

Nursery Covid -19 Environmental Risk Assessment

Last updated October 2021

Updated from Scottish Government guidance version 11.1 published June 2021

- Toilets - Staff will aim to monitor as much as reasonably possible the children while in the toilets - hand washing or any spills etc
- There are no requirements to separate and provide 2 sets of resources between cohorts Mon/Tues and Wed/Thurs. These will all be washed at the end of each cohort week.
- All cleaning will be recorded on the nursery cleaning rota
- Any paperwork received from families to be placed in a tray and left for 72 hours prior to giving to the office.
- Isolation 10 days if a positive PCR test has been confirmed. Where you have been identified as a close contact from Test and Protect you will be advised to undertake a PCR test. Returning to work will be based on advice from Test and Protect determining contacts, vaccine status, symptoms, PCR test results.
- East Lothian Council - advises all staff and parents to download the Protect Scotland contact tracing app. Also if any symptoms staff need to self-isolate and not attend the setting
- Scottish Government is working to make available routine asymptomatic at-home testing using lateral flow devices (LFD), twice a week to all day care of children services staff. All staff will follow the additional LF Risk assessment.
- At level 0 singing outdoors and indoors is permitted for children in ELC settings.

Activity/ Task	Covid Hazard	Risk	Control Measure
Blended Placements	Children / adults	Spread of infection	<p>Record of Split/Blended Placements</p> <ul style="list-style-type: none"> • Ensure a record of split placements is available and kept up to date. Stored in a locked filing cabinet in main office in line with GDPR. <p>Personal Hygiene</p> <ul style="list-style-type: none"> • Supervised handwashing on arrival at and before leaving Whitecraig setting. <p>Personal Belongings</p> <ul style="list-style-type: none"> • Personal belongings can be shared between settings. <p>Comforters/Transitional Toys</p> <ul style="list-style-type: none"> • Transitional toys should be discouraged. • Ensure that no other child accesses another child's comforter/ toy. <p>Current Health</p> <ul style="list-style-type: none"> • Key current health questions should be asked each time a setting receives a child <p>If children attends more than one setting, families should be asked key questions on entry. These are</p> <ol style="list-style-type: none"> 1. Can you confirm/do you have parental assurance that ... <i>name of child</i> ... is free of COVID-19 symptoms? These are:

			<p>A new or persistent cough</p> <p>A high temperature or fever</p> <p>Any loss of taste or smell</p> <ol style="list-style-type: none"> 2. Has anything changed for the child since yesterday/the last time they were with us?" 3. Has the parent/carer given the assurance that no one in the child's household is experiencing/displaying COVID-19 symptoms? 4. Is anyone in the household currently self-isolating due to being in contact with someone displaying COVID-19 symptoms? <p>Has anyone in the household been tested for COVID-19 and is awaiting tests results?</p> <p>These will be kept on the register for staff to ask.</p>
<p>Drop off and Pick up</p>	<p>Children, adults and Staff</p>	<p>Spread of infection</p>	<p>Maintain appropriate Physical distancing between staff and adults. Staff will wear a face mask at the gate when speaking to families both at the beginning and end of each day.</p> <p>Where a physical handover is required staff will ensure that the amount of time that staff spend in close proximity with parents or carers is minimised and that face coverings are worn by staff during a physical handover at all times. Staff and children should wash hands after the child is safely in the setting.</p> <p>Everyone must wash hands/hand sanitize when entering the nursery for at least 20 seconds.</p> <p>Toys and personal items are not allowed (exemption transitional object/ comforter)</p> <p>Children's own Lunch Bag will be placed in a crate out of reach of the children. Staggered start / finish times are in place.</p> <p>Appropriate SD markings</p>

			Hand gel / sanitiser provided for adults at the nursery gate.
Regular hand washing / Enhanced hygiene	Children and staff	Spread of infection	<p>Regular hand washing throughout the day. Children encouraged to hand wash on return to the nursery from outside.</p> <p>Before and after snack, lunch, toilet, staff to observe to ensure proper technique.</p> <p>Boardmaker visual symbols displayed as reminders.</p> <p>If there is no running water, hand wipes / gel can be used. If wipes are being used in situations where running water is not available, it is recommended that hands are washed with soap and water at the earliest opportunity.</p>
Frequently touched areas	Handles/ Handplates / doors / telephone / tables / keyboard.	Spread of infection	Cleaning before lunch/lunch time. Staff to wipe frequently touched areas.
Surfaces	Hard surface/glass Community play furniture etc	Spread of infection	Staff will anti- bac before and after all meal times and regularly throughout the day.
Bins/lids		Spread of infection	<p>Anti bac daily lunch time and at the end of each day. (Cleaner).</p> <p>Where bins are stained staff will give these a wipe using anti bac spray and disposable paper roll.</p> <p>All bins emptied after the lunchtime period and at the end of each day.</p> <p>Nappy waste is emptied each Tuesday, spare yellow bags are provided in case of smells / soiled.</p>
Toilets	High touch areas	Spread of infection	Lunchtime and at the end of each day

	Toilets and flush handles	Spread of infection	Lunchtime and at the end of each day Cleaner / Janitor and staff ensures all soap and towel dispensers are well stocked.
Kitchen	Food Prep Food storage Fridge Counter tops Sink Cooker Unit fronts and drawers Cooking utensils Plates, cups and cutlery.	Spread of infection	Refer to Food Hygiene guidance (Food safe document) in kitchen area. Wash hands when entering the kitchen. Clean all surfaces regularly and clear of clutter. Use anti-bac before and after each use. Wear a disposable apron when preparing food, apron to be put in the bin straight after use. Clean Fridge weekly with anti-bac All crockery, utensils and cutlery to be dishwasher washed and not handwashing thoroughly dried before tidied away. All tea towels used once and placed in the washing machine or laundry basket. These are washed at the end of each day.
Lunch and snack (meal provision)	Children and staff Food preparation	Spread of infection	All children will eat together as one cohort. All Cleaning of tables, chairs and worktops using soapy water / anti bac spray / wipes. All plates, cups and cutlery will be washed in the dishwasher after each use. Dry thoroughly before tidying away. <u>Snacks / food preparation</u> No additional PPE required. Staff to wear disposable apron Snacks will be prepared by staff in line with Food Hygiene guidelines (rota basis)

			<p>Children will choose their own snacks from the snacks prepared and will be encouraged to use tongs / crockery to handle food.</p> <p>Staff will wash hands before and after handling plates, cups, cutlery and food.</p> <p>Use guidance from the following links to ensure best practice. Infection Prevention and Control Setting the Table</p>
Tooth Brushing	Toothbrushes and sinks	Spread of infection	On hold until childsmile brings new brushes. All Staff read new guidance (see covid folder) although will update this knowledge when necessary.
Changing wet/soiled children	Children and staff	Spread of infection	<p>No additional PPE required.</p> <ul style="list-style-type: none"> - Gloves - Disposable apron - Handwashing - Disposable Face mask/ shield (Staffs own choice) <p>Staff must wear appropriate PPE - see above when carrying out intimate care. Children's clothes should be double bagged and put into child's bag-sent home end of day All soiled nappies/ pull ups placed in nappy sack and disposed of in nappy bin.</p>
Block Play	Blocks Duplo Lego Various items	Spread of infection	<p>Wipe with soapy water/ anti-bac at the end of cohort week Wash duplo / lego or various plastic items in dishwasher/hot soapy water at the end of cohort week</p> <p>Block - Brick cleaning advice from Community playthings</p> <ul style="list-style-type: none"> • Don't immerse blocks in water

			<ul style="list-style-type: none"> Wipe with soapy water and spray or wipe down with a virucidal disinfectant such as Clinell wipes or any product from the Dettol disinfectant range Ensure blocks are completely dry before stacking away
	Hard hats/large plastic toys	Spread of infection	Wipe with anti bac at the end of cohort week
	Loose parts	Spread of infection	Washed in hot soapy water/dishwasher at the end of each cohort week. Spray using Dettol anti bac spray
Small World	Dollhouse/ Garage and accessories	Spread of infection	Plastic parts washed in the dishwasher/hot soapy water at the end of each cohort week. Wooden toys anti bac or hot soapy water at the end of cohort week
	Figures	Spread of infection	Items wiped with anti-bac at the end of cohort week Plastic parts washed in the dishwasher at the end of each cohort week.
Numeracy	Counting resources Timers Books etc	Spread of infection	Plastic parts washed in the dishwasher at the end of each cohort week. Other items wiped with anti-bac.
Role play/ Home Corner	Sharing of play resources - e.g tables/ chairs, dolls, pots & pans.etc	Spread of infection	Clean at the end of each cohort week with soapy water and/or anti-bac. No furnishings, any washable items placed in the dishwasher
Play Dough	Play Dough	Spread of infection	Playdough made for 2 cohorts Monday / Tuesday and Wednesday/ Thursday and disposed of at the end of each cohort week
	Tools	Spread of infection	Plastic parts washed in the dishwasher at the end of each

			cohort week.
Mark Making Area	Sharing and use of table and chairs Assorted paper Assorted paper resources - jotters etc Pencils, pens, crayons White boards & pens Scissors Stapler, sticky tape, rulers and sharpeners.	Spread of infection	Limit the amount of resources appropriate for cohort size. Table and chairs cleaned at the end of each session unless soiled. Clean all mark making resources at the end of each cohort week with Anti-bac.
Story Corner	Sharing and use of Bookshelves Books Song box Props to tell stories Puppets	Spread of infection	Clean bookshelf and books at the end of each cohort week with anti-bac. Staff use props - any resources to be washed after each cohort Fully change resources between cohorts where supplies / resources allow
Music	Instruments	Spread of infection	Remove any mouthed instruments. Clean with anti bac at the end of each cohort week. Wipe any laminate sheets down with anti-bac
Painting	Easel Paint pots/ brushes Assorted paper Magnets	Spread of infection	Limit the amount of resources appropriate for cohort group size. Clean daily with soapy water Fully change resources between cohorts where supplies / resources allow
Gluing Table /resources	Table/chairs Glue sticks/pot Scissors Tape Junk modelling	Spread of infection	Limit the amount of resources appropriate for cohort group size. Clean table and chairs at the end of each session with anti-bac. Clean resources at the end of each cohort week with anti-bac. Bin any unused resources from cohort week Junk modelling will be placed in the storage cupboard for 72 hours

			before displayed for children's use.
Sand Tray	Sand Sand Tray Resources Loose parts	Spread of infection	Small amount - changed between cohorts Resources - wash with soapy water at the end of cohort week or placed in the dishwasher. Staff will emphasise the importance of good hand hygiene
Water Tray	Water Water tray Resources Loose parts	Spread of infection	Changed daily - if child drinks empty immediately Resources - wash with soapy water or in the dishwasher at the end of each cohort week. Staff will emphasise the importance of good hand hygiene
Outdoor Spaces	Scooters/Bikes Climbing frame Blocks Loose parts Mud Kitchen Slide Surfaces	Spread of infection	Staff will maximise time spent outdoors. Where outdoor equipment is being used these are cleaned daily or between cohorts. Staff will clean any outdoor sandpits and mud kitchen equipment between use by different groups of children. All precautions to protect children from the elements including suitable clothing, head coverings and sunscreen. children will not share outdoor clothes or footwear. Staff will change resources for each cohort group - sand, playdough, books. Water- daily change Otherwise daily cleaning and cleaning is in accordance with the updated nursery cleaning rota.

			Staff will emphasise the importance of good hand hygiene. Children will be encouraged to wash hands between outdoors and indoor spaces.
	Outdoor literacy area.		Clean all mark making resources at the end of each cohort week with anti-bac spray / wipes.
Ventilation	Children and staff	Spread of infection	Adequate levels of ventilation required. Open windows and doors when safe, use as much natural ventilation as possible. Only open upper windows to avoid draught Ensure windows are open 15 minutes before children arrive In local authority settings where School Premises Regulations apply, the minimum ventilation rate in a nursery classroom is 2 air changes per hour and minimum temperature is 17 C.
Evacuation	Children and staff	Spread of infection	Follow all existing Evacuation procedures. In the event of an emergency/evacuation, normal procedures still apply but ensuring social distancing from adults is essential.
Staff crossing/entering	Children and staff	Spread of infection	Staff must follow strict hygiene procedures - handwashing, hand gel and maintain appropriate socially distance for other adults in room.
Necessary Specialist Visitors visiting the setting - SLT - Family support worker	Children and Staff	Spread of infection	For one day / session visitors should wear PPE (face mask additional PPE available shields, aprons if adults choose) and maintain appropriate physical distancing. All specialist visitors to report to the main office where a track and

<p>- Support Teacher</p>			<p>trace form will be completed.</p> <p>Handwashing upon entry. Hand Sanitiser available throughout.</p> <p>EEO - should follow the procedures for staff.</p>
<p>Visiting The Whitecraig Village Hub Play Park</p>	<p>Children and Staff</p>	<p>Spread of infection</p>	<p>Staff will wear masks if unable to adhere to 2mtr social distancing or if moving around areas within the Hub</p> <p>1 staff member will check in using the QR code for Test and Protect Scotland</p> <p>First Aid bags and children's medications will be taken</p> <p>Hand Sanitiser before entering and upon exiting the Hub / Play park</p> <p>Children to use only nursery crockery / cups. These will be taken back to nursery to be put straight into the dishwasher.</p>
<p>Transitions to Nursery</p>	<p>Children and Staff</p>	<p>Spread of infection</p>	<p>Where children will be visiting the nursery one adult will be allowed to enter the nursery space. Families and staff to wear PPE (face masks, additional PPE is available for staff if required - aprons, shields)</p> <p>The outdoor space will be used as much as possible to support transition. A Staff member will complete relevant paperwork with families outdoors. Guidance states Up to 3 households at a time indoors which will be well ventilated, PPE and upto 10</p>

			<p>households outdoors. Whitecraig will adhere to all guidance however we will have no more than 2 households outdoors or indoors visiting per day.</p> <p>All adults and children will wash hands before entering the classroom and upon leaving.</p> <p>The school website will be updated regularly with photos, virtual tours, key adult books to aid transition.</p>
Applying Suncream	Children and Staff	Spread of infection	<p>Parents' permission will be sought before applying suncream to children.</p> <p>Nursery will supply a brand of suncream and parents will give permission for staff to apply by completing relevant forms.</p> <p>Where families choose not to apply nursery suncream they can supply their own and all relevant forms will be completed and signed.</p> <p>Children will be encouraged to apply suncream although an adult will oversee and help.</p> <p>Staff will wash hands between applications or wear gloves whichever they prefer.</p>
International Travel	Children and Staff	Spread of Infection	<p>Staff should check updated websites for travel restrictions and isolation.</p> <p>Coronavirus (COVID-19): international travel and managed isolation (quarantine) - gov.scot (www.gov.scot)</p>

			Where children and families are returning from international travel, staff to check to protect themselves and others.
Toothbrushing	Children and Staff	Spread of Infection	<p>Prior to staff supervising toothbrushing - training from a childsmile coordinator should be attended.</p> <p>Staff to read and understand the updated National Standards for Nursery and School Toothbrushing programme document</p> <p>Staff will follow the Covid -19 dry toothbrushing model.</p> <p>Where children need additional support staff will monitor this and update the RA.</p>