


Department: Education and Children's Services		RISK ASSESSMENT (ELC Settings)	Aberdeenshire COUNCIL 
Process/Activity: Infection Prevention & Control	Location: Hillside School Nursery	Date: 06.08.2020	Updated: 26.08.20
Describe activity: Location of staff at ELC establishments open during Covid-19 outbreak. Staff providing childcare and access to sites.			
*Establishment Name and Location:		*Isolation Room Location in Establishment:	

THIS RISK ASSESSMENT NEEDS TO BE TAILORED TO EACH ESTABLISHMENT AND SHARED WITH ALL STAFF.

CONSIDER PUBLISHING ON THE SCHOOL'S WEBSITE.

Hazard	Person/s Affected	Risk	Risk level before controls are in place. (Highlight as appropriate)			Control Measures	Risk level after controls are in place. (Highlight as appropriate)		
			LOW	MED	HIGH		LOW	MED	HIGH
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors			HIGH	<p>GENERAL CONTROL MEASURES</p> <p>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVID-19 site: https://covid19.aberdeenshire.gov.uk/</p> <p>Encourage and support all children, staff and any others for whom it is necessary to enter the setting to maintain COVID-19 secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.</p> <p>Frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet.</p> <p>Encouraging children and staff to avoid touching their faces including mouth, eyes and nose through the use of fun distraction techniques.</p>	L		

					<p>Using a tissue or elbow to cough or sneeze and use bins. There will be tissues and a bin for each of the 2 nursery groups. These will be emptied and sprayed before and after each session.</p> <p>Supplies of resources including tissues, soap and hand sanitisers will be provided and will be available at the main entrance and centrally for each of the 2 groups.</p> <p>Ensure all staff have access to the most up to date guidance and advice on COVID-19 from Aberdeenshire Council/Government and that this is implemented. Staff will be made aware of the Aberdeenshire Covid Website – https://covid19.aberdeenshire.gov.uk/staff-bulletins/ to remain up to date with latest guidance. Ensure changes in Policies/Procedures are recorded and shared. Keep a register of who has been informed. <u>Identified Lead: Gemma Grieve</u></p> <p>Assign coordinator to ensure effective staffing ratio & cover at short notice <u>Identified Lead: Gemma Grieve</u>. In the event of illness/suspected Covid-19, nursery staff will be able to support within their opposite group, ensuring that they maintain 2 m distance from adults at all times.</p> <p>Named Child Protection Officer in ELC Setting <u>Identified Lead: Jordan Leslie</u></p> <p>Prior to return/start at Hillside Nursery, parents/carers will receive a letter which explains that children cannot attend nursery if they or someone that they live with is displaying symptoms. This will be reinforced through conversations with parents/carers at drop off and pick up. Staff will be alert to identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to setting until self-isolation is over, or a negative test is received. Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-19 like symptoms or a positive test. Posters will also be used on entrance doors to reiterate this message. <u>ELC Settings will be able to register symptomatic staff as Cat 3 Key workers under the employer referral portal to ensure priority access to testing.</u> <u>Identified Lead: Gemma Grieve</u></p> <p>We have a location where potentially symptomatic pupils can be located until they can be collected. <u>ISOLATION ROOM is located: Family room – to the right of the entrance/exit.</u></p>			
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Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p>SPECIAL CONSIDERATION FOR CERTAIN GROUPS: Records of Staff and Children who are clinically extremely vulnerable are accurate and up to date. <u>Identified Lead is: Gemma Grieve</u></p> <p>From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. Hillside School Nursery do not currently have any clinically extremely vulnerable staff or pupils but will continue to be proactive in identifying (and recording that this has been carried out for every individual) all staff and children who are clinically extremely vulnerable with the HT/EYSP prior to them entering the setting. HT will invite those staff who feel that they are vulnerable to advise him of this to enable appropriate risk assessment to be undertaken. https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/ **PLEASE NOTE THIS IS AN UPDATED LINK**</p> <p>‘Clinically extremely vulnerable’ staff and children should be able to attend unless advice from their GP is not to.</p> <p>Those with a ‘clinically vulnerable’ household member can attend following a dynamic risk assessment. Those who are ‘clinically extremely vulnerable’ should discuss their options with their HT/EYSP.</p> <p>Those who live with someone ‘clinically extremely vulnerable’/shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per online guidance listed. https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>Ensure that all clinically extremely vulnerable staff are enabled to work from home, (for example, supporting remote education), or where that is not possible, carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and head teacher.</p> <p>Explore barriers to attendance with parents/ carers where there are concerns.</p> <p>Ensure up to date risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.</p>	L		
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<p>Spread of infection. Infection of staff, children & visitors.</p>	<p>Staff Children & young people Visitors</p>	<p>Cross contamination of infection. Infection of staff, children and visitors</p>	<p>L</p>	<p>M</p>	<p>H</p>	<p>BLENDING PLACEMENTS: (where a child attends two or more settings)</p> <p>In order to minimise the number of contacts and risk of transmission, attendance at multiple ELC settings should be reduced as far as possible.</p> <p>A risk assessment will need to be created in consultation with the families and other setting concerned.</p> <p>All settings should have relevant contact details in order to share necessary information as required.</p> <p>For children who attend multiple settings, either ELC settings or childminders, consideration should be given to how they are supported to ensure good hygiene practices (washing hands, not sharing resources, etc.) when moving between settings.</p> <p>Where a child attends more than one setting, consideration should be given to record keeping of the other setting(s), to assist with any Test & Protect process Any records should be GDPR compliant.</p> <p>At Hillside Nursery, if a child is going to begin a blended placement, discussion will be undertaken with parents and carers by phone (or at 2 m distance preferably outside) to create a record of where and when the child will attend another setting and the contact details of this setting. Discussion will establish whether the child will come to Hillside directly from another setting. In this case enhanced observed handwashing will take place on arrival. SLT will then make contact with the other setting to reach an agreement to ensure minimal risk of transmission of infection by informing each other if their setting has a suspected outbreak.</p> <p>Guidance and Links: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/blended-placements-provision-of-meals-and-snacks/</p>	<p>L</p>		
<p>Spread of infection. Infection of staff,</p>	<p>Staff Children & young people Visitors</p>	<p>Cross contamination of infection.</p>	<p>L</p>	<p>M</p>	<p>H</p>	<p>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL</p> <p>Staff at Hillside Nursery will be encouraged to remind each other of the importance of maintaining 2 m social distance when required. Children will use visual cues (photos of their key workers) and adult support/reminders to remain within the boundaries of their group's indoor and outdoor play areas.</p>	<p>L</p>	<p>M</p>	<p>Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium.</p>

children & visitors.		Infection of staff, children and visitors				<p>A corridor has been created within Hillside Nursery to enable children to access the outdoor area and toilets without crossing the play area of the opposite group. This corridor will also be used for staff to access snack from the kitchen and to provide personal care as required.</p> <p>Clear signs displayed as reminders to staff and children regarding social distancing and handwashing. At Hillside there will also be laminated photo cues on toilet doors and above sinks to support groups in distancing from each other within the toilet area.</p> <p>Emergency Evacuation Plans (including PEEPS) have been reviewed. Staff will maintain 2 m from each other when leaving the building with their key group in the case of an emergency and will gather their key children in the all weather pitch, maintaining 2 m distance from other adults.</p> <p>https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety.%20Wellbeing%20and%20Risk%20Management/Health-and-Safety.-Wellbeing-and-Risk-Management.aspx.</p> <p><u>Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings</u></p> <p>https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Documents/Business%20Services/HR+OD/Health%20and%20Safety/Aberdeenshire%20Council%20Corporate%20H+S%20Policy/Aberdeenshire%20Council%20-%20General%20HS%20Policy%20Statement.pdf</p>			
People with symptoms attending ECS sites	Staff Children & young people Visitors	Infection of staff, children and visitors	L	M	H	<p>GENERAL ADVICE -STAFF AND PUPILS</p> <p>Movement between settings should be kept to a minimum until further notice, e.g. temporary/supply staff, principal teachers, development workers, psychologists, nurses, and social workers. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. (More information to follow on this area). At Hillside Nursery induction meetings for new children will be held before children return to the setting. Adults will remain 2 m socially distant and will wear face coverings. Personal planning meetings for returning children will be undertaken via Skype call within 28 days of the children rejoining the nursery. Where there is the need for care plan meetings/MAPPs, these will be held using Skype.</p> <p>Consideration has been given to emergency evacuation procedures/ fire drill & muster point – adjustments to be made locally to emergency evacuation</p>	L		

						<p>procedures to keep 2m separation where possible for staff. Drill practice to be carried out with staff and pupils lead by the HT. However, when not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point they can revert to physical distancing. Staff will take responsibility for gathering their key children at the all weather pitch where they will be able to remain socially distant.</p> <p>It is suggested that staff hair tied back where appropriate and change clothes daily. Children will also be encouraged to tie hair back.</p>			
People with symptoms attending ECS sites	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	Infection of staff, children and visitors	L	M	H	<p>PEOPLE SYMPTOMATIC ATTENDING ELC ESTABLISHMENTS</p> <p>Remind staff, pupils and parents that they should not come the setting if they or someone in their household has developed symptoms (new persistent cough or increased temperature). Remind all staff and parents of this each day. This will be also be displayed visually for staff and parents.</p> <p>Guidance should be followed from NHS Inform and from <u>Test and Protect</u> here. Settings should ensure they understand this process and cases in settings, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.</p> <p>https://www.nhsinform.scot/campaigns/test-and-protect</p> <p>Establishment to use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Expressions App; text; email; phone; Website; Twitter and Seesaw.</p> <p>Remind all staff that if they or pupils develop symptoms, they should be sent home. Potentially symptomatic pupils can be located in the Family Room until they can be collected. Please access guidance <u>here</u> and see detailed information below.</p> <p>https://aberdeenshire.sharepoint.com/:w:/r/sites/covid-19childcarehubstaffinformation/_layouts/15/Doc.aspx?sourcedoc=%7B52A7F852-B8F6-485C-804F-265839BB5CEB%7D&file=School%20guidance%20on%20symptomatic%20or%20confirmed%20cases%20of%20Covid%2019.docx&wdLOR=c663CBE70-38B6-4FC5-9AFC-72A7C16515CF&action=default&mobileredirect=true</p>	L		

						<p><u>Actions needed to be taken if a Case of COVID-19 has recently attended your Setting?</u></p> <p>Adults who begin to show mild symptoms should return home and self-isolate, where possible avoiding public transport.</p> <p>Children who begin to show symptoms during session should be taken to an isolation room, preferably with a closed door (family room). Windows to be open for ventilation. Tissues and open bin will be provided.</p> <p>The child will be supervised to avoid unnecessary distress.</p> <p>Child should avoid touching people, surfaces, and objects. Ensure child coughs into tissue and disposes in bin.</p> <p>Parents/Carers called to collect from entrance of setting.</p> <p>Adult supervising child should try to keep 2m apart from child. If not possible PPE to be worn (apron, mask and gloves).</p> <p>Isolation Area to be cleaned as per procedures below.</p>			
Spread of infection through attending setting	All Persons within Setting	Spread of Virus through person to person contact	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: LIMITING CHILDREN'S CONTACTS</p> <p>Contacts should be limited by managing children within groups. Consistency of groups is beneficial, and efforts should be made to keep children within the same groups for the duration of the day or session, where possible.</p> <p>More than one group can use a large space, but children should not mix freely with children in other groups, including in open plan settings.</p> <p>The management of groups should reflect the circumstances of the setting. The appropriate size of groups will depend on the age and overall number of children, and the layout of the setting.</p> <p>Children should be managed in groups up to 25 to 30 children.</p> <p>At Hillside there will be around 40 children within the large nursery space but these will play within 2 smaller groups in clearly defined areas and will not mix.</p> <p>Children are not required to physically distance from each other, or from adults.</p>	L		

						<p>Adults within an ELC setting should adhere to the correct social distancing rules, always, including outdoors.</p> <p>Children with Additional Support Needs will be cared for in line with their Personal Plan.</p> <p>Staff members should work with the same groups where possible throughout the day, and a number of key workers may work together. Group 1 will work with Debbie McDermott, Alla Milne and new staff member. Group 2 will work with Errin Nelson, Elspeth Aiton and Michelle Forbes.</p> <p>Guidance and Links: https://creativestarlarning.co.uk/developing-school-grounds-outdoor-spaces/zoning-the-outside-space/ https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-on-reopening-early-learning-and-childcare-services/pages/risk-assessment-and-communication/ https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/limiting-childrens-contacts/</p>			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	LOW	MED	HIGH	<p>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</p> <p>Signage and information added to the entrance of the setting site. Information shared by email, on the school website and through Twitter.</p> <p>Individual physical distancing applies to staff, parents and any other adults who may attend the setting.</p> <p>Families will need to maintain a 2m distance at drop off and pick up. Staff will ensure that children are ready to leave (coats, bags etc) and will take children to the door to meet their named adult. Staff will wear face coverings during drop off and pick up.</p> <p>Only one adult to accompany child at drop off/pick up.</p> <p>Staggered or allocated drop offs/pick up times may be advantageous and so at Hillside will look like this:</p>	L		

	Morning Session Times	Afternoon Session Times
Otters	8.30-11.40am	12.35-3.45pm
Squirrels	8.40-11.50am	12.45-3.55pm
Badgers	8.30-11.40am	12.35-3.45pm
Hedgehogs	8.40-11.50am	12.45-3.55pm

Provide additional access/exit points to building. This staggered drop off will be implemented with returner children. If there are social distancing issues with this staggering, the Otters and Badgers will enter from the entrance and Squirrels and Hedgehogs will enter from the play area. If this change is required it will be clearly explained to children and parents. DHT will be present outside at drop off initially to support parental understanding of physical distancing.

Parents should not have access to inside the building (unless previously arranged) but procedures should be in place for parents to support if a child is distressed (outdoors). Parents of new children will attend the setting for induction sessions before children return to the setting. In exceptional circumstances if a child is not settling, a parent may be invited briefly into the setting. 2 m distance from adults will be in place at all times. This will not extend beyond the first 3 weeks of term.

Staff should meet children at the door, encourage them to sanitise their hands and accompany them into building to wash hands. At Hillside School Mrs McDermott will sign in/out the Otters and Badgers and Mrs Nelson will sign in/out the Squirrels and Hedgehogs. Key workers will then meet the children and supervise handwashing at their allocated sinks (identified by photos).

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

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

						<i>Consideration will be given to children with complex needs.</i>			
Spread of infection through attending setting	All Persons within Setting	Spread of Virus through surface contact	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: HANDWASHING AND OTHER HYGIENE</p> <p>Provide supplies of tissues, soap, paper towels and hand sanitisers in all areas.</p> <p>Staff and children wash hands with soap and water for 20 seconds. Dry hands thoroughly with paper towels/kitchen rolls and dispose of in a foot pedal bin.</p> <p>Wash Hands:</p> <ul style="list-style-type: none"> ➤ On arrival at setting. ➤ Before & after eating. ➤ After toileting. ➤ At regular intervals throughout the day. ➤ When moving between different areas e.g. between rooms or inside/outside. ➤ After blowing nose/sneezing. <p>Anti-bacterial handwash is not recommended for children when soap and water is available. Anti-bacterial should not be used by children under 12mths.</p> <p>Settings should try to provide hand washing facilities outdoors. This is currently not possible at Hillside Nursery however hand sanitiser will be outside and children will be supported in washing their hands before and after playing outside.</p> <p>Encourage children not to touch face – use distraction methods rather than asking them to stop.</p> <p>Staff hair should be tied back where appropriate and clothes changed daily. Children encouraged to also tie hair back.</p> <p>Use a tissue or elbow to catch coughs or sneezes. Person to dispose of tissue in foot pedal bin.</p> <p>Staff should supervise and support of children wash hands effectively. There should be daily reminders/demonstrations of how to do this. At Hillside we will use some group time to discuss and share fun videos about handwashing.</p>	L		

						<p>Staff and children should decide on handwashing schedule for each session and will never share a communal bowl to wash hands.</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/</p> <p>https://creativestarlarning.co.uk/early-years-outdoors/hand-hygiene-outdoors/</p>			
Spread of infection through attending setting	All Persons within Setting	Spread of Virus through surface contact	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: CLEANING</p> <p><u>General Cleaning</u></p> <p>Thorough cleaning has been undertaken prior to reopening.</p> <p>Open doors and windows to encourage natural ventilation.</p> <p>Increase cleaning frequency of frequently touched surfaces, at the start and end of session and after snacks.</p> <p>Cleaning materials to be made available throughout the session for staff. These will be provided by Janitorial Services. Nursery staff to approach janitor to ensure that stocks are maintained.</p> <p>Staff to devise a cleaning schedule and identify procedures and cleaning products to be used. Cleaning schedule to be recorded.</p> <p>Cleaning materials to be stored for ease of use and to avoid cross contamination. There will be cleaning resources for each of the 2 staff teams which are easily located for ease of use within sessions.</p> <p>Toys and equipment that children access should be cleaned when groups of children change – e.g. between sessions (if groups are changing) and at the end of the day or in the morning before the session begins</p> <p>All cleaning should be done in line with Health Protection Scotland COVID-19 Information and Guidance for General (Non-Health) Care Settings) Document:</p> <p>Ensure environmental cleaning done regularly.</p> <p>Avoid creating splashes and spays when cleaning.</p>	L		

					<p>Routine cleaning and disinfection of frequently touched objects and surfaces e.g. telephone, chairs keyboard, tablets, desks, tables, light switches, taps and door handles. This will be undertaken before and after each session and after snack.</p> <p>Routine toilet cleaning, paying attention to touch surfaces- doors, flush handles, soap and paper product dispensers. This will be undertaken before and after each session and if required additionally.</p> <p>Cutlery and crockery in shared kitchen areas should be cleaned with warm general-purpose detergent and dried with paper towels/kitchen roll before storage.</p> <p>Cleaning should be done with disposable clothes using household detergent/disinfection.</p> <p>Avoid leaving food stuff exposed and open for communal sharing unless individually wrapped. At Hillside staff will prepare snacks before each session begins. Only one staff member will enter the kitchen at any time.</p> <p>When undertaking general cleaning, double glove, and change top pair of gloves often.</p> <p><u>Enhanced Cleaning (Suspected COVID –19 Case)</u></p> <p>Mops and clothes to be disposed of after use. These should double waste bags as outlined in Aberdeenshire PPE/Waste/Laundry Guidance.</p> <p>Once a possible case has left the premises, the immediate area occupied by the individual should be quarantined for 72 hours by building management, then cleaned as per Enhanced Cleaning guidance. This should include any potentially contaminated high contact areas such as door handles, telephones, IT, grab-rails etc.. Once this process has been completed, the area can be put back into use.</p> <p>If cleaning of the immediate area MUST be undertaken before the 72-hour quarantine, then Deep Clean guidance should be adhered to and a spill kit should be used where there is a known actual physical contamination. Staff MUST be appropriately trained.</p>			
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					<p>Immediately you would be looking for everyone to vacate that room but then can decide if it must be deep cleaned immediately or wait 72 hours.</p> <p>If other spaces are not available to house children within the building, then you can carry out a risk assessment to look at the suitability of outdoor areas, taking into consideration weather etc.....</p> <p>If there are two or more confirmed cases then the HPT would become involved, if there seems to be children being off sick with respiratory illnesses etc then it would be worth contacting the HPT for advice as they may suggest a precautionary deep clean.</p> <p>If the child in question always has a cough, then it is likely not COVID-19 as it would be a new continuous cough that you would look for. It would not be reasonable to shut the facility every time someone sneezes, but where there are concerns that it could potentially be corona virus then the measures highlighted above will be followed.</p> <p>Disinfect within quarantine area, where person was placed/isolated, including all potentially contaminated high contact areas such as door handles, rails and bathroom. Any public area that the symptomatic individual has passed through e.g. corridor, should be cleaned as per normal routine, if not visibly contaminated.</p> <p>Once a possible COVID-19 case has left the premises, the building management should immediately quarantine the play area that the individual has spent more than 15 minutes in. These areas should be cordoned off to a 2-metre radius. SLT should affix signage notifying of 72 hours exclusion. SLT needs to investigate where the individual has been and report to the cleaning services. Cleaning services will contact the cleaners within your setting to advise on what to do. If areas have been quarantined for 72 hours, enhanced cleaning applies.</p> <p>If there is a bodily spill – urine, blood etc, staff should ensure that they wear appropriate PPE to clean up the area. If it is a large spill which would require</p>			
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the use of a spill kit, the janitor should be called and the area isolated until cleaned.

Ventilation

Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Open windows to improve the flow of air where possible.

Where centralised or local mechanical ventilation is present, systems should be adjusted to full fresh air. When changing filters enhanced precautions should be taken. Ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.

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.

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 open 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.

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://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/#cleaning>

https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf



Guidance for School Staff on Personal Prot

Spread of infection through attending setting	Staff	spread of Virus through person to person contact	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: USE OF PPE</p> <p>For the majority of staff PPE will not normally be necessary. Use of PPE in settings should be based on a clear assessment of the risk and need for an individual child, ie personal care.</p> <p>It is the responsibility of the Head Teacher to ensure that they have sufficient stocks of PPE within their school at all times – the current guidance from procurement is always having 4 weeks stock on site. EYPs will be responsible for ensuring that PPE supplies in nursery remain topped up.</p> <p>PPE to be worn when supporting children with personal care involving close contact e.g. during nappy changing, feeding, toileting and medical interventions.</p> <p>SLT to ensure all staff have access to the correct PPE and that staff are trained to use it correctly.</p> <p>Types of PPE required for specific circumstances:</p> <ul style="list-style-type: none"> • ROUTINE ACTIVITIES – No PPE required • SUSPECTED COVID-19 – Gloves, apron and a fluid-resistant surgical mask when direct personal care needed. Eye protection if a risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case has been. • INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask and eye protection. Gloves and aprons worn when cleaning the area. <p>PPE Equipment is:</p> <ul style="list-style-type: none"> • Aprons -change after every use (single use) • Gloves - change after every use (single use) • Fluid Repellent Surgical Masks –change after every use (single use) • If there is risk of spitting, or facial exposure to bodily fluids - then eye protection will minimise risk. • First Aid trained staff to be informed of protocol and follow procedures • All First Aid Kits to contain PPE: gloves, aprons, and masks. • All toilet areas to contain signage highlighting good handwashing routines. 	L		
		Spread of Virus through surface contact							

- Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care.

Face Coverings:

Face coverings should not be required for most children and staff unless clinically advised to do so.

Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn and will be provided.

Adults in the setting in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing.

Should the prevalence of the virus in the population start rising schools may wish to encourage adults to wear face coverings as part of an enhanced system of approaches to reduce transmission.

Impact of wearing face coverings on learners with additional support needs should be considered.

Anyone (staff or pupil) who wishes to wear a face covering is free to do so.

Guidance and Links:

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/#ppe>

[covid-19-decontamination-in-non-healthcare-settings](#) guidance.

<https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety.%20Wellbeing%20and%20Risk%20Management/Health-and-Safety.-Wellbeing-and-Risk-Management.aspx>.



Guidance for School Staff on Personal Prot

Spread of infection through attending setting	Staff	<p>Spread of Virus through person to person contact</p> <p>Spread of Virus through surface contact</p>	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: OUTDOORS</p> <p>Evidence suggests that outdoor environments can limit transmission, as well as more easily allowing for appropriate physical distancing between children.</p> <p>If outdoor equipment is being used, settings should ensure that multiple cohorts of children do not use it simultaneously, as well as considering appropriate cleaning between cohorts of children using it. At Hillside equipment will be rotated between groups weekly and will be cleaned between sessions.</p> <p>Staff will consider how they can safely maximise the use of their outdoor space.</p> <p>Staff should plan for children to enjoy active energetic play across the day and this may include making use of other areas near to the service. Within any public spaces staff should be aware, always, of the need to physically distanced and to keep groups of children distanced from any other children or adults who may be in the vicinity.</p> <p>Staff should take the necessary precautions to protect children from the elements and this should include suitable clothing, head coverings and sunscreen. Advice on sun safety is available from the NHS.</p> <p>Parents should provide all weather appropriate clothing to avoid children sharing items.</p> <p>Staff and children should not share outdoor clothing. Ensure that every person has their own designated jackets/wellies etc. These should be washed regularly and stored appropriately. All changes of clothes should be kept in setting and should not go back and forwards from home. At Hillside Nursery children will bring their bag with a change of clothes when they begin nursery. Children will only take their bags home if the change of clothes require replacement.</p> <p>Guidance and Links: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/outdoor-spaces/</p>	L		
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Spread of infection through attending setting	All attending setting	<p>Spread of Virus through person to person contact</p> <p>Spread of Virus through surface contact</p>	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: SETTLING IN AND PLAYING</p> <p>Children may need extra support and additional time to return to or start at nursery.</p> <p>Hillside will use existing policies and procedures to settle children into settings, however parents/carers will be encouraged to handover children from the door. Where a child is not settling, outdoor areas will first be used to try to settle the child with the parent (maintaining adult distance). In extreme circumstances, and only within the 3 week settling period) parents will spend short time within the nursery to settle their child, ensuring 2 m distance from adults at all times.</p> <p>Where possible, settling in activities should happen outdoors with the parent and away from other children whilst adhering to current social distancing guidance.</p> <p>Ensure that plans for settling in are individualised to support the needs of families and children.</p> <p>Decrease the number of resources to minimise cross contamination between groups but ensure there are still high-quality play experiences for children. Use outdoors as much as possible.</p> <p>Trays for each group will be created containing paper, writing materials and playdough.</p> <p>Try to avoid working with paper/other materials that are shared in a way that minimises cross contamination.</p> <p>Resources such as sand, water and playdough can be used with regular cleaning of the equipment used. Water and playdough should be replaced on a daily/sessional basis, when groups change.</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc) and at the end of session.</p> <p>Remove items of furniture and resources which are not needed to increase capacity and decrease the number of items which require cleaning.</p>	L		
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Spread of infection through attending setting	All attending setting	<p>Spread of Virus through person to person contact</p> <p>Spread of Virus through surface contact</p>	Low	Med	High	<p>SPECIFIC CONTROLS: FOOD PREPARATION AND SNACK</p> <p>Staff should follow usual good hygiene practices when preparing or serving food. There is no need for additional PPE at meal and snack times.</p> <p>Ensure all staff are aware of food allergies and intolerances and support children with these.</p> <p>ELC providers may wish to consider the following potential approaches to minimising interaction between groups at dining times and dealing with associated logistical issues:</p> <ul style="list-style-type: none"> • increasing the space for dining 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. <p>At Hillside, snack will be prepared before each session and collected by staff at designated snack time. Each group will eat snack together at a cleaned table. This will be served by staff to minimise infection risk.</p> <p>All areas and surfaces should be kept as clear and clean; all dishes should be washed, dried, and tidied away for good hygiene.</p> <p>Safe, hygienic, and labelled food storage is necessary for shared fridges by staff.</p>	L		

						<p>Safe hygienic and labelled food storage is necessary for main fridge.</p> <p>Payments should be taken by contactless methods wherever possible. Cash should be put in a sealed envelope and deposited in a collection box. Staff handling money should wear PPE and follow good hand hygiene. At Hillside there will be a box outside the setting at the start of each session which parents can drop snack payments into. This will be emptied using PPE and including handwashing.</p> <p>Children should not prepare, or self-serve snack, at this time. Communal bowls, dishes and jugs should not be used. Staff should always serve food and drinks to children. Staff should always make water available, but children must not self-serve.</p> <p>All rubbish and waste should be put straight in the bin by children/ staff (own)and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each sitting and session, including chairs, door handles, vending machines etc.</p> <p>Guidance and Links: website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/blended-placements-provision-of-meals-and-snacks/</p>			
Risk of infection of children with additional support needs	Children & young people	Risk of not following existing procedures for pupils	LOW	MED	High	<p><u>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS</u></p> <p>HT to review existing documentation for individual pupil (Inc. behavioural/medical risk assessments, MAP, PEEP) with and update considering current guidance.</p> <p>Update the Fire Evacuation Procedure to reflect any changes and share information with all staff. To ensure staff are able to social distance effectively during a fire drill, Hillside School have moved their fire muster point to the all weather pitch.</p>	L		

						<p>Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out.</p> <p>DHT to ensure Personal Plans are in place for all children within 28days of starting setting, EYSP to ensure these are shared with Team & Parent Carers.</p> <p>Guidance and Links: https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx</p>			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p>OUTBREAK MANAGEMENT</p> <p>Management of outbreaks in schools is led by local Health Protection Teams (HPTs) alongside local partners following established procedures . Ensure you know how to contact local HPT:</p> <ul style="list-style-type: none"> Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: grampian.healthprotection@nhs.net <p>If schools have 2 or more confirmed cases of COVID-19 within 14 days they may have an outbreak. In this situation contact HPT and local authority.</p> <p>Increased of respiratory illness should prompt contacting HPT for advice.</p> <p>If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:</p> <ul style="list-style-type: none"> Attendance at multi-agency incident management team meetings Communications with pupils, parents/carers, and staff Provide records of school layout / attendance / groups Implementing enhanced infection, prevention and control measures. <p>HPT will make recommendations on self-isolation, testing and the arrangements to do this. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records.</p>	L	M	H

						Early Years settings should inform their Care Inspectorate inspector about any adult or child COVID-19 outbreaks. https://www.careinspectorate.com/index.php/coronavirus-professionals			
Spread of infection. Infection of staff, children & visitors.	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p>WHEN CONTRACTORS / VISITORS COME ONTO SITE</p> <p><u>All visitors to complete a compulsory track and trace QR Code data sharing procedure or sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office.</u> Please find guidance here for QR Code Set Up. Please find a copy of the Data Collection Sheet here & GDPR Template here. Guidance on Collection of Visitor Details here.</p> <p>Set up social distancing at reception areas. Minimise person to person contact by putting procedures in place for deliveries and facility management work. ALL visitors into the building, including delivery drivers MUST provide track and trace information. Reception windows should remain closed where possible.</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. Establish what facilities visitors would be directed to for this activity in your setting.</p> <p>Contractors arriving at site are directed by signs to <u>main entrance</u> where possible. To follow same hand sanitising and handwashing rules as per other visitors and staff. Only essential maintenance to take place during normal school hours and social distancing must be adhered to at all times.</p> <p>Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. Face covering to be worn by adults where distancing of 2m cannot be achieved.</p>	L		
Spread of infection. Infection of staff, children & visitors.	Staff Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p>STAFF AREAS/BASES</p> <p>Staff will be encouraged to maintain 2 m distance during breaks and only one member of staff should enter the kitchen at one time.</p> <p>Staff should ensure that they use their own eating and drinking utensils. All areas and surfaces should be kept as clear and clean; <u>all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.</u></p>	L		

					<p>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible. Trays of equipment for individual should be created.</p> <p>Consider the provision of hand sanitiser in each area.</p>			
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Process/Activity: Infection Prevention & Control	Location: Hillside School Nursery	Date: 06.08.2020
Establishment RA Author: Gemma Grieve	Date of Review: Ongoing but by 21.08.20 (after first week of children in setting)	

This is a generic Risk Assessment, as such establishments should tailor to suit the needs of their own premises and controls used. Existing Risk Assessments should be reviewed to highlight controls considering COVID -19 Guidance and how they aim to reduce risk as far as is reasonably practical.