**Nursery RISK ASSESSMENT**

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| Department | Cargilfield Nursery | Unit/Section | Cargilfield Nursery |
| Date of assessment | 18/08/20 | Assessor(s) | Victoria Aitchison |
| What is the activity? | Infection Control | Where is the activity carried out? | Cargilfield School |

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **What further action is necessary?** | **Action by whom?** | **Action by when?** | **Done** |
| Ineffective infection control arrangements | Those working on the environment of schools. Harm would occur is infection control measure were not sufficient and staff /children become unwell with Covid-19 symptoms | Following the advice below:  <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/>  This has to be followed at all times to ensure appropriate cleaning is in place and that cleaning protocols are adhered to particularly if staff or children become symptomatic on site where isolation would be required.  Apply key requirements Schools Operations Sheet (SOS) Infection Control | Ensure that monitoring of staff/children for symptoms is ongoing at all times.  Ensure that social distancing measures (2 metres apart) is in place for all staff and that this is monitored at all times.  Ensure that ongoing Milton surface cleaning is in place through appropriate cleaning regime.  Ensure that infection control arrangements are in place where food is being served/eaten (monitoring – particularly for young children)  Various new cleaning products have been purchased and used as guidance changes. Staff are now using hot soapy water, Unisafe, Antiviral disinfectant V2 healthcare and Milton. | Nursery Staff | All actions ongoing throughout opening times |  |
| Ineffective infection control arrangements for toothbrushing | Pupils, staff and parents | Following the child smile guidance.  Update- No toothbrushing will take place until deemed safe by childsmile |  |  |  |  |
| Ineffective hand hygiene of staff and children | Pupils, staff and parents | Staff will wash their hands; on entry into Nursery and dry using a paper towel.  Children will wash their hands using outdoor sinks before entering Nursery.  Children will be supervised when washing hands at all times and shown the correct way to do so.  Children and staff will wash hands before and after eating, before and after being in the garden and after using the toilet.  Children and staff will wash their hands after coughing, sneezing and at regular intervals during the day.  Staff to wash hands when moving between different areas of the school. | Additional signs to be placed for guidance on how to wash hands.  Additional soap dispensers in Nursery toilets. | All staff | 28th August ongoing throughout opening times |  |
| Ineffective infection control arrangements cleaning of resources and furniture | Pupils, staff and parents | Small, hard to clean items will be removed permanently (during this time).  Resources and toys will be removed from the classroom and rotated on a 72 hour basis.  Soft furnishings will be removed or washed on a daily basis or rotated on a 72 hour rota.  Chairs to be cleaned at the end of each day.  Tables to be cleaned before and after snack and at the end of each day (using infection and control procedures)  All toys and resources that have been out and or used will be cleaned (antibacterial) and either left out for the following day or stored away.  New cleaning rotas for staff to ensure that all areas are cleaned at the end of each day.  Staff rotas for cleaning frequently touched area. These will be cleaned during lunchtime and after school.  Water play basins will be changed daily.  Playdough to be freshly made each day.  Sand, water and playdough resources to be changed or cleaned at the end of each day. | Continue to review procedures and change if required.  Only paper towels to be used or wipes.  All clothes should be washed after use in one particular area. |  | 28th august and ongoing throughout opening times |  |
| Children not kept in the same space/ bubble | Pupils, staff and parents | There will only be morning and full day sessions offered.  All of the Nursery children will remain in one group/ bubble of no more than 33 children.  All Nursery children will always stay within the Nursery and Nursery garden.  Outdoor space in the school will be timetabled to ensure no other children are in contact.  Staff do not need to socially distance themselves from the children. | Continue to review and check government guidelines. | VA and SMT | 28th august and ongoing throughout opening times |  |
| Unnecessary and unused items not removed from garden. | Pupils, staff and parents | All equipment that is hard to clean will be removed from use.  Cleaning rota and systems in place to ensure all resources are cleaned daily. | Purchase new equipment and resources that may be required to substitute. | VA Nursery staff | 28th august ongoing throughout opening times |  |
| Not utilising the outdoor space | Pupils, staff and parents | All children will have access to outdoors continuously throughout the day.  Children will be encouraged to play outdoors as often as possible. | Use other spaces outside of the school ie- Cramond beach, Cammo estate if necessary Update- After a discussion it was deemed unsafe to take children out to public areas. We will continue to monitor this.  New sheltered area in Nursery garden has been created- further areas will continued to be reviewed.- Update- A new planting area has been created to allow more outdoor space. |  | 28th august and ongoing throughout opening times |  |
| Staff and adults not understanding the rules of physical distancing | Pupils, staff and parents | Staff INSET to discuss guidance and risk assessments.  Signs to remind staff about 2m rule  Follow whole school risk assessment for communal areas |  | All Nursery staff | 20th august and ongoing throughout opening times |  |
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| Sharing of personal items and shared aprons |  | Children will have personal waterproofs, wellies, fleeces and coats that will not be shared.  Art aprons and water aprons to be washed after each use.  New systems in place for single use of apron.  Aprons to be washed at the end of the day.  All spare clothes must be brought back washed. Nursery will launder on receiving. | Each child now has their own baking apron to use when required. | All nursery staff and parents- to follow rules | 28th august and ongoing throughout opening times |  |
| Adults/ parents not being able to physically distance. | Pupils, staff and parents | All handover of children will take place outside behind the Nursery gates.  Children will be asked to enter the Nursery garden independently.  Nursery drop off is staggered between 8:15 am and 9am to ensure there is less congestion.  Nursery pick up time in at 12:15pm and 2:45 pm allowing for less congestion.  If a child is distressed then parents will be asked to move away from the drop off zone and given time to console and support them.  A clear one way system will be in place for Nursery drop off and pick up. | Where children are not able to independently come into Nursery, staff will help children and parents by taking the child from the parent.  Staff will not spend any longer than 15 minutes in close proximity of a parent.  Staff will not be required to wear a face covering in this situation.  Signs and markings will be in place to support children and parents during drop off and pick up.  Videos and flow charts will be sent to parents providing information for drop off and pick up routines. | All staff and parents- to follow rules | 28th august and ongoing throughout opening times |  |
| **Settling in** |  |  |  |  |  |  |
| Children and parents become distressed and anxious about attending and returning | Children and parents | All children have had access to 2 virtual tours and 20 story times throughout the summer.  New starters have the opportunity to book a time slot to come and look around Nursery and meet staff on prior to their first day.  Videos will be sent to children to show them what to do and where to go when they arrive and leave.  Distractions and engaging new displays will be used in the new drop off and pick up zone.  A virtual welcome meeting will be held on the Friday before Nursery starts.  Detailed flow charts and guidance will be sent to all parents prior to the start of term.  An optional soft start for two half days prior to the start of term. | Main focus will be on each child’s health and wellbeing.  Use of Edinburgh City transition book – We’re Going on a Bear Hunt.  Children will be discouraged from bringing in any items from home. A comforter may be used if required but only used by that child. | VA and Nursery staff | 28th August – October half term.  Continue to review |  |
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**The Whole School Risk Assessment should be used in conjunction to the Nursery Risk Assessment. If not stated above the Whole school Risk Assessment procedure should be followed.**

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| Manager’s name | Victoria Aitchison | Signature | V.Aitchison |
| Date | 19.08.20 | Assessment review date | 7.9.20  Updated 29.09.20 |

**Are other specific risk assessments required?**

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| Asbestos |  | Control of Substances Hazardous to Health |  | Display Screen Equipment |  |
| Electricity |  | Fire Safety |  | Lone Working |  |
| Manual Handling |  | New and Expectant Mothers |  | Noise |  |
| Personal Protective Equipment |  | Stress Management |  | Vibration |  |
| Work Equipment |  | Workplace Health, Safety and Welfare |  | Working at Height |  |