

Updated 24th August 2020 effective from 31st August 2020

Updated 17th October 2020 effective from 19th October 2020

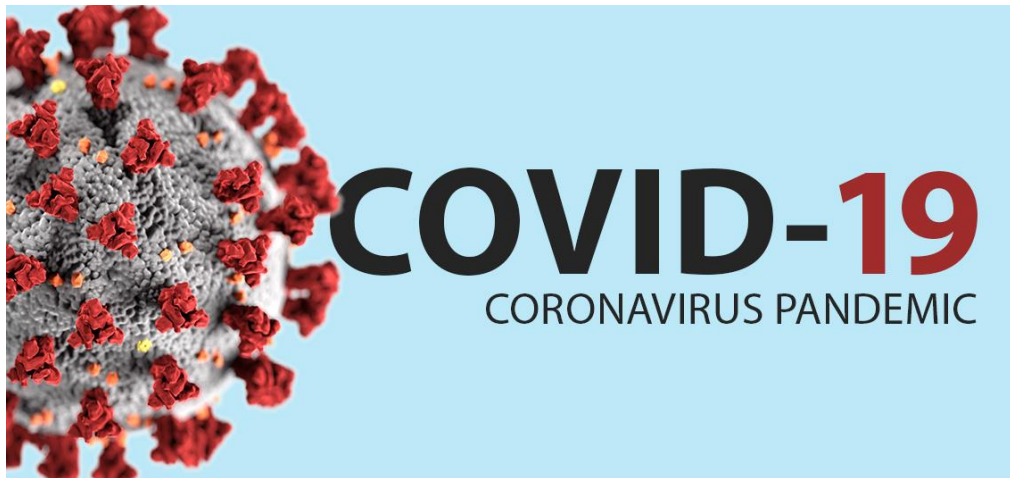
Updated 08th November 2020 effective from 16th November 2020

Updated 26th December effective from 29th December 2020

2020

RISK ASSESSMENT

Updated 21st February effective from 22nd February 2021



Hazel Kelly

Cassiltoun Stables Nursery

6/8/2020

This risk assessment has been written taking into consideration the risk to the internal and external stakeholder of the nursery returning to operations after the suspension of the service due to CODID 19.

The nursery is awaiting further guidance from The Scottish Government. This risk assessment will then be updated in line with the guidance.

	RISK	WHO?	LEVEL	REDUCE RISK BY	LEVEL
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The risk has been identified, followed by the current level of risk, 5 being the highest risk and 1 a very low risk of any infection being passed between children, staff and parents.

The document then identifies the people at risk and how that risk can be lowered by measures put in place.

Finally the level that the nursery will be operating at using the measures.

	RISK	WHO?	LEVEL	REDUCE RISK BY	LEVEL
1	Drop off and collection of children	Children Parents Staff			
1.1	Parent's all dropping and collecting at the same time	Children Staff parents	4	Families to be issued with staggered times to drop off/collect. Social distancing to be adhered to at all times.	2
Change				Nursery will open from 7:50am. Parents are asked to wear face coverings where possible, and there will be no allocated drop off times. Face coverings are there to protect yourself as well as others, please respect that some people are exempt from wearing masks. Parents will be offered 4 collection slots and asked to adhere to their times and socially distancing from staff and parents where possible.	
Change				The nursery will be open from 7:30am. Anyone accessing drop off or pickup points are asked to wear masks where possible. Hand gel is available outside the front door of the nursery and on your left hand side going through the gate.	
change				Due to the rising number of cases in Glasgow we are reverting back to allocated pick up times. 3/5 children will be dropped off and collected at the front door. The children will be in the front foyer with their bag and jacket on at your selected time. Their daily sheet will be in their bag for your information. Social distancing signs will be visible outside, please follow the appropriate distancing and guidelines. Children in	

				the 2/3 room and babies please use the side garden door at the 2/3 room.	
Change				Due to updated Government guidance, the nursery will only be open to keyworkers' children, eligible 2's and vulnerable children. They guidance has been issued and is at the digression of the nursery manager. Parents will be asked to provide evidence of their keyworker status from their employer to access their place at nursery.	
Change				<p>Following the government's latest guidance the nursery will reopen to all children from Monday 22nd February 2021. The current advice is that it is safe for children to return to nursery enhancing their health and wellbeing safely.</p> <ul style="list-style-type: none"> ➤ Children in the 2/3 room will be dropped off and picked up from their door leading from the garden at the side of the building. ➤ Babies will be dropped off and collected at the front door. ➤ 3/5 children at morning drop off will access through the front door. ➤ Children arriving and being collected at 1pm will be dropped off at the back garden door. ➤ 3/5 4:30pm pickups will be at the back garden door ➤ Any 3/5 pickups after this will be at the front door 	
1.2	Parent's signing in, cross contamination.	Parent Staff	3	Parents to register attendance at a table outside the front of main door, children's possessions will be placed in a box to be passed to	1

				staff member receiving the child from the outside playroom room door.	
Change				All children's belongings should fit into their bag and no toys from home can be brought into nursery.	
Change				Children are now signed in at the playroom door by nursery staff. Any hand over information should be passed on at this point. We would recommend you call the nursery or email if there are any changes to your child's care plan or information held.	
1.3	Symptomatic children attend nursery	Children Staff	5	Only children who are symptom free or have completed the required isolation period attend the setting. Children's temperatures can be taken and recorded on arrival, this can be monitored throughout the day if a child appears to be unwell	2
1.4	Symptomatic family members within the household	Children parent staff	4	On arrival at the nursery, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until current isolation guidelines have been followed, or a negative test result received.	2
Change				All children develop runny noses at this time of year. Children can still attend nursery with this but, if this in addition to any other symptoms please keep your child at home. For the best practice and care of your child, please be aware that if they are distressed or upset due to being under the weather, we will contact you and ask you to arrange to collect your child.	

1.6	Cross contamination on items from home	Children staff	3	Only essential teddy's or blankets (or similar) to be brought in from home.	1
1.7	Infection control	Children staff	4	As children enter the setting staff will assist them to wash hands thoroughly. Hand wash monitoring and supervision will continue regularly throughout the day.	2
1.8	Cross contamination	Children staff	3	Encourage children to avoid touching their face, eyes, nose and mouth.	2
1.9	Social distancing and cross contamination	Children Parents staff	3	All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction.	2
1.10	New children could be emotionally distressed starting nursery.	Staff children	3	Consider allowing parents to enter the nursery for the purpose of settling in session if not doing so would cause a child distress. All measures should be taken to minimise contact between the parent and other children and staff members. New children settles will be done at the end of a day when a room can be made available for the child and parent, and would be carried out by an additional staff member / manager who had minimal contact with other children.	1
Change				Children settling into nursery will settle on their selected days to minimise extra children in the rooms. Parents will be allowed in following strict social distancing and hand washing procedures.	

1.11	Social distancing and cross contamination	Children staff	4	Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. Aim to limit drop off and pick up to 1 adult per family and stagger the timings where possible.	2
Change				Due to the increase of COVID-19 in other places, we are asking parents to ensure social distancing around the nursery and where possible only 1 adult coming into the nursery ground for drop off and pick up. There is now a hand sanitiser at the nursery gate, please use this on entering the garden.	
update				There is sanitiser on the gate through to the garden and also one on the front door, we would ask that the sanitiser is used before pressing the bell to reduce contact surfaces.	
1.12	Cross contamination within the small pram shed, social distancing between belongings and parents accessing the shed	Parents Staff	3	Prams to be left in the covered outdoor pram area at the rear of the side garden. Staff can access prams and sanitise handles.	1
1.13	Social distancing for staff mixing with parents	Parents staff	3	Children to be collected from the garden. Staggered collection times. Parents to wait outside side gate. One member of staff to take child out to parent. The child's belongings will be in the box from drop off, parent removes belongings and boxes are sanitised.	1

Change				Please respect other parent's space and privacy during handover times as there could be personal and confidential matters discussed.	
Update				Staff will only be bringing one child at a time, to the door. The train will be in place to ensure social distancing between parents and staff.	
2	Physical Distancing	Children and staff			
2.1	Children mixing in large groups, open to cross contamination	Children staff	5	Children will be in 'bubbles' of eight or less children. These 'bubbles' will remain with the same eight children and the same members of staff. Children can mix within their 'bubble' but not with other 'bubbles'. Garden time will be within the 'bubble'.	2
Change				Children can mix both indoors and in the garden and we do not need to allocate bubbles any longer, however staff are required to social distance.	
change				During this period of restricted service, the nursery will have 2 bubbles, under 3's and over 3's. We will also operate with 2 bubble of staff for each age group.	
Update				In conjunction with the latest guidance children will be able to mix within the nursery and the nursery will be deep cleaned every night. The social and emotional benefits outweigh the risk of transmission to children under 5. Staff will be in allocated rooms and mixing and time using a shared space is kept to a minimum. The nursery has been notified that staff will have the opportunity for COVID testing twice a week. We expect this to be in the next 2 weeks.	

2.2	Infection control	Children staff	3	Care routines including provision of snacks should be within the space allocated to each "bubble".	2
2.3	Toilets and corridors, children mixing with different 'bubbles'.	Children Staff	4	The use of communal internal spaces should be restricted as much as possible. Accessing toilets and corridors will be done with the support of a member of staff.	2
change				2/3 room children will only use the blue toilets and 3/5 room children will only use the yellow toilets. Staff must ensure the toilets are cleaned after their group of children use them, following the current infection control policy.	
2.4	Cross contamination and infection control of outdoor toys	Staff Children	3	Outdoor spaces should be used by different "bubbles" at different times of the day. Our door toys will be limited and sanitised in-between groups.	1
Change				Children are encouraged to be outdoors as much as possible with toys sanitised daily.	
2.5	Sharing indoor resources	Children staff	4	Each room will have resources for the day, all resources will be sterilised before being used by another 'bubble'.	2
2.6	Education, learning and children's mental health	Children staff	3	Within the children's 'bubble' we will be continuing to learn through play. The health and wellbeing of the children will be of paramount importance in the first phase of returning to nursery.	1

				<p>Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</p> <p>Children will be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.</p>	
3	Staff health wellbeing and safety				
3.1	Physical distancing between staff	Staff Children	4	<p>Staff will remain within their allocated 'bubble' for the day/week.</p> <p>Within the playroom staff will remain 2 meters apart where possible.</p> <p>The allocation of staff for each 'bubble' will allow for staff breaks. Only 2 staff will access the staffroom at any given time. The garden and front foyer can be used by staff.</p>	2
Change				<p>Staff are now required to wear a face shield at any points of contact with parents. Staff are also required to wear a face covering entering and leaving the building and in any communal areas within the nursery.</p>	
change	Reducing the risk of low staffing and the number of children having to isolate should there be a positive case on the nursery.			<p>3/5 room Staff will remain with their key group of children in the same room for 1 week at a time and rotate on a weekly basis. Staffing will be arranged to enable children to be looked after without staff changing rooms during the day. All other rooms will be covered by the same staff for the full day.</p>	

updated				Staff are asked to wear face coverings in all public and shared space within the nursery as well as entering and exiting the building.	
3.2	Attendance / sickness	Staff Children parents	5	<p>Only staff that are symptom free should attend the service.</p> <p>Temperatures will be taken and recorded daily to ensure staff are well and safe to be with the children.</p> <p>If a member of staff becomes unwell or showing signs of COVID then they will be asked to leave the playroom immediately and we will ensure they get home safely.</p> <p>If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact.</p> <p>The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours</p> <p>The person responsible for cleaning the area should wear appropriate PPE.</p> <p>They will only be allowed back to nursery after an appropriate isolation period has finished or a negative test result concluded.</p> <p>It is suggested that all other staff and children that have been in contact with them also get tested where someone has tested positive. All other children and adults in that bubble must get tested and can only return after a negative result. There is no need to test members of their household unless they have a positive result.</p>	2

				If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)	
3.3	Uniform and PPE cross contamination and infection control	Staff Children	4	<p>All staff are supplied with uniform tops. Staff are asked to bring their freshly laundered top to work and get changed on arrival. Work fleeces should also not be worn out with the nursery. Staff should arrive promptly for their shift ensuring enough time for hand washing, accessing your locker and changing.</p> <p>Face coverings are not recommended within the play room. Gloves and apron are available for all cleaning including intimate care. Blue aprons should be worn during food preparation and serving children. Children will no longer be able to 'self-serve'.</p> <p>If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant visor face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant visor mask should be worn by the supervising adult.</p> <p>Sanitiser gel is available in all areas of the nursery but is not a substitute for hand washing which should be carried out regularly and in between contact with children where possible.</p> <p>Nails should be kept short and polish free, false nails will be permitted.</p>	2

Change				All staff are supplied with uniform tops. If staff travel on public transport they are asked to bring their freshly laundered top to work and get changed on arrival. Work fleeces should also not be worn out with the nursery. Staff are now required to wear a face shield at any points of contact with parents. Staff are also required to wear a face covering entering and leaving the building and in any communal areas within the nursery.	
3.4	Training	staff	5	All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operating. This will be signed with the agreement that risk assessments and Government guidelines will be adhered to both within and out with the workplace.	2
3.5	Students	Children staff	3	There may be times where our competent students will be in the garden with a small group of children. They will be supervised by a qualified member of staff through the door being open or the windows to the playroom. This will allow smaller 'bubbles' to have more time outdoors.	1
	Parents				
4.1	Communication	Staff parents	3	Parent's sign in at the drop off point. They will be asked to email or text nursery with any additional information required for the care of their child for that day. Daily report sheets will be completed by staff for the children in their 'bubble'. This will be personally about their child and the experiences they have been offered that day. This will include feeds and changes for younger children.	1

Update				Parents are invited to call and make an appointment with their child's keyworker or room senior at a time that suits for a catch up. New online learning journals will be launched at the beginning of November.	
4.2	Social distancing	Staff parents	3	Parent's will be asked not to spend any more time that necessary within the nursery grounds when dropping off and collecting their child. If they have any questions this should be communicated at the sign in point or by text or email. Parents will be asked to call ahead if they require to collect their child out with their allotted time.	1
	Timing	Parents		Allocated time slots are made with the government guidance in mind. The maximum time that staff would be mixing, through bringing children from their rooms to the foyer will be less than 15 minutes and staff will have their face covering on. If you are going to be late this would mean that you child will then be mixing with more children and staff, increasing the risk for both. If you are going to be late please call ahead and we will arrange for your child to be pick up in the next time slot.	
5	Cleaning and infection control				
5.1	Toilets, nappy changing areas	Staff Children	5	Each room will be allocated an individually marked toilet for their room. This should be adhered to at all times and supervised by a member of staff. Cleaning will be done before children arrive and hourly from there on in.	2

				Nappy changing areas should be cleaned after every use and appropriate disposal of PPE followed after each change.	
	change			2/3 children and 3/5 children will be allocated different toilets and the staff member will clean each toilet and sink after each use.	
5.2	Rooms and surfaces	Staff Children	5	Continual cleaning throughout the day of all surfaces, door handles, light switches, tap and sinks. Deep clean of all chairs, tables' surfaces, floors and toys each night.	2
6	Visitors	Staff children visitors	4	Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the nursery unless essential (e.g. essential building maintenance) and an area can be cleared.	2
6.1	Emergency and essential	Staff children visitors	4	Where essential visits are required these should be made outside of the usual nursery hours where possible, or restricted to communal areas, excluding contact with children. If it is essential to communicate with a child this could be conducted in a safe space.	2
6.2	New families	Staff Children Parent	3	New family show rounds should be done virtually outside of nursery hours.	1
Change				Show rounds for new families have been limited to quieter times within the nursery, with face masks and increased hand hygiene.	
change				Any professionals visiting the nursery will only access one room per visit.	

7	Food preparation and kitchen				
7.1	Cook and domestic staff	Staff children	5	<p>Only one member of staff in the kitchen at any time. Nursery staff will prepare breakfast. When breakfast is finish in the playrooms trolley should be left outside the door to be collected by Kathleen.</p> <p>Kathleen will start food prep before Kathy arrives and takes over.</p> <p>Bottles should be passed into the kitchen to be made with clear instructions given.</p> <p>All dishes should pass through the dishwasher to ensure they are sterilised for the next use.</p> <p>All surfaces should be cleaned down regularly, before, during and after cooking.</p>	2
Change				<p>There are times when both kitchen staff need to be in the kitchen, on these occasions staff will wear a face covering.</p> <p>These occasions will be kept to a minimum.</p>	
7.2	Staff use of kitchen	Staff Children	5	<p>Out with Cathy or Kathleen being in the kitchen staff should only enter following the kitchen guidance. Washing hands and wearing a blue apron.</p>	2
	Office space				
8	Nursery office & Hazel's office	staff	3	<p>There will be a maximum of two people in the office at any time. If staff need anything for rooms they should call the office and this will</p>	1

				<p>be brought up. Children should not be entering the foyer area unaccompanied and should not enter the office.</p> <p>Staff should you room phone where possible. Items / paperwork can be brought to rooms to reduce staff mixing, and cross contamination in the offices.</p>	
9	Restricted opening	staff	4	<p>During the period of restricted opening to children, the staff will only be in the nursery when needed to reduce the risk of transmission. They will work on a 2 week rota and will be accessing training while at home.</p>	2
Update				<p>The nursery will continue with restricted opening hours between 8 am and 5:30pm this is due to staff deep cleaning for a change of children on a daily basis.</p>	