



5 Safety Protocols

As groups start back up it is important that safety protocols are reviewed and enhanced following the restrictions and guidance given by the Scottish Government. This Guidance Sheet offers some initial thoughts regarding this topic.

What's the current challenge?

When considering getting our groups back up and running, we will all be working hard to keep everyone safe. This is important for our users, their families and of course ourselves and anyone who volunteers for us. Depending on your circumstances (e.g. outdoors, large room, numbers of children and families) the steps we take can vastly differ in process and scale.

At all times, it will be important in the first instance to look at the national, local and premises guidelines to ensure you are within these restrictions. When you are satisfied that you meet these, you can carry out a risk assessment of your premises and activities, taking in to account your unique circumstances. If you require a template for a risk assessment, please refer to the future information section or contact Smart Play Network.

Communication

- When welcoming users back to your service, include some guidance on operating track and trace, cleaning of resources and a general reminder about what to do if you have covid symptoms.
- Display signage/posters about covid symptoms, the physical distancing required and hand washing.
- Everyone, including children, should be encouraged to maintain regular handwashing/use of hand gels.

Systems and procedures

- Devise a booking system to limit the number of children and families at your service. This should reflect the space you have available to allow adults to physically distance.
- Record attendance to support the track and trace system.
- Develop a policy around what you will do should you discover that someone in your group has tested positive for Covid-19.
- Carry out a risk assessment before, during and after each session.

General tips

Cleaning: All equipment used will need to be cleaned regularly. You could also consider:

- Sectioning areas and keeping children in groups within sections, moving on at intervals with cleaning taking place in between.
- Limiting items that are more difficult to clean like things with many parts.
- Lots of hand sanitizer stations and even providing hand washing facilities (solar showers are great and very inexpensive).
- Provide disinfectant wipes for families to wipe items themselves.

Snacks / drinks: If you would like to continue to provide healthy snacks at your group consider putting dedicated snack packs together with the child's names on. When providing tea and coffee, encourage families to bring their own cups to fill – not only is this safer but its more environmentally friendly than lots of plastic cups!

Physical distancing: Maintain physical distancing with other adults including colleagues. Where possible, physical distancing with children is encouraged, however it is recognised that this will not always be possible, such as administration of first aid. Incidences such as this should be recorded as part of examining risks.

Play interaction between children should be encouraged as usual, but play which may involve physical contact should be limited as much as is possible.

Outside

In general everyone is being asked to stay outside wherever possible as it will be easier to manage social distancing and infection transmission. This may mean you need to get some new equipment to utilize the outdoor space more. Also you may want to provide signs to ensure parents staying at sessions to remain socially distant, such as cones at the correct distance apart and providing zones to play within.

Inside

Regularly review what the local restrictions are on numbers inside the venue. Thorough and regular cleaning of all heavy handed surfaces (including door handles, tables and chairs) is needed. Consider having dedicated areas for different activities to encourage families to socially distance, and having individual craft packs so there are no sharing of items is a great idea too.



Case Study: Play Plus Toy Library Safety Protocols

Our Play Plus Toy Library has been operating a Click and Collect service since late 2020 in order to support the families in and around the Inch community area. To ensure the safety of the staff and families the project has operated strict cleaning protocols. Below we have summarised how the click and collect service has been operating:

- Toys are available to be booked online via 'Lend Engine' and can only be booked for a maximum of four weeks.
- Toys cannot be booked for the day they return from another family, as they must be kept for at least 48 hours before they are handled/cleaned by staff.
- When a toys is collected it is put in separate plastic bags for each family.
- Toys are given returned and collected outside the venue where we previously operated from, using a van to transport the items.
- The toys that are returned are put straight into bags for storage until the following week.
- Once the toys have been in storage for at least 48 hours, they are then cleaned thoroughly with anti-bacterial wipes before either being put in a new bag for the next collection, or stored in the correct box/container.
- Staff who are working closely together while cleaning the toys wear face coverings, try to maintain social distancing and clean outdoors wherever possible.
- We regularly communicate with our families about the process we operate, including making sure they don't collect or return toys if they are isolating or have symptoms.

From speaking with our families they have really welcomed the click and collect service, as it has supported them with providing new toys or play ideas they can do at home with their little ones.

Smart Play Network Members Support

Member you have access to telephone and email support. For more information about the topics covered in this guidance sheet, or any other queries you may have about your project, please contact us using: 0131 554 2620 or admin@smartplaynetwork.org

Workplace Checklist

Hygiene

- Regularly wash hands thoroughly, particularly as you enter and exit the building.
- Promote hand hygiene to others, including any visitors to your office.

Cleaning

- During and at the end of each day, clean and disinfect frequently touched objects/surfaces (e.g. telephones, door handles, desks, computers).

Other methods of reducing transmission

- Clean all crockery and cutlery with warm water and detergent then dry thoroughly.
- Ensure food (e.g. biscuits) are not left open for communal sharing unless individually wrapped.
- Stagger break times and make use of outdoor space for breaks where possible.
- Use hand sanitiser when handling deliveries.

Work space

- Keep the office tidy, any items not in use should be stored away to allow for easy cleaning.
- Ensure the hallway is clear of items for health and safety.
- If more than one person is in the same space, consider using clear screens between desks.
- Try not to share the office phone and clean it before using the phone.

Further Information

Risk Assessment Example

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

Government Guidance

<https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/>

COVID Posters

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/communications-toolkits-and-leaflets/coronavirus-covid-19-communications-toolkit>

<https://www.gov.scot/publications/coronavirus-covid-19-facts-poster-including-translations-and-accessible-formats/>