

ELC / Emergency Childcare Risk Assessment

| Code | CR 1 | Infection prevention and control | | |
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| Definition | | | | |
| Potential Impact | Causes | Control Effectiveness | | Current Risk Assessment |
| | | Control | Control Assessment | |
| <ul style="list-style-type: none"> Spread of infection Increase in number of individuals who have contracted coronavirus | Pandemic of Coronavirus | The response to the coronavirus COVID-19 outbreak is complex and fast moving. Relevant websites will be checked regularly, and advice will be adapted accordingly. | Staff to be updated by in line with updates | Low |
| | Lack of adequate hygiene | | | |
| | Lack of knowledge/conflicting information of how to respond to the virus and manage the physical environment | Staff should follow good infection control guidance (Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings)) and put in place the guidance from Health Protection Scotland. | check regularly share with all staff | Low |
| | | Handwashing procedure posters should be displayed in areas where handwashing takes place. All staff, parent/carers and children to wash hands before entering setting, build handwashing into daily routine. Where tissues are used, bin immediately, then wash | Member of staff at drop off directing families to handwashing facilities | Low |

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| | hands. Cough directed to crook in elbow. | | |
| | Children should be supervised and supported to follow guidance. | | |
| | Provide additional supplies of resources including tissues, soap and hand sanitiser | Member of staff responsible for stock checks and ordering | Material |
| | | Cleaning routine and checklist for staff | |
| | Staff hair tied back where appropriate and clothes changed daily | | Low |
| | <p>Social distancing and good hygiene practice should be adhered to.</p> <p>Minimise physical contact with the person – e.g. no hand shaking.</p> <p>All should ensure there is 2m between adults where possible.</p> <p>Consideration given to emergency evacuation procedures/ fire drill & muster point.</p> <p>Avoid non-essential use of public transport.</p> <p>Minimise contact with surfaces if possible, e.g. tables, furniture.</p> | Ensure social distancing between in place as far as possible | Low |

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| | <p>Avoid touching eyes, nose and mouth with unwashed hands. Do not share items that come into contact with your mouth such as cups & bottles Practice good hygiene practices regular hand washing by all staff and service users. Preferred options for cleaning hands from HSE guidance on this:</p> <ol style="list-style-type: none">1. soap and hot water2. soap and cold water3. 60% alcohol hand sanitisers <p>As the sanitiser contains alcohol and is flammable, as a precaution to prevent burns, people are advised to wait until the sanitiser has dried on their skin before they touch metals or electrical equipment; before using oxygen or medical devices like oxygen cylinders; before touching patients using oxygen; and before smoking or using lighters/matches.</p> <p>Wash hands for at least 20 seconds when:</p> <ul style="list-style-type: none">- Before leaving home- On arriving at work or other premises- After using the toilet- After break | <p>Ensure this information is shared with everyone who uses sanitiser</p> | |
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| | <p>After sporting activities</p> <ul style="list-style-type: none"> - Before food preparation - Before eating any food, including snacks - Before leaving work - On arrival at home - <p>Handwashing posters displayed in workplaces</p> | | |
| | <p>Good use should be made of the outdoor areas</p> | <p>Staff to plan for outdoors as well as in and encourage freeflow play</p> | <p>Low</p> |
| | <p>Sharing resources should be minimised</p> | <p>Consider using open ended resources.: where resources are used by different groups (e.g. on rotational basis) they should be cleaned between uses.</p> | |
| | <p>Children/staff who are unwell should not attend, in line with usual procedures. Information from Health Protection Scotland states that the virus presents as a fever, cough, loss or change taste or smell. Staff and children who develop symptoms consistent with COVID-19 must follow the Test and Protect guidance, which includes staying</p> | <p>Register of staff and children marked when advice given so all managers aware</p> | <p>Low</p> |

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| | <p>at home, self-isolating, and contacting the NHS for advice on testing. Those who do test positive for COVID-19 will be asked to continue to self-isolate for 10 days and their close contacts, identified through contact tracing, will be asked to self-isolate for 14 days.</p> | | |
| | <p>In line with procedures and guidance, only allow staff and children in good health to be in provision.</p> <ul style="list-style-type: none"> • Where children/ staff have a fever cough, loss or change of taste or smell they should remain at home and must follow the Test and Protect guidance, • Follow infection prevention and control guidelines <p>All staff to be ACC employees with PVGs and references obtained at time of recruitment</p> | <p>Staff greeting children to be aware and refuse entry if child/ staff unwell or displaying symptoms. This is recorded on register or staff rota</p> | <p>Low</p> |
| | <p>Follow procedures to remove from setting where someone becomes unwell</p> <ul style="list-style-type: none"> - NHS guidance followed at all times - Emergency contact list accessible and up to date - Appropriate area/s identified to ensure child can be isolated but | <p>Check emergency contact regularly to ensure that a contact is able to pick a child up if required. Consider additional emergency contacts due to the need for immediate availability.</p> | <p>Low</p> |

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| | <p>appropriately supervised until arrival of emergency contact</p> <ul style="list-style-type: none"> - Remove from setting - Emergency contacts informed immediately - Emergency contact for child - Self-isolate <p>Facilities informed and appropriate level of clean carried out</p> | <p>Inform facilities immediately.</p> | |
| | <p>Children should have snacks within their own cohort</p> | <p>Consider separate snack times for different cohorts</p> | <p>Material</p> |
| | <p>At drop off time children will be brought to entrance by parent and met by a member of staff to reduce risk of infection, reverse on exiting. No visitors, parents, carers beyond front door</p> | <p>Ensure all staff and parents are aware of and following procedures</p> | <p>Low</p> |
| | <p>Increase cleaning frequency of frequently touched surfaces</p> | <p>Cleaning rota established and signed</p> | <p>Low</p> |
| | <p>Isolation area within the building identified in case of any individuals who present as unwell during the session. Request for immediate collection by parents/carers.</p> <p>Area identified which can be supervised to avoid unnecessary distress to a child/ young person</p> | <p>All staff aware of area and activities provided to help keep child calm.</p> | <p>Low</p> |
| | <p>Staff to adhere to health and safety guidelines</p> | <p>First Aider and Child protection lead displayed</p> | |

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| | <p>Emergency contacts double checked</p> <ul style="list-style-type: none"> • Staff with relevant training in place: first aid, epi-pen etc • Meetings with individual parents at initial registration to ensure relevant, timely, accurate information is shared • Named child protection officer in place for each setting • First aiders on site at all times <p>ACC policies adhered to at all times</p> | <p>All staff aware of allergies. How they present and how they are treated.</p> | <p>Low</p> |
| | <p>Guidelines for food hygiene followed at meal and snack times:</p> <ul style="list-style-type: none"> • Increased awareness of infection control procedures • Information to meet the needs of children gathered in advance and shared with catering staff • Menus shared with parents in advance to enable double checking | <p>Cleaning schedules and routines recorded</p> | <p>Low</p> |
| | <p>Consideration given to emergency evacuation procedures/ fire drill & muster point</p> | <p>Fire muster points known by all adults and children</p> | <p>Low</p> |
| | | | <p>Serious Significant</p> |

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| Risk Owner | | Risk Manager | | Residual Risk Assessment |
| Latest Note | | | | Material |
| | | | | Very Low |

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| Code | CR 2 | Risk of staff becoming ill resulting in staffing levels fall below level required to deliver the service | | |
| Definition | | | | |
| Potential Impact | Causes | Control Effectiveness | | Current Risk Assessment |
| | | Control | Control Assessment | |
| Staffing levels fall and not enough to cover running of service. | Pandemic of Coronavirus Despite all guidance being followed vigorously regarding infection control and maintaining very good levels of hygiene coronavirus is highly contagious. | All Health and Safety guidelines always adhered to for prevention of infection. | All staff aware of procedures | Low |
| | | Infection prevention and control guidelines followed rigorously to minimise and prevent | | |
| | | Locality Lead assigned to ensure relief staff are available to cover at short notice. Safer recruitment practice consistently followed, and all staff will be existing | Staff rotas in place | Low |

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| | employees of ACC with PVGs and references | | | |
| | If required, new staff recruited will undergo all necessary checks as detailed in ACC Recruitment policy and guidance. PVG's in place | | | Low |
| | In line with procedures and guidance, only allow staff and children in good health to be in setting - Where children/ staff feel unwell they should remain at home. - Follow infection prevention and control guidelines - All staff to be ACC employees with PVGs and references obtained at time of recruitment | | | Material |
| | | | | Serious |
| | | | | Significant |
| Risk Owner | | Risk Manager | | Residual Risk Assessment |
| Latest Note | | | | |
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| | | | | Very Low |

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| Code | CR 3 | Child/staff member presenting with symptoms within provision | | |
| Definition | | | | |
| Potential Impact | Causes | Control Effectiveness | | |

| | | Control | Control Assessment | Current Risk Assessment |
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| Child/staff member presenting with symptoms, spread of infection | Pandemic of Coronavirus Despite all guidance being followed vigorously regarding infection control and maintaining very good levels of hygiene coronavirus is highly contagious | NHS guidance followed at all times | Updated and shared when required | Low |
| Inappropriate media reporting | | A space identified for self-isolation in each setting. Including those that can be supervised to avoid unnecessary upset of the child. Individual presenting symptoms to limit touching surfaces as far as possible. | Taken to isolation room as soon as presenting with symptoms | Low |
| | | Emergency contacts informed immediately to collect child. ACC Facilities Team to be informed and appropriate level of clean carried out. Follow procedures to remove from setting where someone becomes unwell - NHS guidance followed at all times - Emergency contact list accessible and up to date - Appropriate area/s in settings identified to ensure child can be | Have at least 2 emergency contacts Contact immediately Confidentiality at all times | Low |

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| | | <p>Emergency contacts double checked due to current situation</p> <p>Staff with relevant training in place to meet health care needs e.g. epi pen, first aid</p> <p>First aiders on site at all times following appropriate ratios.</p> <p>All ACC policies adhered to at all times</p> <p>Staff working with children to continue to be calm, nurturing and caring, seeking confirmation from line manager if unsure of anything.</p> | <p>Every shift requires a first aider with epi pen training</p> <p>Everyone aware of CP officer.</p> | Low |
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| Code | CR 5 | Children with dietary needs, allergies or cultural preferences consume food that is unsuitable for them. | | |
| Definition | | | | |
| Potential Impact | Causes | Control Effectiveness | | Current Risk Assessment |
| | | Control | Control Assessment | |
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| <p>Children eat food that is unsuitable for them and causes them to be unwell. Increased risk of infection through consuming food when good hygiene has not been followed -handwashing</p> | <p>Lack of appropriate information being gathered to inform practice. Infection control procedures are not rigorously applied by consumers. Pandemic of Coronavirus Despite all guidance being followed vigorously regarding infection control and maintaining very good levels of hygiene coronavirus is highly contagious.</p> | <p>Menus will be shared with parents for them to double check in advance.</p> | <p>Copy of allergy info in kitchen area</p> | Low |
| | | <p>All information required to meet needs of all children will be gathered in advance and shared with staff</p> | | Low |
| | | <p>Children will be supervised with handwashing and supported to follow good hygiene. They will eat in cohorts.</p> <p>Staff working directly with children will have a source of reference (person/folder) to check food needs prior to snack</p> <p>Staff follow infection control procedures rigorously</p> <p>Surfaces cleaned before and after meals and snacks</p> | <p>Childcare and catering staff have info</p> | Low |

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| Code | CR 6 | . Membership of cohorts change |
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| Definition | Settings should establish cohorts of children (up to 30) who will work together throughout each session. These cohorts should work with the same staff members, where practicable, throughout the session. Cohorts of children should remain consistent as far as is possible. Whenever possible staff members should work with the one group of children throughout the day. | | | |
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| Potential Impact | Causes | Control Effectiveness | | Current Risk Assessment |
| | | Control | Control Assessment | |
| An increase in the number of close contacts for each child and member of staff could increase the risk of spread of infection. | Membership of cohorts change due to patterns of attendance. | <p>As far as possible groups of children will remain consistent. When there is a change in membership of a group, extra precautions should be taken</p> <p>Continue to follow all policies and procedures that are in place regarding infection prevention and control</p> | <p>In line with procedures and guidance, only allow staff and children in good health to be in provision. Check on arrival that no child/member of staff have been ill prior to attending.</p> | Low |
| | Staff changeover due to cover for toileting, etc, | | <p>Staff to maintain a 2m distance from each other. All policies and procedures to be followed.</p> | Low |

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| | | <p>limit the number of close contacts for each child and member of staff. This will reduce the risk of spread of infection.</p> <p>Children/staff who are unwell should not attend, in line with usual procedures. Information from Health Protection Scotland states that the virus presents as a fever, cough, loss or change taste or smell. Staff and children who develop symptoms consistent with COVID-19 must follow the Test and Protect guidance, which includes staying at home, self-isolating, and contacting the NHS for advice on testing. Those who do test positive for COVID-19 will be asked to continue to self-isolate for 10 days and their close contacts, identified through contact tracing, will be asked to self-isolate for 14 days.</p> | <p>Ensure all staff/parents are familiar with the Test and Protect Guidance.</p> | |
| | | <p>Staff should work consistently within one cohort. Relief staff should only work in one setting</p> | <p>No peripatetic staff in settings and relief staff will be allocated to one setting.</p> | |

