

Newburgh Preschool					RISK ASSESSMENT					
Process/Activity: Infection Prevention & Control					Location: Newburgh Preschool 63a Main Street, Newburgh			Date: 14.08.2020 Reviewed 23.08.2020		
Describe activity: Location of staff at Newburgh Preschool open during Covid-19 outbreak. Staff providing childcare and access to sites.										
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				<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, young people, staff and any others for whom it is necessary to enter the setting to maintain COVID-19 secure personal hygiene throughout the day and ensure continued rigour about hand hygiene. Procedures shared with all staff, parents and children.</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, young people and staff to avoid touching their faces including mouth, eyes and nose. Daily reminders</p> <p>Using a tissue or elbow to cough or sneeze and use bins that are emptied regularly for tissue waste. Provide supplies of resources including tissues, soap and hand sanitisers. Spare resources held in stock and monitored.</p>	L			

					<p>Ensure all staff have access to the most up to date guidance and advice on COVID-19 from Aberdeenshire Council/Government and that this is implemented. Ensure changes in Policies/Procedures are recorded and shared. Keep a register of who has been informed. <u>Wendy Walker</u></p> <p>Assign coordinator to ensure effective staffing ratio & cover at short notice <u>Wendy Walker in communication with Chairperson</u></p> <p>Named Child Protection Officer in ELC Setting <u>Susan Owens</u></p> <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to setting until self-isolation is over, or a negative test is received. Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-19 like symptoms or a positive test. Update 14.08.20 All Preschool staff/ children who feel they may have been infected can request a test even if not symptomatic. <u>Identified Lead: Wendy Walker</u></p> <p>Have a location where potentially symptomatic pupils can be located until they can be collected. <u>ISOLATION ROOM is located: in the quiet corner or alternatively outdoor area</u></p>			
Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	<p>H</p> <p><u>SPECIAL CONSIDERATION FOR CERTAIN GROUPS:</u> Records of Staff and Children who are clinically extremely vulnerable are accurate and up to date. <u>Identified Lead is: Manager Wendy Walker</u></p> <p>From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. Identify (and record that this has been carried out for every individual) all staff and children who are clinically extremely vulnerable with the HT/EYSP prior to them entering the setting. 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.</p>	L		

					<p>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 Manager and Chairperson.</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> <p>*Education, Health and Care Plans</p> <p>The setting should follow the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant. Information can be found here. https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/</p> <p>Individuals who are clinically vulnerable should follow up to date guidance from NHS inform, Scottish Government and their workplace. Setting will need to provide masks for staff who are risk assessed as vulnerable.</p> <p>Advice is available here for the education of children who are unable to attend Preschool due to ill health will wish to maintain plans for remote education for some pupils. https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/</p> <p>Staff to adhere to health and safety guidelines.</p>			
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<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	<p>H</p>	<p>SPLIT PLACEMENTS (formally blended): (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 dynamic 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>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>	L		

<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>	<p>L</p>	<p>M</p>	<p>H</p>	<p>PROTECTION WHEN MOVING AROUND THE PRESCHOOL</p> <p>Staff and pupils reminded at each session of social distances rules. Adults to stay 2m apart children reminded of handwashing, touching their face.</p> <p>One way system in and out of the building. Drop off and Pick up procedures communicated by email and virtual tour on the closed FB page.</p> <p>Clear signs displayed as reminders to staff and children regarding social distancing and handwashing.</p> <p>Review and update all Emergency Evacuation Plans. Identify socially distanced Assembly Points.</p> <p>Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)</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>
<p>People with symptoms attending ECS sites</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Infection of staff, children and visitors</p>	<p>L</p>	<p>M</p>	<p>H</p>	<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.</p> <p>Peripatetic staff should only visit 1 setting and there should ideally be a period of 7 days between contact with another setting.</p> <p>Consideration given to emergency evacuation procedures/ fire drill – adjustments to be made locally to emergency evacuation procedures to keep 2m separation where possible for staff. Drill practice to be carried out with staff and children. However, when not a drill all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point they can revert to physical distancing.</p> <p>Consider suggesting that staff hair tied back where appropriate and clothes changed daily. Children encouraged to also tie hair back.</p>	<p>L</p>		

<p>People with symptoms attending ECS sites</p>	<p>Staff Children & young people Visitors</p>	<p>Infection of staff, children and visitors</p>	<p>L</p>	<p>M</p>	<p>H</p> <p>PEOPLE SYMPTOMATIC ATTENDING ELC ESTABLISHMENTS</p> <p>SYMPTOMS</p> <ul style="list-style-type: none"> • Persistent cough • High Temperature • Loss or change to taste and smell <p>In children under the age of 5 are vulnerable to Kawasaki disease, this is a strain of COVID 19.</p> <p>Symptoms may include:</p> <ul style="list-style-type: none"> • 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 <p>Remind staff, pupils and parents that they should not come the setting if they or someone in their household has developed symptoms (new persistent cough or increased temperature). Remind all staff and pupils of this each day.</p> <p>ISOLATION</p> <ul style="list-style-type: none"> • If an individual child/adult is symptomatic or tests positive for COVID 19 they should self -isolate for at least 10 days. • If a member of a child/adult is living with someone who is symptomatic or tests positive must stay at home for at least 14 days. • If a person is contacted by the Track and Protect, they must isolate for at least 14 days. <p>If a child/adult becomes symptomatic they must go straight home or isolation room until they can be safely collected. Individual should contact Test and Protect to arrange a test. As of 21.7.20 children under 5 can be tested, www.nhsinform.scot/test-and-protect (or call 0800 0282816)</p> <p>If a person tests positive, Test and Protect will contact setting directly. Setting should notify ELC Care Inspectorate of any COVID outbreaks.</p>	<p>L</p>		
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<p>Spread of infection through attending setting</p>	<p>All Persons within Setting</p>	<p>Spread of Virus through person to person contact</p>	<p>LOW</p>	<p>MED</p>	<p>HIGH</p>	<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>Children are not required to physically distance from each other, or from adults.</p> <p>Adults within an ELC setting should adhere to the correct social distancing rules, always, including outdoors.</p> <p>Children with Additional Support Needs should 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.</p> <p>Guidance and Links: https://creativestartlearning.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>L</p>		
<p>Spread of infection. Infection of staff,</p>	<p>Staff Children & young people</p>	<p>Cross contamination of infection.</p>	<p>LOW</p>	<p>MED</p>	<p>HIGH</p>	<p>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</p> <p>Information shared on websites and social media.</p>	<p>L</p>		

children & visitors.	Visitors	Infection of staff, children and visitors				<p>Individual physical distancing applies to staff, parents and any other adults who may attend the setting.</p> <p>Families will need to maintain a 2m distance at drop off and pick up.</p> <p>Only one adult to accompany child at drop off/pick up.</p> <p>One way system put in place for drop off and pick up/</p> <p>Provide additional access/exit points to building.</p> <p>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 in the garden area).</p> <p>Staff should meet children outside the building and accompany them into building to wash hands.</p> <p>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.</p> <p>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.</p> <p><i>Consideration should be given to children with complex needs.</i></p>			
Spread of infection through	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>	L		

attending setting					<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.</p> <p>Encourage children not to touch face – use distracting 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.</p> <p>Staff and children should decide on handwashing schedule for each session.</p> <p>Never share communal bowl to wash hands.</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-phase-3-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/</p> <p>https://creativestarlarning.co.uk/early-years-outdoors/hand-hygiene-outdoors/</p>			
Spread of infection through	All Persons within Setting	Spread of Virus through surface contact	LOW	MED	<p>HIGH</p> <p>SPECIFIC CONTROLS: CLEANING</p> <p>General Cleaning</p>	L		

<p>attending setting</p>					<p>If building has been closed for many weeks, appropriate and thorough cleaning must take place before opening. (This has been done, thoroughly cleaned and carpets cleaned)</p> <p>Open doors and windows to encourage natural ventilation.</p> <p>Increase cleaning frequency of frequently touched surfaces, two hourly and before and after meals and snacks. (Cleaning schedule set up).</p> <p>Cleaning materials to be made available throughout the session for staff.</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.</p> <p>Follow manufactures instructions for dilution, application and contact times for surfaces.</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> <p>Routine cleaning and disinfection of frequently touched objects and surfaces e.g. telephone, chairs keyboard, tablets, desks, tables, light switches, taps and door handles.</p> <p>Routine toilet cleaning, paying attention to touch surfaces- doors, flush handles, soap and paper product dispensers.</p>			
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					<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>Avoid leaving food stuff exposed and open for communal sharing unless individually wrapped.</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 bagged.</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 work area and the area the individual has spent more than 15 minutes in. In the case of open plan premises we may need to close for a deep clean.</p> <p><u>Deep Cleaning - Spill Kits</u></p> <p>If there is an actual physical, visible contamination such as a body fluid spill, then use the spill kits kept with the First Aid kit</p> <p>If no Spill Kit is available, the SLT should cordon off the area place paper towels over the spill and spray with disinfectant product. SLT to notify janitorial/cleaning services.</p> <p>If furnishing is heavily contaminated, you may have to discard it.</p> <p><u>Ventilation</u></p> <p>Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation.</p>			
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						<p>Internal fire doors must be closed.</p> <p>Guidance and Links:</p> <p>https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf</p> <p>https://www.hps.scot.nhs.uk/web-resources-container/infection-prevention-and-control-in-childcare-settings-day-care-and-childminding-settings/</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/infection-prevention-and-control/#cleaning</p> <p>https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf</p> <p>All cleaners and staff must be aware of Risk Assessments.</p> <p><u>Extra cleaning hours provided during the day</u></p> <p>Staff 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.</p> <p>Cleaner will clean as defined by cleaning schedule.</p> <p>Areas or items used by individual staff are the responsibility of the individual to clean (e.g. keyboards, iPads etc).</p> <p>HFTPs should be cleaned regularly by staff, especially where it is observed that multiple people are touching a surface.</p>			
Spread of infection through	Staff	spread of Virus through person to person contact	LOW	MED	HIGH	SPECIFIC CONTROLS: USE OF PPE	L		
						For the majority of staff PPE will not normally be necessary. Use of PPE in the setting should be based on a clear assessment of the risk and need for an individual child, i.e. personal care.			

<p>attending setting</p>		<p>Spread of Virus through surface contact</p>			<p>It is the responsibility of the Manager to ensure that they have sufficient stocks of PPE within the setting at all times –</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>Manager to ensure all staff have access to the correct PPE and that staff are trained to use it correctly.</p> <p>Types of PPE required for specific circumstances:</p> <ul style="list-style-type: none"> • ROUTINE ACTIVITIES – No PPE required • SUSPECTED COVID-19 – Gloves, apron and a fluid-resistant surgical mask when direct personal care needed. Eye protection if a risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case has been. • INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask and eye protection. Gloves and aprons worn when cleaning the area. <p>PPE Equipment is:</p> <ul style="list-style-type: none"> • Aprons -change after every use (single use) • Gloves - change after every use (single use) • Fluid Repellent Surgical Masks –change after every use (single use) • If there is risk of spitting, or facial exposure to bodily fluids - then eye protection will minimise risk. • First Aid trained staff to be informed of protocol and follow procedures • All First Aid Kits to contain PPE: gloves, aprons, and masks. • All toilet areas to contain signage highlighting good handwashing routines. • Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. <p>Face Coverings: Face coverings should not be required for most children and staff unless clinically advised to do so.</p>			
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Spread of infection through attending setting	Staff	<p>Spread of Virus through person to person contact</p> <p>Spread of Virus through surface contact</p>	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: OUTDOORS</p> <p>Evidence suggests that outdoor environments can limit transmission, as well as more easily allowing for appropriate physical distancing between children.</p> <p>If outdoor equipment is being used, settings should ensure that multiple cohorts of children do not use it simultaneously, as well as considering appropriate cleaning between cohorts of children using it.</p> <p>Staff should consider how they can safely maximise the use of their outdoor space.</p> <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</p>	L		

						<p>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.)</p> <p>OFFSITE PROVISION</p> <p>Specific consideration should be given to taking children out into the local community. Every offsite trip requires planning and a risk assessment should be created detailing the unique circumstances of that trip e.g. weather, ratios, location, staff, COVID prevention measures etc.</p> <p>Guidance and Links: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/outdoor-spaces/</p>			
Spread of infection through attending setting	All attending setting	Spread of Virus through person to person contact	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: SETTLING IN AND PLAYING</p> <p>Children may need extra support and additional time to return to or start a setting.</p> <p>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>	L		

		Spread of Virus through surface contact				<p>Decrease the number of resources to minimise cross contamination between groups but ensure there are still high-quality play experiences for children. Use outdoors as much as possible.</p> <p>Create boxes or trays of toys and sensory play for each individual group.</p> <p>Try to avoid working with paper/other materials that are shared in a way that minimises cross contamination.</p> <p>Resources such as sand, water and playdough can be used with regular cleaning of the equipment used. Water and playdough should be replaced on a daily/sessional basis, when groups change.</p> <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> <p>Staff to ensure children have adequate resources and furnishing to support quality experiences. A schedule for cleaning these will be in place in between sessions.</p> <p>If children are involved with cleaning equipment, adult to supervise and further clean if necessary.</p> <p>Hand sanitiser to be available throughout setting both indoors and out and used by adults before and after handling toys etc.</p> <p>Guidance and Links: https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/settling-in/ https://abcdoes.com/abc-does-a-blog/2020/05/30/what-now/</p>			
Spread of infection through	All attending setting	Spread of Virus through person to person contact	Low	Med	High	<p>SPECIFIC CONTROLS: FOOD PREPARATION AND SNACK</p> <p>Staff should follow usual good hygiene practices when preparing or serving food or assisting children with snack/lunches. There is no need for additional PPE at meal and snack times.</p>	L		

attending setting		Spread of Virus through surface contact			<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>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 fridge.</p> <p>Payments should be taken by contactless methods wherever possible.</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, 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>			
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Risk of infection of children with additional support needs	Children & young people	Risk of not following existing procedures for pupils	LOW	MED	High	<p>SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS N/A AT PRESENT</p> <p>Review existing documentation for individual children.</p> <p>Update the Fire Evacuation Procedure to reflect any changes and share information with all staff.</p> <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>Establish a cleaning routine for specialist equipment for children with additional support needs, sensory rooms, to ensure safe use.</p> <p>Ensure Personal Plans are in place for all children within 28days of starting setting, Manager to ensure these are shared with Team & Parent Carers.</p>	L		
Spread of infection. Infection of staff, children & visitors.	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	H	<p>OUTBREAK MANAGEMENT</p> <p>Management of outbreaks 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 the setting has 2 or more confirmed cases of COVID-19 within 14 days they may have an outbreak. In this situation contact HPT and local authority and CI.</p> <p>Increased of respiratory illness should prompt contacting HPT for advice.</p> <p>If outbreak confirmed the setting 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 parents/carers, and staff 	L	M	H

						<ul style="list-style-type: none"> • 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 closures should take place between setting, local authority and local HPTs. Setting should maintain appropriate records.</p> <p>Early Years settings should inform their Care Inspectorate inspector about any adult or child COVID-19 outbreaks. https://www.careinspectorate.com/index.php/coronavirus-professionals</p>			
<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff</p> <p>Children & young people</p> <p>Visitors</p>	<p>Cross contamination of infection.</p> <p>Infection of staff, children and visitors</p>	L	M	H	<p>WHEN CONTRACTORS / VISITORS COME ONTO SITE</p> <p><u>All visitors to complete details to allow track and trace if required. This information is retained by the setting.</u></p> <p>Set up social distancing in hallway. Minimise person to person contact by putting procedures in place for deliveries. Deliveries are left at the front door. Member of staff to use hand sanitiser by the door and wash hands as soon as possible. Food deliveries to be left at the door and the trolley used to move them in to the kitchen area.</p> <p>Only essential maintenance to take place during normal Preschool 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> <p>All visitors including parents should be made aware of the test and protect information and process.</p>	L		
<p>Spread of infection.</p> <p>Infection of staff,</p>	<p>Staff</p> <p>Visitors</p>	<p>Cross contamination of infection.</p>	L	M	H	<p>STAFF AREAS/BASES</p> <p>The same social distancing and hand washing hygiene applies to all staff. Consider breaks being staggered as per children's breaks to avoid congestion/contact.</p> <p>Staff should ensure that they use their own eating and drinking utensils.</p>	L		

children & visitors.		Infection of staff, children and visitors			<p>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> <p>Universal signage should continue into any staff areas/bases and offices. Where there is a sink in the area, soap and paper towels should be available. Bin placed near sink.</p> <p>Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible. Trays of equipment for individual should be created.</p> <p>Consider the provision of hand sanitiser in each area.</p>			
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Spread of infection and Emergency that requires the building to be evacuated	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors Injury due to a incident or accident			Evacuation Measures Evacuate premises as per emergency procedures. The welfare of everyone within the building is paramount. Whilst evacuating the building it may not be possible to keep a 2m distance between adults. Once it is safe to do so a 2m distance should be adhered to.			
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Process/Activity: Infection Prevention & Control	Location: Newburgh Preschool	Date: 14.08.2020
Establishment RA Author: Wendy Walker	Date of Review: 23.08.2020	