


Department: Education and Children's Services					RISK ASSESSMENT (ELC Settings)			Aberdeenshire COUNCIL 		
Process/Activity: COVID-19 Infection Prevention & Control for CYP Foundation Apprenticeship Students on Work Placement					Location: FA Work Placement Establishments			Date: 21.08.2020		
Describe activity: ECS establishments offering Foundation Apprenticeship work placements during session 2020-2021										
Establishment Name and Location:						Isolation Room Location in Establishment:				
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 / covid-19 virus	FA students	Cross contamination of infection.			HIGH	<p>GENERAL CONTROL MEASURES</p> <p>Awareness of transfer or risk by effective communication, notices at entry points and adhering to current Social Distancing Guidance or Regulation.</p> <p>Use of hand sanitiser entering building or classroom.</p> <p>FA Students should complete a test and protect contact form on first entry to school.</p> <p>Personal hygiene throughout the day and ensure continued rigour about hand hygiene. Procedures shared with all FA students during their work placement induction</p> <p>FA students should receive an induction with a senior member of staff to demonstrate physical control measures such as one way systems, isolation room and revised evacuation procedures.</p> <p>All FA Students to complete the ALDO Covid 19 course</p>	L			
	Staff	Infection of staff, children and visitors								
	Children & young people									
	Visitors,									

					<p>Health and Safety advice available on Arcadia here by accessing this link, including: How to handwash, Putting on & removing PPE, Decontamination & cleaning processes for facilities, Optional & mandatory wearing of face coverings:</p> <p>Health, Safety and Wellbeing policy is available here.</p> <p>Through the day FA students should frequently washing/sanitising of hands for 20 seconds and drying thoroughly, before/after eating and after using the toilet.</p> <p>Advise FA students, children, young people and staff to avoid touching their faces including mouth, eyes and nose. They must use a tissue or elbow to cough or sneeze and deposit used tissues in designated bins</p> <p>Tissue or disposable PPE Bins must be emptied regularly. With a monitoring system in place. School to provide supplies of resources including tissues, soap and hand sanitisers.</p> <p>FA students, staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19 cannot return to setting until self-isolation is over, or a negative test is received.</p> <p>Update 14.08.20 All school/ Nursery staff/ children who feel they may have been infected can request a test even if not symptomatic.</p> <p>Provide and sign post a location where potentially symptomatic FA students can be located until they can be collected. ISOLATION ROOM is located</p> <p>If FA student becomes symptomatic during a day – go immediately to the identified isolation room – notify the school office using the phone in the room and do not leave until told to by EYSP. When you have been picked up you must be tested and school informed of the result. Please use a test centre as home test kits can take up to 7days to give results.</p>			
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Spread of infection	Staff Children & young people Visitors	Cross contamination of infection. Infection of staff, children and visitors	L	M	<p>H</p> <p>SPECIAL CONSIDERATION FOR CERTAIN GROUPS: Records of FA students Staff and Children who are clinically extremely vulnerable are accurate and up to date. <u>Identified Lead is: EYSP</u></p> <p><u>Clinically Vulnerable person are those specified by Scot Gov NHS and Aberdeenshire Council</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 or 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 school / class unless advised by their GP they should not attend school / class.</p> <p>Those FA students with a ‘clinically vulnerable’ household member can attend following a dynamic risk assessment. Those who are ‘clinically extremely vulnerable’ should discuss their options with their HT or 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>All settings should follow the latest guidance on attendance for FA students 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 <u>here</u>. <u>https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/</u></p>	L		
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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	H	<p><u>SPLIT PLACEMENTS:</u> (where FA attends two or more settings</p> <p>Where an FA student 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. If symptomatic or required to isolate FA student must contact both settings immediately.</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>	L	M	H	<p><u>PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL</u></p> <p>FA students, staff and pupils reminded at each session of social distances rules.</p> <p>FA students should wear face coverings in the following circumstances;</p> <ul style="list-style-type: none"> to school when in school buses, in corridors in communal areas such as the social area at interval and lunchtime when not eating/drinking. <p>(Individual exemptions will still apply for specific reasons, e.g. health)</p> <p>FA students should remember that</p> <ul style="list-style-type: none"> Face coverings should be worn over the mouth and nose. 	L	M	<p>Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium.</p>

						<ul style="list-style-type: none"> • Fabric face coverings should be washed regularly using normal detergent. • Try to only touch the straps/loops that goes over your ears of your face covering and try not to pull it up or down or rest it on another part of your head. • When you've finished wearing your mask, take it off from behind your head, try not to touch the front of it and store it away, either in your pocket or bag, for example in a small plastic bag or container and then either wash or sanitise your hands. • Remember hand sanitiser is available in every classroom, at the entrances/exits and in the social centre, canteen, snack bar and assembly hall. <p>When in school, pupils should also remember to:-</p> <ul style="list-style-type: none"> • Regularly sanitise or wash your hands, catch coughs or sneezes and try to socially distance where possible. <p>More information can be found at</p> <p>https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020-version-2/</p>			
People with symptoms attending ECS sites	Staff Children & young people Visitors	Infection of staff, children and visitors	L	M	H	<p>GENERAL ADVICE -STAFF AND PUPILS</p> <p>Adjustments have been made locally to emergency evacuation procedures to keep 2m separation where possible for staff. A drill practice to be carried out termly with staff and pupils lead by the HT/EYSP 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>FA students and staff should tie long hair back where possible and change clothes daily. FA team will supply students with a T- shirt</p>	L		

<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>FA students should be based in a single group in Nursery to limit their interactions across groups</p> <p>Children with Additional Support Needs should be cared for in line with their Personal Plan.</p> <p>Consent for physical contact between staff and children to be sought for physical contact between staff and children/adults in situations such as drop off times, child safety and comforting.</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://creativestarning.co.uk/developing-school-grounds-outdoor-spaces/zoning-the-outside-space/ https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-reopening-early-learning-and-childcare-services/pages/limiting-childrens-contacts/</p>	<p>L</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>	<p>LOW</p>	<p>MED</p>	<p>HIGH</p>	<p>PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT</p> <p>Individual physical distancing applies to FA students staff, parents and any other adults who may attend the setting. Parents, carers, professionals, visitors, contractors will come on site by appointment only, unless in emergencies.</p> <p>On entering the building, hand sanitiser is 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. Only one adult to accompany child at drop off/pick up. Staggered or allocated drop offs/pick up times are in place</p> <p>Staff should meet children outside the building and accompany them into building to wash hands.</p> <p>Maps and signs show direction of movement around the setting should be displayed</p> <p>Children should not bring items from home.</p>	<p>L</p>		
<p>Spread of infection through attending setting</p>	<p>All Persons within Setting</p>	<p>Spread of Virus through surface contact</p>	<p>LOW</p>	<p>MED</p>	<p>HIGH</p>	<p>SPECIFIC CONTROLS: HANDWASHING AND OTHER HYGIENE</p> <p>FA students, 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> <p>Wash Hands:</p> <ul style="list-style-type: none"> ➤ On arrival at setting. ➤ Before & after eating. ➤ Before & 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>L</p>		

						<p>FA students and staff hair should be tied back where possible and clothes changed daily.</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 attending setting	All Persons within Setting	Spread of Virus through surface contact	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: CLEANING</p> <p>An enhanced cleaning regime will already be in place in the school. 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> Guidance for School Staff on Personal Prot</p> <p>Areas or items used by individual FA students, staff or pupils are the responsibility of the individual to clean (e.g. keyboards, iPads etc).</p> <p>FA student should familiarise themselves with cleaning regimes within the Nursery. FA students should not mix or dilute cleaning products.</p>	L		
Spread of infection	Staff	spread of Virus through person	LOW	MED	HIGH	<p>SPECIFIC CONTROLS: USE OF PPE</p> <p>For the majority of FA students and staff PPE will not normally be necessary. Use of PPE in settings should be based on a clear</p>	L		

<p>through attending setting</p>		<p>to person contact</p> <p>Spread of Virus through surface contact</p>			<p>assessment of the risk and need for an individual child, i.e. personal care.</p> <p>Types of PPE required for specific circumstances:</p> <ul style="list-style-type: none"> • ROUTINE ACTIVITIES – No PPE required <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 e.g. during nappy changing, feeding, toileting and medical interventions. <p> Guidance for School Staff on Personal Prot</p> <p>Face Coverings: Face coverings should not be required for most children and staff unless clinically advised to do so.</p> <p>Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn and will be provided.</p>			
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Spread of infection through attending setting	All attending setting	<p>Spread of Virus through person to person contact</p> <p>Spread of Virus through surface contact</p>	Low	Med	High	<p>SPECIFIC CONTROLS: FOOD PREPARATION AND SNACK</p> <p>FA students and staff should follow usual good hygiene practices when preparing or serving food or assisting children with packed lunches. There is no need for additional PPE at meal and snack times.</p> <p>Ensure all FA students and staff are aware of food allergies and intolerances and support children with these.</p> <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>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 / sanitised at the end of each sitting and session, including chairs, door handles etc.</p> <p>FA students/Staff / pupils must refrain from moving from one table to another.</p> <p>Pupils/staff must refrain from sharing any consumable food and drink.</p>	L		

						<p>All used food containers must be disposed of in appropriate trays or in waste bins or stored to avoid other person(s) touching.</p> <p>School lunches are available to FA students or you may bring a packed lunch. Please do not leave school to visit local shops as this will increase interactions.</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>			
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>	L	M	H	<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 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>Staff should take the necessary precautions to protect themselves and children from the elements and this should include suitable clothing, head coverings and sunscreen</p>	L		
						SPECIFIC CONTROLS: FOOD PREPARATION AND SNACK			

<p>Spread of infection.</p> <p>Infection of staff, children & visitors.</p>	<p>Staff 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>STAFF AREAS / BASES</p> <p>The same social distancing and hand washing hygiene applies to all FA students and staff.</p> <p>FA students and staff should ensure that they use their own eating and drinking utensils.</p> <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>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</p> <p>Many Nurseries are not using microwaves, toasters etc at the moment.</p> <p>If you are driving into Nurseries please observe social distancing in the car park and do not car share.</p>	<p>L</p>		
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<p>Process/Activity: Infection Prevention & Control</p>	<p>Location: All ECS Establishments</p>	<p>Date: 14.08.2020</p>
<p>Establishment RA Author:</p>	<p>Date of Review:</p>	