant staff have been briefed and have the appropriate PPE and equipment ready to use.
* Head of Establishment to contact Cleaning Services to advise if cleaning staff are to undertake the clean.
* Cleaning Services will contact cleaning staff, directly to provide information as to cleaning requirement & arrange any additional training/guidance or support. Cleaning Services may also be contacted to provide guidance for site-based staff who are undertaking clean.
* Disinfect **ALL surfaces in the room/area the person was isolated/placed, including all potentially High Contact Areas** such as handles, grab rails, bathrooms, telephones, IT equipment and service user equipment e.g., wheelchair
* Ideally OXIVIR Plus should be used but SUMA BAC D10 can be used. Follow manufacturer’s instructions for dilution, application and contact times.
* DISPOSABLE CLOTHS/PAPER ROLL MUST BE USED.
* Use blue and red mops as usual but dispose of after use
* ALL disposable items used in decontamination/focused clean- Category 3, including cloths, paper roll and mophead, PPE or items which have been in contact with a suspected case, should be double bagged and tied.
* Double bag should be put in a secure location.
* Double bag should be stored for 72 hours and dated/labelled when the72 hours starts and finishes.
* Double bags can be disposed of in normal waste after the designated 72 hours quarantine.

**HANDS MUST BE WASHED WITH SOAP AND RUNNING WATER Body Fluid – Deep Clean – (Major Infection Incident) – Category 4 (Aberdeenshire Cleaning Guidance - 26.11.20)****Information Only:*** 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.
* Only suitably trained personnel should use Spill Kits to clean blood or body fluid spillages.
* 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.
* If furnishing is heavily contaminated, you may have to discard it.
* In the event of sharps needing to be dealt with, notify building management, cordon off the area, and notify a suitably trained operative to deal with – 26.11 20

**Products and Cloths** * **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

**Two Stage Cleaning** Clean and then disinfect - for soiled surfaces* Clean until surfaces are visibly clean
* Disinfect leaving products on surface as per manufactures contact time guidance

**One Stage Disinfection**: For visibly clean surfaces* Apply disinfectant leaving product on surface as per manufacturers contact time

**Spray Bottles & Non-Disposable Cleaning Equipment** * Mop handles, spray bottles trigger mechanism and other frequently touched parts of cleaning equipment should be wiped with disinfectant and left to air dry at the **end of cleaning shift.**

**Microfibre Cloths/ Colour coded cloths** * To be laundered in Washing Machine at a minimum temperature of **60 degrees. Do Not use fabric conditioner.**
* **If NO washing machine** facilities are available **disposable cloths should be considered**
* **Disposable Cloths must be used for Category 3 cleans and above**

**Laundry** Any contaminated item of personal clothing used by an individual should be double bagged and tied and returned to the individual.**Update for Cleaners:*** All cleaners and staff must be aware of individual schools Risk Assessments.
* Extra cleaning hours provided during the primary/secondary day include ELC
* Infection Control Refresh Clean will vary from setting to setting but will typically be done between 10:00-14:00 – 26.11.20
* 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.
* HFTPs may need to be rinsed periodically to remove any residue – 26.11.20
* Different Products should NOT be used on the same surface at the same time. – 26.11.20
* 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. Add link to additional infection control refresh document.

**Update Equipment:*** One use cloth if safe can be used more than once if they are laundered. These should be disposed of when they become worn.
* Non disposable mops can be used more than once for regular routine cleaning but should be cleaned through between uses. Where you have bodily fluid spills cleaning including a suspected COVID-19 case use disposable mop/cloths, follow the guidance, and dispose of them immediately.

**Updated Symptoms:** Advice from the Health & Safety team is that once a symptomatic person has left the premises the area/room where they have been needs undergo an enhanced clean as soon as possible.**Janitorial Contact:**Guidance and Links: <https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf><https://www.hps.scot.nhs.uk/web-resources-container/infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/><https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf> |  |  | X |

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| 4.10/4.11 temperature & ventilation |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | **TEMPERATURE AND VENTILATION**All settings must ensure the opening of doors & windows which increase natural ventilation are safe:Greater emphasis should be placed on ventilation, by keeping windows open as much as possible, and doors open when feasible and safe to do so – 4.4.21C02 Monitor installed in nursery playroom September 2021**ABERDEENSHIRE COUNCIL VENTILATION & HEATING Version 1.0 - 29.10.20*** Ventilation is an important factor in mitigating against the risk of aerosol transmission of the COVID-19 virus
* But schools are required to maintain internal temperatures and conditions in line with the School Premises Regulations, therefore it will be unlikely to be able to keep external doors and windows open or open for as long in warmer periods, secure & maintain internal temperatures.

*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.1234** 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.

**Balance of Ventilation & Internal Temperature** * Partially open doors and windows to provide ventilation, while reducing draughts
* Opening high level windows, in preference to low level windows to reduce draughts
* Refreshing air in spaces by opening windows & external doors, at times which avoid user discomfort (e.g., between sessions or when children are outdoors).

**In Local Authority Settings,*** For all settings, an adequate level of ventilation is likely to be indicated by a CO2 concentration of no greater than 1500ppm as measures by a CO2 monitor.
* Where settings have CO2 monitor, we advise you to use this to assess your setting periodically. Updated 17.2.21
* Minimum ventilation change is 2 air changes per hour
* Minimum temperature is 17C.\*
* Keep doors open (with appropriate regard to safety & security) may also help reduce frequent touch contact. However internal fire doors should never be left

open (unless assessed and provided with appropriate hold open and self-closing mechanisms, which respond to the actuation of the fire alarm system. Updated 17.2.21* Review Fire Risk Assessment before any internal doors are held open.
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| 4.12 Enhanced Hygiene (handwashing) |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | Torphins School Nursery will provide supplies of tissues, soap, paper towels in all areas. A few children are unable to use the soap provided. A more sensitive soap has been purchased by nursery in agreement with child and parent. * Outdoor hand washing facilities are available and used as necessary.
* Staff and children wash hands with soap and water for 20 seconds. Dry hands thoroughly with paper towels/kitchen rolls and dispose of in bin.
* Anti-bacterial handwash is not recommended for children when soap and water is available. Alcohol and non-alcohol-based gels/hand rubs should be discouraged in children under 5. Anti-bacterial handwash should not be used by children under 12mths.
* If there is no running water, hand wipes can be used. If wipes are being used in this situation, it is recommended that hands are washed with running water as soon as possible.
* All handwashing facilities should be able to be accessed by the child (e.g., provide step to reach sink etc.)
* Antibacterial hand gel should be made available to parents & staff at the entrance to setting.
* Staff should ensure enhanced hygiene measures are in place, including washing their own and the hands of all children.

**Wash Hands:*** On arrival at setting.
* Before & after Putting on & Removing PPE
* Before & after Intimate & Personal Care
* Before & after cleaning equipment & environment
* 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.
* Use a tissue or elbow to catch coughs or sneezes. Person to dispose of tissue in foot pedal bin.
* Staff should supervise and support of children wash hands effectively. There should be daily reminders/demonstrations of how to do this.
* Staff and children should decide on handwashing schedule for each session.
* Never share communal bowl to wash hands.
* Encourage children not to touch face – use distracting methods rather than asking them to stop.
* Settings should try to provide hand washing facilities outdoors.
* Staff hair should be tied back where appropriate and clothes changed daily. Children encouraged to also tie hair back.

<https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/><https://creativestarlearning.co.uk/early-years-outdoors/hand-hygiene-outdoors/> |  |  | X |

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| 4.13 toothbrushing |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | When toothbrushing commences staff should follow updated Childsmile Guidance:<http://www.child-smile.org.uk/professionals/Coronavirus-Return-of-supervised-daily-toothbrushing-in-nursery-and-school-settings.aspx> |  |  | X |

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| 4.14 ppe |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | **USE OF PPE**No additional PPE Measures are required for **General Use** in Early Learning & Childcare Settings. It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school (including EYSP in the ELC Setting) at all times – the current guidance from procurement is always having 4 weeks stock on site.**Use of PPE in ELC settings should continue to be based on a clear assessment of the risk and need for an individual child, i.e., personal care.** If a risk assessment (individual or organisational) states that PPE is required, use HSE Personal Protective Equipment (PPE) at Work Guide to identify what PPE is required.* PPE should be readily available to staff
* Staff should be trained how to use it, including how to put on, take off and dispose of appropriately.
* Waste Facilities should be provided.

**Staff should continue to follow existing guidance on the use of PPE:*** Staff carrying out intimate care should wear disposable, single-use plastic aprons and gloves
* Staff should have access to disposable single us gloves for spillage of blood and other bodily fluids, disposing of dressing and equipment (Local infection control procedures and safety protocols should be stringently followed. Training should be provided).
* Training to include putting on/taking off of PPE, disposal of soiled items, laundering of clothes- including uniforms & staff clothing, laundering of towels & linen, cleaning personal equipment, for children, such as hoists & wheelchairs.
* Hand Hygiene is essential before and after all contact with a child receiving intimate or personal care, before putting on/removing PPE and after cleaning equipment and environment. Hands should be washed with soap and water.

**Types of PPE required for specific circumstances:*** 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. Surgical face masks and eye protection can be worn if there is a risk of splashing. Gloves and aprons worn when cleaning the area.
* GENERAL CLEANING – Disposable Gloves
* CLEANING TOILETS – Chemical Resistant Gloves

**PPE Equipment is: (specific PPE to be identified for each specific circumstance)*** 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 when providing direct personal care. |  |  | X |

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| 4.15 international travel |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | **INTERNATIONAL TRAVEL – Self-Isolation Arrangements**Children & young people returning to Scotland are not exempt from self-isolation (Quarantine) rules.* Check regular updates to be found at www.gov.scotland (international travel and managed isolation) Updated 17.2.21
* All those returning from non-exempt counties have to self-isolate at home or another appropriate location for 10 days. - 14.12.20
* Those self-isolating should not go out to work or an ELC setting or visit public areas.
* “Sector Advice Card” should be displayed in all settings. https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/08/scottish-covid-19-workbook-2020/documents/sector-advice-card-schools/sector-advice-card-schools/govscot%3Adocument/sector-advice-card-schools.pdf
* Providers should ensure they are familiar with the most up to date list of exempt countries.
* Providers should engage with children and their families to ensure adherence to the legal requirements.
* Local Health Protection Teams can be available to offer further support.

Links: <https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/pages/exemptions/> |  |  | X |
| 4.16 STAYING VIGILANT & RESPONDING TO COVID-19 SYMPTOMS |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | Torphins School Nursery staff should remain vigilant for the symptoms of COVID-19 and to understand what actions they should take if someone develops them within or out with their setting.NHS Grampian/Public Health: [Coronavirus (COVID-19) - NHS (www.nhs.uk)](https://www.nhs.uk/conditions/coronavirus-covid-19/)**SYMPTOMS**All staff, parents and carers should be advised that anyone with these symptoms, or who has contact with a family/ community member with these symptoms, should not attend or should be asked to return home. They should also be told to follow test and protect procedures. Updated 15/09/21* New Persistent cough
* High Temperature
* Loss or change to taste and smell

**In children under the age of 5 are vulnerable to Kawasaki disease, this is a strain of COVID-19**Symptoms may include:* High temperature that lasts for 5 days or more
* A rash
* Swollen glands in the neck
* Dry cracked lips
* Red fingers or toes
* Red eyes

All staff and parents/carers should be advised that anyone with these symptoms, or who has contact with family/community member with symptoms should not attend or should be asked to return home and be tested. Children who have siblings should also be sent home. HT and school administrator should be informed.* All staff working in and with the setting should be supported to follow up to date health protection advice on household or self-isolations.
* All staff working in and with the setting should be supported to follow Test & Protect Guidance if they or someone in their household exhibits COVID-19 symptoms.
* All staff working in and with the setting should be supported to follow Test & Protect Guidance if they have been identified by NHS Contact Tracers, as a close contact with the virus.

**Common Cold & COVID-19 Symptoms** Parents/Carers and staff should be aware that COVID-19 Symptoms differ from Seasonal Infections:* It is common for colds and similar viral infections to circulate in ELC settings.
* In many cases children will be well enough to attend school
* If children do not have COVID-19 symptoms but has other cold like symptoms, such as a runny nose, they do not need to be tested or self-isolate.

**IF STAFF, CHILDREN OR FAMILIES ARE SYMPTOMATIC it is essential that people do not attend a setting if symptomatic. People who are in a household contact where someone who has tested positive for COVID-19 should not attend setting**. ReviewUpdate 30 Sept 21* There is no blanket requirement for children aged under 5 who are close contacts of positive cases to self-isolate, provided they do not display any symptoms or test positive for COVID-19. This applies regardless of whether the close contact is with a case in the ELC setting, household or elsewhere.
* Anyone who develops COVID-19 symptoms must self-isolate straight away. Stay at home and arrange a test.
* People who live in the same household as a person with COVID-19 symptoms must also self-isolate straight away and stay home. ONLY those developing COVID-19 symptoms should be tested.
* Any adult or child who tests positive using a lateral flow device (LFD) must self- isolate immediately and book a PCR test within 48hours to confirm the result. With the exception of those aged under 5, any people living in the same household for example sibling, must also isolate while awaiting the result of the PCR test result. If under 18 years or if double vaccinated for more than 14 days, if the PCR test is negative, they may leave isolation. If the test is positive, they should isolate for 10 days.
* If a person has a positive test, after having symptoms, must remain in isolation for 10 days after the symptoms started.
* Everyone who tests positive for COVID-19 will be referred to the Local Contact Tracing Team. Their Close Contacts will be identified and will be advised to self-isolate immediately.
* Everyone who is identified as a Close Contact of a confirmed case must take a PCR test and self-isolate.
* Any person who has been advised by Test and Protect/Local Incident Management that they are a close contact of a confirmed case and do not have symptoms will be asked to self-isolate. Other people in the household will not be asked to self-isolate along with them.

**BOOKING A TEST*** Staff can book a test:
* www.nhsinform.scot
* Employer Referral Portal (The portal will prioritise tests and appointments over the general public. Individuals will be directed to a Regional Test Centre or Mobile Testing Unit or possibly sent a home test if they cannot travel)
* 0800 028 2816
* Parents can book a test on a child’s behalf.
* Testing is not a requirement unless staff are symptomatic or have been advised to take a test by a Health Care Professional.
* A member of staff can request a test, without being symptomatic but are concerned they have been at risk of infection.

**COVID-19 SYMPTOMS IN SETTINGS*** Remind all staff that if they or pupils develop symptoms, they should be sent home.
* Setting should have a location (Isolation Room) where potentially symptomatic pupils can be located until they can be collected.
* Isolation Room is located in the Medical Room within the school. To reduce the spread of infection the individual should be escorted with a staff member through the nursery garden door and will then gain access through the P2 door where another member of staff will allow access to the Medical Room. This will reduce cross contamination through the open P1 and P2 area.
* Adults who begin to show mild symptoms should return home and self-isolate, where possible avoiding public transport.
* 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. Room identified should be supervised to avoid unnecessary distress to a child/ young person.
* The symptomatic individual may also be asked to wear a Type IIR face mask to reduce environmental contamination, where this can be tolerated
* Adult supervising child should try to keep 2m apart from child. If not possible PPE to be worn.
* Isolation Area to be cleaned as per procedures below.
* Children should avoid touching people, surfaces, and objects. Ensure child coughs into tissue and disposes in bin.
* Parents/Carers called to collect from entrance of setting.

**How long you need to self-isolate – Updated 7.1.21**If you've tested positive and:* you have symptoms – self-isolate for 10 days from when your symptoms started
* you have not had symptoms – self-isolate for 10 days from when you had the test
* If you get symptoms while you're self-isolating, the 10 days restarts from when your symptoms started.

**When to stop self-isolating:**You can stop self-isolating after 10 days if either:* you do not have any symptoms
* you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone

**When to keep self-isolating:**Keep self-isolating if you have any of these symptoms after 10 days:* a high temperature or feeling hot and shivery
* a runny nose or sneezing
* feeling or being sick
* diarrhoea

***Only stop self-isolating when these symptoms have gone.***[School Guidance on Symptomatic or Confirmed Cases of Covid 2019.docx](https://aberdeenshire.sharepoint.com/%3Aw%3A/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B52A7F852-B8F6-485C-804F-265839BB5CEB%7D&file=School%20guidance%20on%20symptomatic%20or%20confirmed%20cases%20of%20Covid%2019.docx&wdLOR=c663CBE70-38B6-4FC5-9AFC-72A7C16515CF&action=default&mobileredirect=true)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: <https://www.nhsinform.scot/campaigns/test-and-protect> |  |  | X |

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| 4.17 test & protect |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | **TEST AND PROTECT*** Torphins School Nursery staff who opt to undertake asymptomatic testing do not need to self-isolate while awaiting results, as long as no symptoms develop, unless they are a close contact of a symptomatic or confirmed case, in which case they will need to self-isolate.
* If their symptomatic test is positive, the member of staff must isolate until a confirmatory PCR is received, even if they are without symptoms.
* If their symptomatic test is negative, they can remain at work unless symptoms develop but should not consider themselves free from infection and must still adhere to all mitigations.
* If the PCR test is positive, the person must remain in isolation until 10 days from symptom onset, or longer if symptoms persist or 10 days from the test date if there are no symptoms. The rest of the household must remain in isolation for 10 days from symptom onset in the symptomatic person, even if they don’t have symptoms themselves. These people should not attend settings. The date of onset of symptoms (or of test, if asymptomatic) is to be considered day 1 of 10. (Updated 17.02.21)
* Staff and Parent who have smart phones should be encouraged to download The Protect Scotland Tracing App to help supress the spread of COVID-19.
* All staff within the setting should be aware of TEST & PROTECT arrangements, should someone become unwell.
* ELCs are considered complex settings and therefore will be prioritised by the Local Health Protection Team, should they have suspected cases.
* All parents/carers should mention their childcare arrangements, if contacted by or contacting Test & Protect services.
* If a child or staff member tests positive, the contact tracer will consider the close contact that person has had within that setting.
* ELC providers must keep clear records of children, adults and staff attending their settings.
* ELC providers must keep records of which children and adults have been involved in group/bubble activities. These records will help ensure a rapid response if a positive case occurs.
* ELC providers should maintain records of staffing capacity and plan, as much as possible, to minimise the operational impact of individual staff or groups of staff being required to self-isolate..
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| 4.18 outbreak management |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | **OUTBREAK MANAGEMENT**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:* **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**

**(***See flowchart NHS Coronavirus guide schools, NHS Grampian Aug 2020 – not available on-line)***Settings should contact their local HPT & Local Authority if there is a single confirmed case of COVID-19.*** Settings should contact their local HPT & LA if there is any suspicion that there might be an outbreak of cases (e.g., an increase in rates of absences due to suspected or confirmed cases of COVID-19).
 |  |  | X |
|  |  |  |  |  |  | * Settings should contact their local HPT if there is an increase in respiratory illness for further advice.
* The Test and Protect contact tracing team will be in touch with the case (or case’s parent/guardian) to identify any potential close contacts.
* The preliminary investigation by Test and Protect will identify that a school is involved. This will then lead to notification of the Health Protection Team who will undertake the relevant investigation.
* It is possible that the school may be the first organisation to be made aware of a new case of COVID19, either directly from the case (the person who tested positive) or from their parent or guardian.
* Schools are asked to maintain the confidentiality of the case where possible. If the school becomes aware of a confirmed case or cluster of cases of COVID-19 in associated with the school, they should contact the Health Protection Team for further advice before taking any public health action.

**If an outbreak confirmed the ELC should work with local HPT to manage with local authority.**Actions may include:* 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.

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.* Early Years settings should inform their Care Inspectorate in the event of any confirmed or suspected outbreak of infectious disease and specifically COVID-19.

<https://www.careinspectorate.com/index.php/coronavirus-professional> |  |  |  |

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| 4.20 students |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  |  |  |  | * The government expects that student placements will begin to be accommodated within settings for placement from the end of the October break 2020 onwards, although timescales may vary across authorities. Guidance and Toolkits are is being developed to support these placements.

All staff, students on placement, and children and families, should continue to be vigilant for coronavirus symptoms. 1.4.21 No students planned to visit nursery 2021-22 |  |  |  |

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| 4.21/4.22 limiting staff & children contacts |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | **LIMITING CHILDREN’S CONTACTS****Reducing the number of interactions that children and staff have a key part of reducing risks in settings. This will reduce likelihood of direct transmission and allow for more effective contact tracing:*** Limiting interactions reduces the overall number of those who will need to self-isolate in the event of a child or staff member becoming ill with COVID-19.
* Contacts must be limited by managing children within groups.
* ELC children should be managed in groups of up to 25 to 33 children. Level 0 and below settings must apply proportionate, risk based approaches to limiting contacts, managing children within groups. However, the only restriction on group size is registration capacity. Setting must maintain adult to child ratios as stated in the National Standard. Large indoor groupings should be avoided.
* Children are not required to physically distance from each other or adults.
* It is important for children to feel secure and receive warmth and physical contact that is appropriate to their needs, in particular, when they are receiving personal care, being comforted and reassured. Keyworkers will need to be close to the children and should feel confident to do so.
* Staff must physically distance by 2 metres at all times.
* A flexible approach to the use of existing spaces, within the setting, should be considered.
* Considerations should be given to the removal of unnecessary items in the setting to maximise capacity and decrease the number of items requiring cleaning.
* Setting should ensure that children still have adequate resources and furnishing to support quality experiences.
* Sharing of resources should be minimised. Each group to have their own resources. These to be clearly labelled and stored appropriately in the correct boxes for each group. Staff to be vigilant in sharing of resources and these resources should be thoroughly cleaned between each group in accordance with the cleaning protocol and appropriate cleaning materials.
* When agreeing staff working patterns, settings are encouraged to maintain as much consistency as possible in the staff who work in close proximity, especially in areas where physical distancing is more challenging. While this may not always be possible, having the same groups of staff working together consistently across each week will reduce the risk of transmission among staff. It will also help to limit the number of staff who might need to self-isolate through Test and Protect.
* Settings should also review use of peripatetic staff, to ensure that staff who by nature of their role support multiple settings only attend settings in person where it is demonstrably in support of the health and wellbeing of young children. Updated 17.02.21
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| 4.23 maximising use of outdoors |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | **MAXIMISING USE OF OUTDOOR SPACES**Evidence suggests that outdoor environments can limit transmission, as well as more easily allowing for appropriate physical distancing between children and staff. ELC provisions should maximise opportunities for outdoor play and activities.* If outdoor equipment is being used, settings should ensure that multiple groups of children do not use it simultaneously, as well as considering appropriate cleaning between cohorts of children using it.
* Each group of children to access one shed and one sand pit each. These are clearly labelled within the garden area and all staff are informed. This ensures that children over the two groups do not share resources.
* 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.
* 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.
* Parents should provide all weather appropriate clothing, if they can, to avoid children sharing items. If however a child has to borrow from the setting, only that individual child should use the clothing and it should be laundered appropriately afterwards.
* Staff should not share outdoor clothing.

Offsite ProvisionSpecific 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-19 prevention measures etc.Guidance and Links: <https://hub.careinspectorate.com/media/1157/delivering-play-and-learning-environments-outdoors-practice-note.pdf> |  |  | X |

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| 4.25 singing, music & drama |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  |  |  |  | There is an increased transmission risk associated with music and drama activities.* Singing should not happen indoors, as an organised large activity. Update 11/08/21 Singing is now allowed in Torphins School Nursery. At levels 3,2 and 1, singing outdoors and indoors is permitted for children and adults in ELC settings, as long as careful attention is paid to ensuring effective and adequate ventilation. Level 0 and below Singing is permitted indoors and outdoors
* If a child sings naturally in the course of an activity and play, they should not be discouraged to do so.
* Singing can be used to comfort young children, when necessary.

**21.11.20- ADDITIONAL EVENTS- from Vincent Docherty (Head of Education, Aberdeenshire)*** In keeping with the guidance of having “no visitors, parents or carers beyond the front door where possible”, no performance activities with an indoor parental audience are permitted.
* Any activity which would bring together the bubbles of pupils/staff within your school, whether to participate in performance or to form an audience should be avoided. This is the case regardless of whether the activity is planned indoors or outdoors.
* Any performance type activity by either an individual or group (from within existing bubbles) which might encourage any gathering of parents to form an audience outside are not permitted.
* In keeping with the guidance of having “no visitors, parents or carers beyond the front door where possible”, no visiting performers, whether individuals or groups are permitted.

 Notwithstanding the above, activities or performances performed by pupils, whether individually or as part of a group, as part of their learning and teaching and where bubbles are maintained, are permitted.  Consider the use of digital technology for celebration of learning, either by pupils in school or recorded at home, and where appropriate agreement has been sought and given regarding recording and/or sharing with parents then this would also be permitted. |  |  |  |

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| 4.26 physical distancing |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | **PHYSICAL DISTANCING between adults in settings, including parents at drop-off and pick-up times):**Physical distancing between adults remains a fundamental protective measure that should apply at all times. Individual physical distancing applies to staff, parents and other adults who may attend the setting or delivery people &contractors-2.11.20* Learning from outbreaks across a range of sectors suggests that lapses in adherence to physical distancing can occur when staff take breaks from work and mix with colleagues outside or in staff rooms and other social areas. Staff should be reminded that the requirement to physically distance applies at all times, including during breaks and before and after sessions and traveling to and from the setting. The only exception to this is for staff who live in the same household, have formed 35 an extended household in accordance with the guidance, or where there are health and safety reasons why staff have to come within 2 metres of each other.
* The experience of providers since reopening after the first lockdown shows that use of physical distancing (alongside other precautions) will reduce the overall number who need to isolate in the event of a child or staff member contracting COVID-19. Updated 17.02.21
* Adults should stay 2 metres apart from all other adults within the setting.

All staff rooms, bases & offices should be reconfigured to ensure that physical distancing of 2m can be maintained. Where physical distancing of 2 metres cannot be maintained Risk Assessments should be undertaken & control measures implemented. |  |  | X |

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| 4.28 use of face coverings |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | **Face Coverings are NOT required when working directly with children in ELC, including on the floor, supporting children to move around setting, toileting or as a result of being less than 2 metres distant for children.** **Face coverings must be worn by adults wherever they cannot maintain the appropriate physical distance from other adults (e.g. in corridor and communal areas).** **Face coverings should be strongly encouraged when parents/carers are dropping off and picking up their children.****Face coverings are not required when working directly with children. However, staff who wish to wear a face covering in these circumstances should be supported to do so.** NHS GRAMPIAN ADVISE THAT ALL FACE COVERINGS SHOULD BE TYPE IIR until further notice – 1.4.21* Face coverings should be worn, by adults, wherever they cannot maintain a 2-metre distance from other adults (e.g., in communal areas and corridors).
* Face coverings should be worn by adults when not working directly with children, in offices, admin areas, staff rooms, canteens (except when eating) and other confined communal areas, where 2 metres distancing cannot be maintained.
* Some adults will be exempt from wearing face coverings.
* Parents & other visitors (whether entering the building or not) should be strongly encouraged to wear face coverings. Parents/carers are advised to wear these when entering and exiting the playground.
* Children may require support/reassurance about the reasons for adults wearing face coverings.
* Adults wearing face coverings may have an impact on children with additional support needs (which includes hearing loss, EAL, communication needs, children depending on visual cues) Careful consideration should be given to key adults wearing face masks.
* It is not recommended that children under 5 wear face coverings in ELC settings.
* Anyone (staff or child) who wishes to wear a face covering is free to do so.
* Instructions must be provided to staff on how to put on, remove, store, and dispose of face coverings must be provided to staff and pupils:
* Face coverings must not be shared
* Hands should be cleaned by appropriate washing or hand sanitiser before putting on or removing the face covering
* Face covering of an appropriate size should be worn. It should cover mouth, nose & chin.
* Where applicable, children should be taught how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth.
* When temporarily storing a face covering (e.g., during sessions), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
* Re-usable face coverings should be washed after each day of use at 60 degrees centigrade or in boiling water.
* Disposable face coverings must be disposed of safely and hygienically. Children and young people should be encouraged not to litter and to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.
* ELC settings should follow the current public advice that recommends that face coverings are made of cloth or other textiles and should be at least two, and preferably three, layers thick and fit snugly while allowing you to breathe easily. Updated 17.02.21

**Care Inspectorate & Grampian HP Team state that face coverings (face coverings should not be confused with PPE, including Type IIR face masks), are not required for normal day to day activities within ELC settings but should be worn in the circumstances below:**Definition of face covering found here:<https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>Where adults cannot keep 2m distance and are interacting/working face-to-face with a child, a Type IIR face mask should be worn. Face covering should be worn in the following circumstances (except where an adult or child/young person is exempt from wearing a covering).**TYPE IIR Face Mask**What is a Type IIR Face Mask? Type IIR face masks/ EN14683 are medical face masks made up of a 4-ply construction that prevents large particles from reaching the patient or working surfaces. Type IIR Face masks include a splash resistant layer to protect against blood and other bodily fluids.* Schools using ASN transport should provide Type IIR face covering/PPE to Pupil Escort.
* A Type IIR mask is not required for moving around communal spaces and corridors, where a standard face covering will suffice as contact within 1m is not face to face for one minute or longer. Where adults cannot keep 2m distance and are interacting face-to-face -a Type IIR face mask should be worn.

SUSPECTED COVID-19 – A fluid-resistant surgical mask should be worn by staff in they are looking after a child or young person who has become unwell with symptoms of COVID-19 and 2m distancing cannot be maintained while doing so. |  |  | X |

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| 4.28 drop off & pick up |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | * The drop off/collection of children requires careful consideration to ensure that large gathering of people can be avoided and to ensure social distancing is adhered to.
* Most children can be placed in the care of staff whilst parents/carers maintain a 2metre distance. In some cases, a physical handover will be required. In these circumstances:
* Individual physical distancing applies to staff, parents and any other adults who may attend the setting. Families will need to maintain a 2m distance at drop off and pick up. Adults/children should not enter the school grounds until their allotted drop off/pick up time.
* Limit time staff spend in close proximity with parent/carer and make sure that face coverings are worn by adults during physical hand over. Updated 17.2.21
* Ensure both child and parents are comfortable in the handover. Make arrangements that if the child is destressed for the parent to comfort them without the parent coming into contact with other children or staff.
* Staff and children should wash hands after the child is safely settled.
* Parents/Carers should not enter the building.
* Drop Off & Pick Up
* Only one adult to accompany child at drop off/pick up. Adult to ensure they wear a face covering when entering the school grounds.
* Drop off and pick up from Main Nursery entrance below the ramp
* Nursery drop off times: 8:50am-9:00am and 9:00am-9:10am. Staggered collection
* Parents and carers and older siblings where they are required to accompany parents should be encouraged to wear face coverings. Updated 17.2.21
* Take account of start times of other children in the family where possible, to reduce multiple visits for parents.
* Utilise other access points. Parent/carers to enter the school grounds via side gate.
* Flexible drop off and pick up for parents and carers with other children in the family, this is to reduce multiple visits for parents/carers.
* Children to enter the nursey from the nursery garden where a member of staff will await to greet children and sign them in.
* Children will exit the building from the fire exit. Staff member to walk the child down the steps to their parent/carer to ensure handover and any information is passed on.
* Encourage parents using cars to park further away from setting and then walk with children to avoid congestion.
* Staff and parents should only share a vehicle with people from their own household. Consideration should be given to children with complex needs or disability
* Signage and information added to the entrance of the setting site. Information shared in newsletter and on websites and social media. Parent communication board shared daily.
* One member of staff will welcome/dismiss whilst signing child in/out. A second staff member will greet child as child takes off their coat and changes shoes (if needed) in the cloakroom area. The child will then wash their hands (under supervision) in the bathroom before entering nursery.
* On departure child washes hands (under supervision) before they leave.
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| 4.31 settling-in |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | **SETTLING-IN**Children may need extra support and additional time to return to or start a setting.Settings where possible, should continue to use existing policies and procedures to settle children into settings.Prearranged outdoor visits for new children and extended settling procedures in place for children who need extra support. Staff to work alongside families to ensure the child is secure and happy and that plans for settling in are individualised to support the needs of families and children.* For children with ASN, setting must work in partnership with parent, lead professionals and children to establish what support and plans need to be put in place to meet their needs.
* Enhanced transitions may be considered for children with ASN, such as, through visual representations and plans of physical distancing.
* Providers should consider how they will support staff, parents & children to familiarise themselves to the revised layout and movement patterns. This should be made fun for the children.
* Information for families should be clear and informative and families to be reassured about ‘open door policy’.
* A map could be displayed, detailing entry/exit points and new circulation patterns.
* Social stories and videos shared with children in advance via their online platform.
* Use clear signage and colour coding on walls and floors to help wayfinding.
* Use clear child friendly visuals – meaningful pictures or symbols (any signage which is directly touched by children will need to be cleaned regularly).

Guidance and Links: <https://abcdoes.com/abc-does-a-blog/2020/05/30/what-now/>Level 0 and Below: Visits by parents/carers permitted to support children (e.g. during their transition to a new setting) but limited to three households at a time and per day when indoors. Up to 10 households can visit at a time and per day, provided they remain outdoors and the visit is planned in advance.October 21 Update: Level 0 and BelowParents/Carers may accompany children onto ELC premises where this is agreed in advance with the setting and is considered necessary to support children. Where it is considered necessary to support children. Where it is considered beneficial, parents/carers may also attend settings for individual parental visits related to the wellbeing, progress and behaviour of children. Parents/carers may attend appropriate outdoor events at settings such as sports days or celebration events, providing all activity is consistent with relevant Scottish Government guidance on health, physical distancing and hygiene. Where virtual arrangements for parental engagement are already in place and working well, these should continue to be used. Parents should be encouraged to take part in the universal testing offer prior to entering Torphins School Nursery. The number of visitors from the same household should be kept to a minimum; and visits by parents must not take place if there is a positive case in the home or an outbreak in the setting. Where parents have been identified as a close contact but are exempt from self-isolating because they have been double vaccinated and have had a negative PCR test, the visit should be delayed to minimise the risk of transmission into the setting. If a parent/carer visit takes place inside nursery i.e., transition, staff will ensure the space is well ventilated, face coverings are worn by adults and there is a supply of alcohol based hand rub available at the entrance. Risk mitigation measures will be clearly communicated to visitors prior to visit. |  |  | X |

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| 4.31 moving within and between settings |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | **MOVING WITHIN AND BETWEEN SETTINGS**Consider approaches to circulation of children & staff and transitions between different parts of the setting’s indoor. * One-way systems: This may ease bottle necks and ease travel around the setting and school area.
* External Circulation: Encourage the use of external areas to move between parts of the building. Safety in all weathers and security issues would be required to be considered.
* Signage/communication: Appropriate signage or verbal communication about one-way system etc. should be adopted and implemented. Signage should be used to remind all adults to wear a face covering when passing through areas where it is not possible to maintain a 2M distance and to remind staff to wait until staff have passed. Updated 17.02.21

Staff reminded at each session of social distances rules. All staff in Nursery must wear a face covering wherever they cannot maintain the appropriate physical distance from other adults. When temporarily storing a face covering (e.g., during the session), it should be placed in a washable sealed bag or container. * Children move to main school building at lunchtime to eat lunch in the GP room. Children wash hands before moving to GP room and walk over entering GP door (direct outside access). Adults wash hands and put on PPE. Staff clean, set up and serve lunch. Children wash hands and face following their meal using individual flannels before returning to nursery. One member of staff stays and thoroughly cleans tables, chairs, worksurfaces etc.

**Peripatetic Staffing**Staff, who by the nature of their role support multiple settings should only attend settings in person where it is demonstrably in the support of the health and wellbeing of children.**Staff Employed in More than One Childcare Setting:** * Staff, with a single employer, should only work across more than one childcare setting when it is absolutely necessary.
* Risk assessments should be carried out where staff are employed by more than one childcare provider. **Peripatetic EYSP has individual risk assessment.**
* Consideration should be given to sharing of information such as setting contact details, to support contact tracing.
* Consideration should be given to additional joint risk assessment and mitigation by providers to reduce the number of children and other staff that staff member work with across other settings.
* Staff whether permanent or agency must not work across two premises if there is an outbreak in one - risk assessment of the second location may be needed to establish any transmission risk. Updated 17.02.21

**Use of Agency or Bank Staff** Where settings use agency/bank staff they should ensure that staff do not move between settings, where possible.**Travel restrictions between areas of different prevalence will be set out in guidelines.** Exceptions will apply for essential travel including work & education.* Restrictions on movement of staff between settings may impact on the ability of some practitioners to continue with their pattern of work. Where this is the case, employers/ head of centres should with staff who will be affected and unions, if appropriate.
* 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).
* Peripatetic staff should only visit 1 setting and there should ideally be a period of 7 days between contact with another setting. There are individual circumstances. Please check guidance for Peripatetic staff. 18.08.20

Face coverings must be worn on all public and dedicated school transport where children are aged over 5. |  |  | X |

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| 4.33 sharing premises |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  |  |  |  |  |  |  |  |
| Spread of infection.Infection of staff, children & visitors. | StaffChildren & young peopleVisitors | Cross contamination of infection.Infection of staff, children and visitors | X |  |  | If services operate from a shared building but have their own entrance, exit and general facilities including toilets and kitchen then they should follow the most up to date ELC COVID-19 Guidance. If service share the above facilities, they should consider the following:* Discussion with the owner/operator of the space to agree the use of the premisses before reopening.
* Consider and risk assess potential implications of the other services’ operating model.
* Maintain physical distancing.
* Arrange use of outdoor spaces.
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| 4.34 blended placements |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  | X |  |  | Blended placements should be reviewed on a case-by-case basis. * Parents and carers should be encouraged and supported to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently, ideally attending one setting only.
* Existing blended placements may continue provided they are supported by a revised risk assessment, that has been undertaken in collaboration with parents and all providers involved in the care of the child. Update 17.02.21
* Where is it judged that a child should attend multiple settings, either ELC settings, childminder or other settings, consideration should be given to how they are supported to ensure good hygiene practices (washing hands, not sharing resources, etc.) when moving between settings. Communicated with child/parent/other settings through newsletter, risk assessment and verbal discussion.
* In order to minimise the number of contacts and risk of transmission, attendance at multiple ELC settings should be reduced as far as possible.
* A dynamic risk assessment will need to be created in consultation with the families and other setting concerned.
* Guidance to follow on the completion of a dynamic risk assessment 18.08.20 Dynamic risk assessments in place for all blended placement children.
* All settings should have relevant contact details in order to share necessary information as required. **Available in risk assessments and nursery diary.**
* 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. |  |  | X |

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| 4.35 provisions of meals & snacks |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  |  |  |  | Ensure that mealtimes are a relaxed and enjoyable time where children can socialise, while implementing practical approaches to prevent the spread of infection.* 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.
* Ensure all staff are aware of food allergies and intolerances and support children with these.
* ELC providers may wish to consider the following potential approaches to minimising interaction between groups at dining times and dealing with associated logistical issues:
* increasing the space for dining or implementing staggered dining arrangements, with children eating in their arranged groups
* If there is a risk of cross contamination children should stay in their play area or eat outdoors.
* Limit the number of staff using staffrooms or bases to eat. Social distancing to apply. Staff lunches take place in library or GP room.
* All areas and surfaces should be kept as clear and clean; all dishes should be washed, dried, and tidied away for good hygiene.
* Safe, hygienic, and labelled food storage is necessary for shared fridges by staff.
* Safe hygienic and labelled food storage is necessary for main fridge.
* 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.
* Children can help prepare snack and bake as long as robust Risk Assessments are in place and fully implemented - Care Inspectorate Sept 2020
* All rubbish and waste should be put straight in the bin by children/ staff (own)and not left for someone else to clear up.
* All areas used for eating must be thoroughly cleaned at the end of each sitting and session, including chairs, door handles, vending machines etc.
* If setting using Aberdeenshire Catering Services, risk assessments should be discussed and carried out between the setting and service.
* 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.
* Staff hair should be tied back where appropriate, and clothes changed daily.
* 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/>
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|  |  |  |  |  |  | **STAFF AREAS/BASES**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.Staff should ensure that they use their own eating and drinking utensils.All areas and surfaces should be kept as clear and clean; all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.Safe, hygienic and labelled food storage is necessary for shared fridges by staff.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.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.Consider the provision of hand sanitiser in each area. |  |  |  |

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| other |
| **Hazard** | **Person’s****Affected** | **Risk** | **Risk Level****Before** **Controls** | **Control Measures (Benefits)** | **Risk Level****After****Controls** |
| **H** | **M** | **L** | **H** | **M** | **L** |
|  |  |  |  |  |  | * Settings across the country operate a range of models, including term time only or all year models, and longer or shorter days. Providers may wish to consider what hours of opening are required to meet the needs of parents while responding to public health measures, and to offset reduced physical or staffed capacity.
* If appropriate and deliverable, extending the opening hours of a setting each day or across more weeks of the year may offer more capacity to enable more children to attend.
* Your Local Authority will advise

**3.5 Staff Wellbeing & Professional Learning Support-2.11.20*** Practitioners may find it valuable to access support for their mental health and wellbeing in the lead-up to settings reopening and once they reopen.
* Scottish Government/ Early Years Scotland to develop new Team ELC Wellbeing Hub

**3.6 Wellbeing, Nurture & Experiences – 2.11.20**It is essential that ELC continues to be informed by the principles which underpin **high quality provision**. While aspects of practice may be delivered differently, practitioner will be working to meet the needs of their children and their families.* Article 31(1) UNCRC
* 1.32 HSCS
* GIRFEC
* Realising the Ambition

During the COVID-19 Recovery Period, settings will require to adjust ***how*** they provide high quality provision. **Best** Practice will:* Put the best interests of the child at the heart of decision making.
* Take a holistic approach to the wellbeing of the child.
* Work with children and their families on ways to improve wellbeing.
* Advocate preventative work and early intervention to support children, people and their families.

Believe professionals must work together in the best interest of the child. |  |  |  |

ELC Risk Assessment -September 2021

Risk Assessment dates of review:

August 2020, 7th September 2020, 29th September 2020, 16th October 2020, 20th November 2020, 6th January 2021, 2nd February 2021, 10th March 2021, 20th April 2021(new layout), 4th May 2021, 23rd August 2021, 30th September 21 (current updates in line with current guidance).