


<p><b>Department:</b> Education and Children’s Services</p>	<p><b>RISK ASSESSMENT GUIDANCE (ELC Settings)</b></p>	
<p><b>Process/Activity:</b> Infection Prevention &amp; Control</p>	<p><b>Location:</b> All ELC Establishments</p>	<p><b>Date:</b> 06.10.2021</p>
<p><b>Describe Activity:</b> Location of staff at ELC establishments open during Covid-19 outbreak. Staff providing childcare and access to sites.</p>		
<p><b>Establishment Name and Location:</b> Bervie School Nursery</p>	<p><b>Isolation Room Location in Establishment:</b> Family Room</p>	
<p><i>The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVID-19 site: <a href="https://covid19.aberdeenshire.gov.uk/">https://covid19.aberdeenshire.gov.uk/</a></i></p>		
<p><a href="https://www.gov.scot/publications/coronavirus-covid-19-early-learning-and-childcare-services/">https://www.gov.scot/publications/coronavirus-covid-19-early-learning-and-childcare-services/</a></p> <p><b>LEVEL 0 AND BELOW</b></p>		
<p>Shading indicates that this mitigation’s control measures could change if the COVID-19 level changes</p>		

Mitigations:

1. Staying vigilant and responding to COVID-19 symptoms
2. Booking a test - [www.nhsinform.scot](http://www.nhsinform.scot) / postal testing kit - 08000282816
3. Physical distancing
4. Moving within settings
5. Peripatetic staff
6. Students
7. Face coverings - <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings>
8. Hand hygiene
9. Cough etiquette
10. Enhanced cleaning - link to infection prevention control
11. Sharing of resources between home and setting
12. Ventilation

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13. Visits by parents
14. Pick up and drop off
15. Visits specialist staff
16. Cohorts/limiting contacts between children
17. Limiting contacts
18. Blended placements
19. Outdoor learning
20. Dance, music, singing and drama
21. Asymptomatic testing programme
22. PPE
23. Notification of positive cases
24. Risk assessments
25. Communication with parents/carers

Hazard	Risk	Risk level before controls are in place Low, Medium & High	Mitigation	Control Measures	Risk level after controls are in place Low, Medium & High
Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Staying vigilant and responding to COVID-19 symptoms	<p>ELC Settings should ask staff &amp; parents/carers to be vigilant for the symptoms of COVID-19 and to understand what actions they should take if someone develops them within or out with their setting.</p> <p>NHS Grampian/Public Health: <a href="https://www.nhs.uk">Coronavirus (COVID-19) - NHS (www.nhs.uk)</a></p> <p><b><u>SYMPTOMS</u></b></p> <p>All staff, parents and carers should be advised that anyone with these symptoms, or who has contact with a family/ community member with these</p>	

Hazard	Risk	Risk level before controls are in place Low, Medium & High	Mitigation	Control Measures	Risk level after controls are in place Low, Medium & High
				<p>symptoms, should not attend or should be asked to return home. They should also be told to follow test and protect procedures.</p> <ul style="list-style-type: none"> <li>• New Persistent cough</li> <li>• High Temperature</li> <li>• Loss or change to taste and smell</li> </ul> <p><b><u>In children under the age of 5 are vulnerable to Kawasaki disease, this is a strain of COVID-19</u></b></p> <p>Symptoms may include:</p> <ul style="list-style-type: none"> <li>• High temperature that lasts for 5 days or more</li> <li>• A rash</li> <li>• Swollen glands in the neck</li> <li>• Dry cracked lips</li> <li>• Red fingers or toes</li> <li>• Red eyes</li> </ul> <p>All staff and parents/carers should be advised that anyone with these symptoms, or who has contact with family/community member with symptoms should not attend or should be asked to return home and be tested. Children who have siblings should also be sent home. HT and school administrator should be informed.</p> <ul style="list-style-type: none"> <li>• All staff working in and with the setting should be supported to follow up to date health protection advice on household or self-isolations.</li> </ul>	

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				<ul style="list-style-type: none"> <li>All staff working in and with the setting should be supported to follow Test &amp; Protect Guidance if they or someone in their household exhibits COVID-19 symptoms.</li> <li>All staff working in and with the setting should be supported to follow Test &amp; Protect Guidance if they have been identified by NHS Contact Tracers, as a close contact with the virus.</li> </ul> <p><b><u>Common Cold &amp; COVID-19 Symptoms</u></b></p> <p>Parents/Carers and staff should be aware that COVID-19 Symptoms differ from Seasonal Infections:</p> <ul style="list-style-type: none"> <li>It is common for colds and similar viral infections to circulate in ELC settings.</li> <li>In many cases children will be well enough to attend school</li> <li>If children do not have COVID-19 symptoms but has other cold like symptoms, such as a runny nose, they do not need to be tested or self-isolate.</li> </ul> <p><b>IF STAFF, CHILDREN OR FAMILIES ARE SYMPTOMATIC it is essential that people do not attend a setting if symptomatic. People who are in a household contact where someone who has tested positive for COVID-19 should not attend setting.</b></p> <ul style="list-style-type: none"> <li>Anyone who develops COVID-19 symptoms must self-isolate straight away. Stay at home and arrange a test.</li> </ul>	

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				<ul style="list-style-type: none"> <li>• People who live in the same household as a person with COVID-19 symptoms must also self-isolate straight away and stay home. ONLY those developing COVID-19 symptoms should be tested.</li> <li>• ELC staff who do not have COVID-19 symptoms but have undergone a test do not need to stay at home whilst waiting for results. (Unless they develop symptoms whilst waiting).</li> <li>• If a person has a positive test, after having symptoms, must remain in isolation for 10 days after the symptoms started. The rest of the household must remain in isolation for 10 days after the person first showed symptoms, even if they don't have symptoms.</li> <li>• Everyone who tests positive for COVID-19 will be referred to the Local Contact Tracing Team. Their Close Contacts will be identified and will be advised to self-isolate immediately.</li> <li>• Any person who has been advised by Test and Protect/Local Incident Management that they are a close contact of a confirmed case and do not have symptoms will be asked to self-isolate. Other people in the household will not be asked to self-isolate along with them.</li> </ul> <p><b>Who needs to self-isolate?</b></p> <p>Everyone who develops symptoms of COVID-19 – a new, continuous cough; fever or loss of, or change in, sense of smell or taste - should isolate straight away and arrange a test via <a href="http://www.nhsinform.scot">www.nhsinform.scot</a> or, if you can't get online, by calling 0800 028 2816.</p> <p>People who live in the same household as a person with symptoms should also isolate straight away.</p>	

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				<p>If the test result for the symptomatic person is negative, and they are not already isolating as a 'close contact' of a confirmed case, they can end isolation and return to work or school when they are well enough and have not had a fever for 48 hours. The rest of their household can end isolation straight away.</p> <p>If the test is positive, the symptomatic person should remain in isolation until 10 days from symptom onset, or longer if certain symptoms persist. The rest of the household should self-isolate and book a PCR test. If they are a partially or non-vaccinated adult, they will be asked to self-isolate for 10 days, whether they have symptoms. If they are a fully vaccinated adult, provided they return a negative PCR test result and remain asymptomatic, they may end self-isolation as a close contact. Fully vaccinated means having received both vaccine doses, with at least two weeks passing since the second dose. If they are younger than 18 years and 4 months or medically unable to get vaccinated, provided they return a negative PCR test result and remain asymptomatic, they may end self-isolation as a close contact. Guidance on how to self-isolate effectively should be followed.</p> <p><a href="https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/pages/who-needs-to-self-isolate/#:~:text=need%20to%20self-isolate-,Who%20needs%20to%20self-isolate,Guidance%20on%20how%20to%20self-isolate%20effectively%20should%20be%20followed.,-Everyone%20who%20tests%20positive">https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/pages/who-needs-to-self-isolate/#:~:text=need%20to%20self-isolate-,Who%20needs%20to%20self-isolate,Guidance%20on%20how%20to%20self-isolate%20effectively%20should%20be%20followed.,-Everyone%20who%20tests%20positive</a></p> <p><b>BOOKING A TEST</b></p> <ul style="list-style-type: none"> <li>• Staff can book a test:</li> <li>• <a href="http://www.nhsinform.scot">www.nhsinform.scot</a></li> </ul>	

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				<ul style="list-style-type: none"> <li>• Employer Referral Portal (The portal will prioritise tests and appointments over the general public. Individuals will be directed to a Regional Test Centre or Mobile Testing Unit or possibly sent a home test if they cannot travel)</li> <li>• 0800 028 2816</li> <li>• Parents can book a test on a child’s behalf.</li> <li>• Testing is not a requirement unless staff are symptomatic or have been advised to take a test by a Health Care Professional.</li> <li>• A member of staff can request a test, without being symptomatic but are concerned they have been at risk of infection.</li> </ul> <p><b><u>COVID-19 SYMPTOMS IN SETTINGS</u></b></p> <ul style="list-style-type: none"> <li>• Remind all staff that if they or pupils develop symptoms, they should be sent home.</li> <li>• Setting should have a location (Isolation Room) where potentially symptomatic pupils can be located until they can be collected.</li> <li>• Isolation Room is located in the Medical Room within the school. To reduce the spread of infection the individual should be escorted with a staff member through the nursery garden door and will then gain access through the P2 door where another member of staff will allow access to the Medical Room. This will reduce cross contamination through the open P1 and P2 area.</li> <li>• Adults who begin to show mild symptoms should return home and self-isolate, where possible avoiding public transport.</li> </ul>	

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				<ul style="list-style-type: none"> <li>• Children who begin to show symptoms during session should be taken to an isolation room, preferably with a closed door. Windows to be open for ventilation. Tissues and foot pedal bin to be provided. Room identified should be supervised to avoid unnecessary distress to a child/ young person.</li> <li>• The symptomatic individual may also be asked to wear a Type IIR face mask to reduce environmental contamination, where this can be tolerated</li> <li>• Adult supervising child should try to keep 2m apart from child. If not possible PPE to be worn.</li> <li>• Isolation Area to be cleaned as per procedures below.</li> <li>• Children should avoid touching people, surfaces, and objects. Ensure child coughs into tissue and disposes in bin.</li> <li>• Parents/Carers called to collect from entrance of setting.</li> </ul> <p><b><u>How long you need to self-isolate</u></b></p> <p>If you've tested positive and:</p> <ul style="list-style-type: none"> <li>• you have symptoms – self-isolate for 10 days from when your symptoms started</li> <li>• you have not had symptoms – self-isolate for 10 days from when you had the test</li> <li>• If you get symptoms while you're self-isolating, the 10 days restarts from when your symptoms started.</li> </ul>	



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				<p><b><u>When to stop self-isolating:</u></b></p> <p>You can stop self-isolating after 10 days if either:</p> <ul style="list-style-type: none"> <li>• you do not have any symptoms</li> <li>• you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone</li> </ul> <p><b><u>When to keep self-isolating:</u></b></p> <p>Keep self-isolating if you have any of these symptoms after 10 days:</p> <ul style="list-style-type: none"> <li>• a high temperature or feeling hot and shivery</li> <li>• a runny nose or sneezing</li> <li>• feeling or being sick</li> <li>• diarrhoea</li> </ul> <p style="text-align: center;"><b><u>Only stop self-isolating when these symptoms have gone.</u></b></p> <p>Guidance should be followed from NHS Inform and from Test and Protect here. Settings should ensure they understand this process and cases in settings, as complex settings, will be prioritised and escalated to specialist Health Protection Teams: <a href="https://www.nhsinform.scot/campaigns/test-and-protect">https://www.nhsinform.scot/campaigns/test-and-protect</a></p> <p>There is also no blanket requirement for children <b>aged under 5</b> who are close contacts of positive cases to self-isolate, provided they do not display any symptoms or test positive for COVID-19. This applies regardless of whether the close contact is with a case in the ELC setting, household or elsewhere. Children under 5 years are <b>encouraged but not</b></p>	

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				<p>required to take a PCR test. This is the advice in the <a href="#">guidance for households with possible coronavirus infection</a> on the Test and Protect website However, their exemption from self-isolation requirements should not be made conditional on this. This reflects the lower risks of infection and transmission in this age group, the fact that younger children may find it harder to tolerate testing and the significant and sustained educational harms that result from current self-isolation policy. It aligns with the advice of the Advisory Sub-Group and the views of the Chief Medical Officer.</p> <p><a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-guidance-for-households-with-possible-coronavirus-infection</a>.</p> <p>*Parents should keep their child at home if they show any signs of illness, children will be sent home if the Nursery staff considers them to be unwell.</p>	
Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Physical distancing	<p>In level 0: 2 metre physical distancing between adults</p> <p>Beyond level 0: At least 1 metre physical distancing. Settings can continue with 2 metre distancing arrangements that work well and do not limit capacity.</p> <p>Staff should be reminded that the requirement to physically distance applies at all times, including during breaks and before and after sessions and traveling to and from the setting.</p> <p>Children are not required to physically distance from each other, or from adults.</p> <p>*Staff ensure that a safe distance is maintained at all times, in the event that this cannot happen staff will wear a face covering.</p>	

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Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Moving within settings	Circulation of children and staff and transitions between different parts of the setting's indoor spaces should be considered to avoid bottlenecks or crowding.  *Children from the Nursery do not move between different parts of the school building unless this is necessary. Staff handwash/hand gel when leaving/returning from different parts of the school building.	
Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Peripatetic staff	No restrictions on the use of peripatetic or agency staff but staff must not work across two premises if there is an outbreak in one.	

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				<p><b>Table 7 Use of peripatetic and agency staff, including peripatetic managers</b></p> <table border="1"> <thead> <tr> <th data-bbox="1019 544 1160 603">Level 0 and below</th> <th data-bbox="1160 544 1294 603">Level 1</th> <th data-bbox="1294 544 1435 603">Level 2</th> <th data-bbox="1435 544 1570 603">Level 3</th> <th data-bbox="1570 544 1704 603">Level 4/Stay local</th> </tr> </thead> <tbody> <tr> <td data-bbox="1019 603 1160 751">No restrictions on the use of peripatetic or agency staff</td> <td colspan="2" data-bbox="1160 603 1435 751">Peripatetic and agency staff should not attend more than one setting in the same day.</td> <td colspan="2" data-bbox="1435 603 1704 751">Peripatetic and agency staff should only attend settings in person where it is demonstrably necessary to support the health and wellbeing of young children and should not attend more than one setting in the same day.</td> </tr> </tbody> </table> <p>The use of peripatetic staff should be included in the settings' joint risk assessment and mitigations should include reducing the number of children and other staff that staff members work with across settings.</p> <p>Staff, whether permanent or agency/bank, must not work across two premises if there is an outbreak in one. A cluster or outbreak of COVID-19 occurs when a school has two or more confirmed cases of COVID-19 within 14 days. The local health protection team should be notified. If a plausible transmission link between two or more cases is identified within the school setting, this is indicative of an 'outbreak'; if not, it is referred to as a 'cluster'. The outbreak will be 'closed' by the local health protection team; risk assessment of the second location may be needed to establish any transmission risk.</p> <p>Consideration should be given to sharing of information such as setting contact details, to support contact tracing.</p> <p>Students may attend the setting for a placement block provided they are attending only one setting</p> <p>*Our personalised risk assessment is shared with supply staff/outside agencies/student prior to them attending our setting.</p>	Level 0 and below	Level 1	Level 2	Level 3	Level 4/Stay local	No restrictions on the use of peripatetic or agency staff	Peripatetic and agency staff should not attend more than one setting in the same day.		Peripatetic and agency staff should only attend settings in person where it is demonstrably necessary to support the health and wellbeing of young children and should not attend more than one setting in the same day.		
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Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Students	<p>All students on placement should continue to be vigilant for coronavirus symptoms.</p> <p>The symptomatic testing programme using LFD testing does not replace the current testing policy for those with symptoms.</p>											

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				*The Nursery risk assessment will be shared with students prior to them attending the setting, students will be observed and reminded to follow guidance if required.	
Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Face coverings	<p>Face coverings must be worn by adults wherever they cannot maintain the appropriate physical distance from other adults (e.g. in corridor and communal areas).</p> <p>Face coverings should be strongly encouraged when parents/carers are drop-off and pick-up their children.</p> <p>Face coverings are not required when working directly with children. However, staff who wish to wear a face covering in these circumstances should be supported to do so.</p> <p>*All staff wear face coverings where necessary and all staff have been informed of how to store/dispose of face coverings.</p> <p>*Parents have been advised to wear face coverings during drop off/collection and are reminded of this if needed.</p>	
Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Hand hygiene	Ensure all staff and children frequently wash their hands with soap and water for 20 seconds.	

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				<p>Handwashing should take place: on arrival at the setting; before and after eating; after toileting; at regular intervals throughout the day; when moving between different areas.</p> <p>*Staff wash hands/hand gel upon arrival/leaving the setting. The same applies if staff leave the Nursery to enter another part of the school building.</p> <p>*Children are guided to handwash and this is supervised to ensure good hand hygiene, children are asked to return and repeat handwashing if necessary.</p>	
Spread of infection	Cross contamination of infection, infection of staff, children and visitors		Cough etiquette	<p>Use a tissue or elbow to cough or sneeze into, dispose of tissues appropriately and ensure that bins are emptied regularly of waste.</p> <p>Encourage children to use a tissue or elbow to cough into.</p> <p>*Children have been shown good cough etiquette and are reminded of this throughout their session.</p> <p>*Tissue bins are placed both inside the setting and outside in the garden and children are guided to use these bins.</p> <p>*Children are directed to wash their hands after coughing/blowing/wiping their nose.</p>	

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Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Enhanced cleaning	<p>Buildings should be checked if they have been closed or unused, including water quality sampling.</p> <p>At least twice daily cleaning and disinfection of frequently touched objects and hard surfaces.</p> <p>Surfaces in dining or snack areas should be wiped down and disinfected in between use by each group of children.</p> <p>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.</p> <p>*Staff follow the guidance in cleaning surfaces when disinfecting surfaces before/after/between snack and lunch. Staff on snack/lunch duties ensure that all equipment is cleaned and dried as per guidance.</p> <p>*Cleaning records are maintained to ensure consistency with this.</p> <p>Cleaning of staff areas should be an integral part of the overall cleaning strategy. Staff should use their own cup/cutlery and ensure these are cleaned straight after use.</p> <p>*Staff use their own cutlery/crockery and disinfectant is available for staff to clean eating areas after personal use.</p>	

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				<p>Toys and equipment that children access should be cleaned daily or, if groups of children change during the day, on a sessional basis.</p> <p>Water and playdough should be replaced daily or, if groups of children change during the day, on a sessional basis.</p> <p>If soft furnishings (such as throws and bedding) have been used by a child who shows symptoms of COVID, they should be removed and laundered as quickly as possible.</p> <p>*All resources are cleaned using COVID Guard or hot soapy water and soft furnishings are sprayed/washed at the end of each day. High frequency touch points are cleaned during each session using COVID Guard.</p> <p>*In the event of a child showing signs of COVID resources would be removed and cleaned following guidance.</p> <p>*Water/playdough etc is changed or disposed of when groups change.</p>	



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				<p><b>Table 1 Enhanced cleaning requirements by protection level</b></p> <table border="1"> <thead> <tr> <th data-bbox="1025 544 1196 608">Level 0 and below</th> <th data-bbox="1196 544 1364 608">Level 1</th> <th data-bbox="1364 544 1532 608">Level 2</th> <th data-bbox="1532 544 1700 608">Level 3</th> <th data-bbox="1700 544 1870 608">Level 4/Stay local</th> </tr> </thead> <tbody> <tr> <td data-bbox="1025 608 1196 823">Soft furnishings (such as throws and bedding) should be laundered in accordance with usual cleaning schedule.</td> <td data-bbox="1196 608 1364 823">Soft furnishings (such as throws and bedding) should be laundered frequently - as a minimum weekly.</td> <td data-bbox="1364 608 1532 823"></td> <td data-bbox="1532 608 1700 823">Soft furnishings such as throws and bedding should be used for individual children. If shared they should be laundered between use. If individual, they should be laundered frequently and as a minimum weekly.</td> <td data-bbox="1700 608 1870 823"></td> </tr> </tbody> </table> <p>Toys and equipment that children access should be cleaned daily or, if groups of children change during the day, on a sessional basis</p> <p>At least twice daily cleaning and disinfection of frequently touched objects and hard surfaces.</p> <p>Water and playdough should be replaced daily or, if groups of children change during the day, on a sessional basis.</p> <p>If soft furnishings (such as throws and bedding) have been used by a child who shows symptoms of COVID, they should be removed and laundered as quickly as possible.</p> <p>Settings should continue to emphasise the importance of good hand hygiene.</p>	Level 0 and below	Level 1	Level 2	Level 3	Level 4/Stay local	Soft furnishings (such as throws and bedding) should be laundered in accordance with usual cleaning schedule.	Soft furnishings (such as throws and bedding) should be laundered frequently - as a minimum weekly.		Soft furnishings such as throws and bedding should be used for individual children. If shared they should be laundered between use. If individual, they should be laundered frequently and as a minimum weekly.		
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Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Sharing of resources between home and setting	<p>Children should be discouraged from bringing toys from home to the setting. However, settings can share resources (such as story bags) between setting and home – unless there is a positive case in the home or an outbreak in the setting.</p> <p>Children should not share outdoor clothing or footwear, however if a child has to borrow these they will be laundered after each use.</p>											

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				<p>*Parents have been made aware of this, and staff will remind parents if required. Nursery have a suitable supply of clothing to ensure that children can be changed where necessary. Clothing which is borrowed by a child is laundered upon return.</p> <table border="1" data-bbox="1016 692 1888 1114"> <caption><b>Table 2 Sharing of resources (such as story bags) between setting and home</b></caption> <thead> <tr> <th data-bbox="1025 724 1193 791">Level 0 and below</th> <th data-bbox="1193 724 1361 791">Level 1</th> <th data-bbox="1361 724 1529 791">Level 2</th> <th data-bbox="1529 724 1697 791">Level 3</th> <th data-bbox="1697 724 1865 791">Level 4/Stay local</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="1025 799 1361 858">Settings can share resources between setting and home.</td> <td colspan="3" data-bbox="1361 799 1865 858">Settings should restrict the sharing of resources between setting and home.</td> </tr> <tr> <td colspan="5" data-bbox="1025 866 1865 1018">                     There must be no sharing of resources if there is a positive case in the home or an outbreak in the setting. A cluster or outbreak of COVID-19 occurs when a school has two or more confirmed cases of COVID-19 within 14 days. The local health protection team should be notified. If a plausible transmission link between two or more cases is identified within the school setting, this is indicative of an 'outbreak'; if not, it is referred to as a 'cluster'. The outbreak will be 'closed' by the local health protection team.                 </td> </tr> <tr> <td colspan="5" data-bbox="1025 1026 1865 1098">                     The setting should emphasise to families the importance of good hand hygiene when handling resources that are shared with/by the setting.                 </td> </tr> </tbody> </table>	Level 0 and below	Level 1	Level 2	Level 3	Level 4/Stay local	Settings can share resources between setting and home.		Settings should restrict the sharing of resources between setting and home.			There must be no sharing of resources if there is a positive case in the home or an outbreak in the setting. A cluster or outbreak of COVID-19 occurs when a school has two or more confirmed cases of COVID-19 within 14 days. The local health protection team should be notified. If a plausible transmission link between two or more cases is identified within the school setting, this is indicative of an 'outbreak'; if not, it is referred to as a 'cluster'. The outbreak will be 'closed' by the local health protection team.					The setting should emphasise to families the importance of good hand hygiene when handling resources that are shared with/by the setting.					
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Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Ventilation	<p>All settings must ensure the opening of doors and windows to increase natural ventilation where it is practical, safe and secure to do so, while maintaining appropriate internal temperatures.</p> <p>Mechanical ventilation should be used where this is not possible, ideally set to full fresh air.</p>																					

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				*Windows are kept open throughout the sessions.	
Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Visits by parents	<p>Visits by parents/carers permitted to support children (e.g. during their transition to a new setting) but limited to three households at a time and per day when indoors. Up to 10 households can visit at a time and per day, provided they remain outdoors and the visit is planned in advance.</p> <p>Where virtual arrangements for parental engagement are already in place and working well, these should continue to be used;</p> <p>Parents should be encouraged to take part in the universal testing offer prior to entering the setting;</p> <p>The number of visitors from the same household should be kept to a minimum (no more than two and ideally one);</p> <p>The number of staff meeting with parents/carers in each visit should also be kept to a minimum; and</p> <p>Visits by parents must not take place if there is a positive case in the home or an outbreak in the setting.</p> <p>*Parents visits have been planned during holiday/in service days to ensure guidance is followed. One family member per visit following guidance set out in our risk assessment. Parents will be advised of the universal testing offer and</p>	

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Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Pick up and drop off	<p>Ensure large gatherings of people are avoided and physical distancing is maintained. Advice to wear face coverings, stagger timings etc.</p> <p>*Clear ground markings have been put into place to ensure safe distances, parents drop off at the main Nursery entrance and collect their children from the garden gate and parents are expected to wear face coverings.</p>																
Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Visits by specialist staff	<p>No restrictions on visits by specialist staff (e.g. allied health professionals, local authority officers or inspectors).</p> <p>*Our risk assessment will be shared with any visiting specialists prior to their visit.</p>																

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Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Cohorts/limiting contacts between children	<p>Settings must apply proportionate, risk-based approaches to limiting contacts, managing children within groups. However, the only restriction on group size is registration capacity.</p> <p>*We are below our registration capacity therefore we can manage our children within one group.</p> <div data-bbox="1014 774 1888 1297" style="border: 1px solid black; padding: 5px;"> <p><b>Table 3 Cohorting of children</b></p> <table border="1"> <thead> <tr> <th data-bbox="1043 810 1205 874">Level 0 and below</th> <th data-bbox="1205 810 1373 874">Level 1</th> <th data-bbox="1373 810 1541 874">Level 2</th> <th data-bbox="1541 810 1709 874">Level 3</th> <th data-bbox="1709 810 1877 874">Level 4/Stay local</th> </tr> </thead> <tbody> <tr> <td data-bbox="1043 882 1205 1090">The only restriction on group size is registration capacity.</td> <td data-bbox="1205 882 1373 1090">To limit interactions children should be managed in consistent groups with a maximum size of 56.</td> <td data-bbox="1373 882 1541 1090">To limit interactions children should be managed in consistent groups with a maximum size of 48.</td> <td colspan="2" data-bbox="1541 882 1877 1090">To limit interactions children should be managed in smaller groups, at most equivalent to those in primary school classes – e.g. max 33.</td> </tr> <tr> <td colspan="2" data-bbox="1043 1098 1205 1177"></td> <td colspan="3" data-bbox="1205 1098 1877 1177">Children should remain within the same groups wherever possible and should not mix freely with children in other groups. To avoid confusing children, this should apply when children are outdoors as well as indoors.</td> </tr> <tr> <td colspan="5" data-bbox="1043 1185 1877 1297">When settings are making decisions about exact cohort size (within the maximum specified above), they should consider the impact on the number staff required to self-isolate when one or more person in the group tests positive.</td> </tr> </tbody> </table> </div>	Level 0 and below	Level 1	Level 2	Level 3	Level 4/Stay local	The only restriction on group size is registration capacity.	To limit interactions children should be managed in consistent groups with a maximum size of 56.	To limit interactions children should be managed in consistent groups with a maximum size of 48.	To limit interactions children should be managed in smaller groups, at most equivalent to those in primary school classes – e.g. max 33.				Children should remain within the same groups wherever possible and should not mix freely with children in other groups. To avoid confusing children, this should apply when children are outdoors as well as indoors.			When settings are making decisions about exact cohort size (within the maximum specified above), they should consider the impact on the number staff required to self-isolate when one or more person in the group tests positive.					
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Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Limiting contacts between staff	<p>Staff members should work with the same groups wherever possible. When agreeing staff working patterns, settings are encouraged to maintain as much consistency as possible in the staff who work in close proximity, especially in areas where physical distancing is more challenging.</p> <p>*See previous.</p>	
Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Blended placements	All blended placements can go ahead but if there is an outbreak within the child's cohort arrangement in either of the settings that the child attends, blended placements must be suspended.	

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				*Risk assessment records are shared with all childminders – childminders are expected to share their records to allow for communication between settings.																
			Outdoor learning	Provision should maximise opportunities for outdoor play and experiences.  *We operate a freeflow model therefore children are encouraged to maximise the time that they spend in our outdoor space.																
Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Dance, music, singing and drama	<p>Singing is permitted indoors and outdoors.</p> <table border="1" data-bbox="1016 879 1888 1437"> <thead> <tr> <th data-bbox="1016 916 1200 986">Level 0 and below</th> <th data-bbox="1200 916 1368 986">Level 1</th> <th data-bbox="1368 916 1538 986">Level 2</th> <th data-bbox="1538 916 1709 986">Level 3</th> <th data-bbox="1709 916 1888 986">Level 4/Stay local</th> </tr> </thead> <tbody> <tr> <td data-bbox="1016 986 1200 1286">Singing indoors and outdoors is permitted</td> <td colspan="3" data-bbox="1200 986 1709 1286">At levels 3, 2 and 1, singing outdoors and indoors is permitted for children and adults in ELC settings, as long as careful attention is paid to ensuring effective and adequate ventilation and subject to risk assessment and other risk mitigation measures being implemented. Other risk mitigations include singing: outdoors or indoors in large, well ventilated spaces; at low volume; for short periods of time; in small groups; and with greater physical distancing between adults.</td> <td data-bbox="1709 986 1888 1286">Singing should not happen indoors as an organised large group activity.</td> </tr> <tr> <td colspan="5" data-bbox="1016 1286 1888 1437">At any protection level, children need not be discouraged from singing naturally in the course of activities and play and singing can also be used to comfort young children when necessary.</td> </tr> </tbody> </table>	Level 0 and below	Level 1	Level 2	Level 3	Level 4/Stay local	Singing indoors and outdoors is permitted	At levels 3, 2 and 1, singing outdoors and indoors is permitted for children and adults in ELC settings, as long as careful attention is paid to ensuring effective and adequate ventilation and subject to risk assessment and other risk mitigation measures being implemented. Other risk mitigations include singing: outdoors or indoors in large, well ventilated spaces; at low volume; for short periods of time; in small groups; and with greater physical distancing between adults.			Singing should not happen indoors as an organised large group activity.	At any protection level, children need not be discouraged from singing naturally in the course of activities and play and singing can also be used to comfort young children when necessary.					
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Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		Asymptomatic Testing programme	<p>Staff and settings are encouraged to participate and to report their results.</p> <p>*The Government COVID return is completed fortnightly by the EYSP.</p>	
Spread of infection	Cross contamination of infection, Infection of staff, children and visitors		PPE	<p>Use of PPE should be based on a clear assessment of risk and need for an individual child or young person, such as personal care where staff come into contact with blood and body fluids</p> <p>In cases of suspected COVID-19, the following use of PPE may be considered:</p> <ul style="list-style-type: none"> <li>• A fluid-resistant surgical mask if 2 metre physical distancing cannot be maintained.</li> <li>• Where the child needs direct personal care, gloves and aprons, fluid-resistant surgical mask and eye protection (goggles or a visor) should be worn by staff.</li> <li>• Gloves and aprons should be used when cleaning the areas where the child has been.</li> </ul> <p>Where the use of PPE is risk assessed as being required, staff should be trained in how to put on and take off PPE (as required by Health and Safety Regulations), and suitable waste facilities provided.</p> <p>*Staff have taken part in training regarding infection prevention/using COVID guard/Wearing and disposing of PPE, this is part of our Quality Assurance whereby we revisit training termly to ensure the correct procedures are followed.</p>	

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				*Staff are aware of what to do in the event of a suspected case of COVID-19 and reminders are posted around the setting.	
Spread of infection	Cross contamination of infection, infection of staff, children and visitors		Notification of positive cases	Setting must contact their local health protection team immediately if there is: <ul style="list-style-type: none"> <li>• any suspicion that there may be an outbreak of cases, i.e. two or more confirmed cases in 14 days;</li> <li>• or an increase in the background rate of absence due to suspected or confirmed cases of COVID-19.</li> </ul> Setting must also notify the Care Inspectorate in the event of a suspected case and all confirmed cases of COVID.	
			Risk Assessments	Risk assessments remain a legal requirement – must be conducted and reviewed when circumstances change. Setting-level risk assessments are expected to consider all risks identified in respect of COVID-19  *Our risk assessment is available on the school website and parents are alerted when this has been updated or amended. This risk assessment will be amended if control measures/levels change.	
			Communication with parents/carers	Settings should to communicate any new arrangements to parents and carers, particularly where there are new routines and procedures that children and families will need to understand and follow.	

ELC RISK ASSESSMENT GUIDANCE

Update 06.10.21

Hazard	Risk	Risk level before controls are in place Low, Medium & High	Mitigation	Control Measures	Risk level after controls are in place Low, Medium & High
		<p>In the event that settings are informed of a positive case or cases amongst their staff or children, they should provide parents/carers and staff with a standard letter (template provided) advising them of the facts and providing advice.</p>			