Generic risk assessment – Coronavirus (COVID-19)

General risk assessment in relation to Early Years settingsensuring utilisation to be COVID safe in line with Scottish Government and Health Protection Scotland guidance.

**Please note, this is a live working document which may be subject to change.**

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| **Owner** | *Safety & Wellbeing Team* |  |  |

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| **Date** | *5/8/20* | **Version number** | 1.1 | **Document status** | *Live* |

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| **Governance Committee** | *H&S* | **Date approved** |  |
| **Review date** | *As required* | | |

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| **Strategic Alignment**  *n/a* |

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| **Consultation process** | *Occupational Safety & Wellbeing, Education & Families and Trade Unions* | |
| **Stakeholders** |  | |
| *Education and Families* |  |
| **Distribution** | *Education and Families* | |

**Change record**

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| **Date** | *5/8/20* | **Author** | *Lorraine Donnelly* |
| **Change made** | | *Changes made to V1.0 dated 30/7/20 t*   * *Addition of Toileting of Children and reference to PPE Guidance for Early Years*   *• Visiting Services*  *Updated to reflect Scottish Government guidance dated 30/7/20* | |

Risk Assessment

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| **Assessors Name**  Lorraine Donnelly | **Date/Time of Assessment**  5/8/20 |
| **Review Date:**  Ongoing – will continue to be updated as per Scottish Government guidance and local requirement when necessary. | |
| **RA Reference:**  Coronavirus Generic RA No.16 | |
| **Location of activity**  All North Lanarkshire Early Years Settings | |

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| Activity Details  General risk assessment in relation to Early Years settings by adhering to Scottish Government guidelines.  **It should be noted that this risk assessment is a live working document which will be reviewed and amended as the process evolves and in line with Scottish Government/Health Protection Scotland guidance.** |

| **Hazard** | **Who could be harmed** | **Current Controls** | **Risk Rating**  **L = Low**  **M = Med**  **H = High** | **Further Actions Required** |
| --- | --- | --- | --- | --- |
| Drop off & Pick Up | Adults | * Where possible avoid large gatherings of people so that physical distancing can be maintained * Where possible parents should not enter the premises. * Where parents are dropping off young children and it is not possible to maintain physical distancing between adults, staff and children should wash hands after the child is safely in the setting. * Particular consideration should be given to meeting the individual needs of families where children have complex needs or disabilities. | **L** | Consideration could include the following:   * Staggered and allocated drop off/pick up times (so that not all children arrive onsite at one time). * If possible, take account of start time for other children in the family who may be attending a primary school attached to the setting or close by to reduce multiple visits to services for parents where practicable * Consideration of additional access points and children’s routes to play spaces when they arrive at the facility. This could include children heading straight to the area in which their group are working, which could be indoors or outdoors, after washing their hands. |
| Infection Control | Staff / Children | * Cleaning arrangements will be carried out as currently exist including heightened focus on touch cleaning. * Hand sanitiser will be available at the entrance of the building. * Pull up stands depicting good hand hygiene procedures and rules to be applied to prevent the spread of the virus, will be displayed at each entrance. * Shared desks, laptops/phones etc used by staff should be disinfected before use. * Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions. * Water cooler taps will be included within the touch cleaning procedure carried out by FSS staff. Signage should be displayed near the water cooler advising users not to touch the tap with the mouth of their water bottle and to clean their bottles regularly – a PDF of the poster can be found on MyNL. | **L** |  |
| Enhanced Hygiene |  | * Good hand hygiene procedures should be promoted * Handwashing posters will be displayed outside toilet areas with additional signage displayed at washhand basins. * Ensure that handwashing facilities are accessible for children. * Staff should ensure enhanced hand hygiene measures are in place including washing their own hands and the hands of all children. In particular: * Ensure all staff and children frequently wash their hands with soap and water for 20 seconds * Handwashing should take place:-   + On arrival at the setting   + Before and after eating   + After using the toilet   + At regular intervals throughout the day   + When moving between different areas (e.g. between different rooms or between inside and outside) * Encourage children not to touch their face, where it is age appropriate to do so. * Use a tissue or elbow to cough or sneeze into, and dispose of tissues appropriately * Supervise children washing their hands and provide assistance if required. * Never share water in a communal bowl when washing hands * Always dry hands thoroughly | **L** |  |
| Toileting Children | Staff | * Current procedures to remain in place. Please refer to PPE Guidance for Early Years for further information. | **L** |  |
| Cleaning & Use of resources | Staff / Children | * Toys and equipment that children access (indoors and outdoors) 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 using standard detergent and disinfectant that are active against viruses and bacteria. * Careful consideration should be given to the cleaning regime for sensory rooms and soft play areas, to ensure safe use. * It is recommended that children access toys and equipment that are easy to clean. * 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. * Children should be discouraged from bringing toys from home to the setting. If an object is required as a comforter for the child then consideration should be given as to how to safely manage this to ensure children are supported in their transition from home to the setting to feel reassured and comforted. * Soft furnishings such as throws, if required, should be used for individual children and should be washed after use. Where children sleep or nap in the setting, children should have individual bedding, stored in individual bags and this should be laundered frequently and as a minimum weekly. * Where possible parents should provide the necessary clothing for outdoor play. Where this is not possible, children should not share outdoor clothes or footwear. Items belonging to the service should be allocated to one child within each session and laundered/cleaned before use by another child. * Surfaces in dining or snack areas should be wiped down and disinfected in between use by each group of children. * All crockery and equipment used in the provision of meals and snacks for children should be cleaned with general-purpose detergent and dried thoroughly before being stored for re-use. * Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions. | **L** |  |
| Playroom set up | Staff / Children | * Consideration should be given to the removal of unnecessary items in the setting to maximise capacity and decrease the number of items requiring cleaning | **L** |  |
| Social Distancing - Children | Children / Staff | * Children are not required to physically distance from each other, or from adults within their same groups. * Face coverings are not required for most children (those clinically advised to wear a covering would be an exception). | **L** |  |
| Social Distancing - Staff | Staff / Children | * Two metre distancing should remain in place wherever possible between adults, * Where adults cannot keep two metre distance, are interacting face-to-face for about 15 minutes or more with other adults face coverings should be worn. * Anyone (whether child or adult) wishing to wear face protection should be enabled to do so. * Employees who have underlying health conditions or who have been shielding will be subject to individualised clinical advice about appropriate action in their circumstances via Employee Relations. | **L** |  |
| Visitors  (anyone who does not normally frequent the premises) | Staff / Children | * Visitors should be discouraged from attending the premises without an appointment. * All visitors MUST sign in and out of the premises with appropriate times noted and relevant contact details to comply with Test & Protect guidance. * All visitors will wear face coverings * All visitors will be asked to sanitise their hands on entry to the building and when leaving. | **L** | * Communication to be sent out to parents informing of appointment system for visits if cannot be done over the telephone * Provision of face coverings to be made available for visitors who may arrive without appropriate coverings. |
| Staff awareness and protocols | Staff | * Staff will be briefed prior to return by Head of Establishment / Centre on current expectations and protocols | **L** |  |
| Staff Welfare Facilities | Staff | * Two metre physical distancing must be adhered to in communal areas such as staff rooms. * Cleaning resources to be made available for staff to disinfect handles of fridges, kettles, microwaves before and after each use. * Staff should use their own cup/cutlery and ensure these are cleaned straight after use. * Head of Establishment / Centre will manage staff breaks and advise of appropriate areas available. * Head of Establishment / Centre to put in place suitable procedures to manage the use of staff toilets whilst adhering to physical distancing requirements. | **L** | . |
| Persons showing signs of Covid-19 | Staff / Children | * Any staff member becoming unwell or showing signs of NHS categorised symptoms, follow guidance provided within COVID-19 RECOVERY GUIDANCE DOCUMENT FOR HEAD TEACHERS AND HEADS OF CENTRE – Version 3 Issued 10/6/20   **Section 15**: Testing, Trace and Protect Procedures for Employees   * Any child becoming unwell or showing signs of NHS categorised symptoms should be taken to an isolation zone (preferably which is ventilated eg. Open windows) until they can be collected by their parent. Gloves, aprons and a fluid-resistant surgical mask should be worn by staff if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care. * Any suspected or confirmed cases of Coronavirus should be escalated immediately to Head of Service and appropriate action and guidance will be provided * Appropriate cleaning of affected area will be carried out by Facility Support Services. | **M** |  |
| First Aid Provision | Staff | * Current procedures to remain in place. | **L** |  |
| Contractors | Staff / Children / Contractors | * Any work to take place should be discussed in advance between contractors / Maintenance Officers, Facility Officer and Head of Establishment /Centre. * Contractors will report to Facility Officer and be accompanied to area of work and follow protocols for that particular site. * If work is required to be carried out in an open area then 2 metre physical distancing must be observed. | **L** |  |
| Visiting Services (peripatetic staff) | Staff / Children | • As per Scottish Government guidance issued 30/7/20 movement between different settings should be kept to a minimum, until further notice. Every effort should be made to carry out support through lower risk methods such as digital / virtual means or outdoor settings. | **L** | * Head of Establishment / Centre will identify suitable provision of facilities within the building to accommodate visiting services requirements |
| Ongoing Monitoring | Staff / Children | * A suite of documents have been prepared which will provide checklists for Head of Establishments / Head of Centres to use to ensure they have met their risk assessment requirements. * A tool box talk is available which can be used with their teams * A checklist they can use on a weekly basis which allows them to monitor if any changes are required to ensure safety is maintained * Documents are held on My NL * Other resources will be available via the TOD team as the Council transitions the employees into a new way of working both in and out of the School buildings. |  |  |

Summary of Action Required

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| Action Required | Responsible Person | Timescale for Completion | Date Completed |
| Isolation zone should be identified within each establishment. | Head of Establishment / Centre | In place for opening in August |  |
| Communication to be sent out to parents informing of appointment system for visits if cannot be done over the telephone | Education & Families | In place for opening in August |  |
| Provision of face coverings to be made available for visitors who may arrive without appropriate coverings | Education & Families | In place for opening in August |  |
| Appropriate facilities to be identified for accommodating visiting services | Head of Establishment / Centre | In place for opening in August |  |

The contents of this risk assessment are an accurate reflection of the activities being undertaken and appropriate control measures to be implemented or maintained to ensure the activity can be undertaken whilst protecting the health safety and welfare of employees and anyone else who could be affected. The content of the risk assessment will be made known to employees, controls implemented and monitored and a review carried out either annually or when a change to circumstances dictates.

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| Signed:  Date: |

**Further information**

Health Protection Scotland <https://www.hps.scot.nhs.uk/>

NHS Inform <https://www.nhsinform.scot/coronavirus>

NHS Lanarkshire <https://www.nhslanarkshire.scot.nhs.uk/coronavirus>

Health and Safety Executive <https://www.hse.gov.uk/>

Health and Safety Executive, Managing risks and risk assessment at work

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=risk&utm_content=home-page-info>

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