

ELC / Emergency Childcare Risk Assessment

Updated February 18th 2021 and shared with staff verbally 19th February

Staff directed to appropriate training regarding PPE and hygiene measures, as per school risk assessment

Shared with parents by groupcall and published on website – 19th February

Code	CR 1	Infection prevention and control		
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 and children to wash hands immediately on entering	Member of staff at drop off directing children to handwashing facilities	

	<p>setting, build handwashing into daily routine. Where tissues are used, bin immediately, then wash hands. Cough directed to crook in elbow.</p>		Low
	<p>Children should be supervised and supported to follow guidance.</p>		
	<p>Provide additional supplies of resources including tissues, soap and hand sanitiser</p>	<p>Member of staff responsible for stock checks and ordering Susan Shand</p>	Material
		<p>Cleaning routine and checklist for staff: Toilets Pegs Surfaces and chairs Resources, pens, pencils, aprons (water and painting) Outdoor equipment (chute and sand) Initialled set of outdoor clothing doesn't need to be washed every day Toothbrushing arrangements to be confirmed</p>	

		Morning and afternoon snack dishes and cutlery	
	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> <p>Avoid touching eyes, nose and mouth with unwashed hands.</p> <p>Do not share items that come into contact with your mouth such as cups & bottles</p> <p>Practice good hygiene practices regular hand washing by all staff and service users.</p> <p>Preferred options for cleaning hands from HSE guidance on this:</p>	<p>Ensure social distancing in place as far as possible</p> <p>Staff to wear appropriate masks at all times in nursery, toilets and cloakroom area.</p>	Low

	<p>1. soap and hot water 2. soap and cold water 3. 60% alcohol hand sanitisers</p> <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>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>Ensure this information is shared with everyone who uses sanitiser</p>	
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	<p>Good use should be made of the outdoor areas PE should only take place outside</p> <p>Singing should not happen indoors as an organised, large group activity. However children sing naturally in the course of activities and play, and should not be discouraged from doing so. Singing can also be used to comfort young children when necessary.</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>Using open ended resources. Sets of resources are used by different groups i.e. AM/PM (e.g. on rotational basis). Where this is not the case they will 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</p>	<p>Register of staff and children marked when advice given so all managers aware</p>	<p>Low</p>

	<p>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>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.</p> <p>This is recorded on register or staff rota</p> <p>Staff to take phones to drop off and call for support if needed</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 	<p>Check emergency contact regularly to ensure that a contact is able to pick a child up if required.</p> <p>Consider additional emergency contacts due to the need for immediate availability.</p>	<p>Low</p>

	<ul style="list-style-type: none"> - Isolation area identified and PSA supervision to be arranged to release EYP until arrival of emergency contact. - Remove from setting - Emergency contacts informed immediately - Self-isolate in quarantine room in school <p>Facilities informed and appropriate level of clean carried out</p>	Inform facilities immediately.	
	Children should have snacks within their own cohort	Consider separate snack times for different cohorts 2m distancing and mask for adult supporting children with snack	Material
	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	Ensure all staff and parents are aware of and following procedures Parents encouraged to arrive timely to avoid interrupting session.	Low
	Increase cleaning frequency of frequently touched surfaces	Cleaning rota established and signed	Low
	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.	All staff aware of area and activities provided to help keep child calm. Supporting staff to take child to quarantine room in school	Low

	Area identified which can be supervised to avoid unnecessary distress to a child/ young person	Get PSA if child can cope with this PPE and stay with child if needed Call parents Notify SMT	
	Staff to adhere to health and safety guidelines Emergency contacts double checked <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 ACC policies adhered to at all times	First Aider and Child protection lead displayed All staff aware of allergies. How they present and how they are treated.	Low
	Guidelines for food hygiene followed at meal and snack times: <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 	Cleaning schedules and routines recorded	Low

		<ul style="list-style-type: none"> Menus shared with parents in advance to enable double checking Staff supporting children with snack should maintain 2m social distance as much as possible and wear PPE when necessary. 		
		Consideration given to emergency evacuation procedures/ fire drill & muster point	Fire muster points known by all adults and children	Low
				Serious
				Significant
Risk Owner	G Watson	Risk Manager	S Horne	Residual Risk Assessment
Latest Note	Updated 18/02/2021			
				Material
				Very Low

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.	Staff rotas in place	Low
		Safer recruitment practice consistently followed, and all staff will be existing 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	G Watson	Risk Manager	S Horne	Residual Risk Assessment
Latest Note	Updated 18/02/2021			
				Material
				Very Low

Code	CR 3	Child/staff member presenting with symptoms within provision		
Definition				
Potential Impact	Causes	Control Effectiveness		Current Risk Assessment
		Control	Control Assessment	
Child/staff member presenting with symptoms, spread of infection Inappropriate media reporting	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 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. Emergency contacts informed immediately to collect child.	Updated and shared when required Taken to isolation room as soon as presenting with symptoms Have at least 2 emergency contacts	Low Low

		<p>ACC Facilities Team to be informed and appropriate level of clean carried out.</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 (refresh with parents) (in folder in cabinets) - Appropriate area/s in settings identified to ensure child can be isolated but appropriately supervised until arrival of emergency contact - Remove from setting - Self-isolate <p>Staff to ensure appropriate use of social media within provision.</p>	<p>Contact immediately</p> <p>Confidentiality at all times</p>	<p>Low</p>
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Code	CR 4	Staff are working with children who are new to them and who they may not know well, with the risk that individual children's needs are not fully met.		
Definition				
Potential Impact	Causes	Control Effectiveness		Current Risk Assessment
		Control	Control Assessment	
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<p>Staff are not fully knowledgeable of each child's individual needs.</p> <p>A child's needs are not adequately met.</p> <p>A child may feel upset, worried or anxious</p>	<p>Pandemic of Coronavirus</p>	<p>Clear information about children's individual circumstances and how to meet children's needs should be discussed at initial visit – feature of new start visits, with forms issued for file on first day</p> <p>Meetings with individual parents at initial registration to ensure relevant, appropriate information is passed on and shared with staff in a timely manner</p> <p>Refreshed for all children as soon as possible</p> <p>Emergency contacts double checked due to current situation – refreshed as soon as practically possible</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,</p>	<p>Double checked with initial registration</p> <p>All info recorded and shared</p> <p>2 contacts required</p> <p>Every shift requires a first aider with epi pen training</p> <p>Everyone aware of CP officer.</p>	<p>Low</p> <p>Low</p> <p>Low</p>
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		seeking confirmation from line manager if unsure of anything.		
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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	
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	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	Menus will be shared with parents for them to double check in advance. All information required to meet needs of all children will be gathered in advance and shared with staff – refreshed as soon as practically possible Children will be supervised with handwashing and supported to follow good hygiene. They will eat in cohorts. Staff working directly with children will have a source of reference	Copy of allergy info in kitchen area Sharon S Childcare staff have info	Low Low

	good levels of hygiene coronavirus is highly contagious.	(person/folder) to check food needs prior to snack Staff follow infection control procedures rigorously Surfaces cleaned before and after meals and snacks		Low
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Code	CR 6	. Membership of cohorts change		
Definition	Settings should establish cohorts of children (up to 33) 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. Encourage families to limit the number of settings a child attends			
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.	. 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	In line with procedures and guidance, only allow staff and children in good	Low

	<p>Staff changeover due to cover for toileting, etc,</p>	<p>Continue to follow all policies and procedures that are in place regarding infection prevention and control</p> <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</p>	<p>health to be in provision. Check on arrival that no child/member of staff have been ill prior to attending.</p> <p>Staff to maintain a 2m distance from each other. All policies and procedures to be followed.</p> <p>Ensure all staff/parents are familiar with the Test and Protect Guidance.</p>	<p>Low</p>
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		<p>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>Staff will work across AM/PM groups. Key workers identified for each group; who should do close contact support with the children in their group (i.e. toileting support). All staff are available to support in both groups should the need arise. Staff should minimise time spent within 2m of children as much as possible. Staff should maintain 2m distance from each other at all times. Staff should wear masks at all time in the nursery, toilets and cloakroom. All areas should be well ventilated at all times. Staff should wash hands frequently in the specified manner, and encourage children to follow hygiene guidance at all times too.</p>	<p>Peripatetic and relief staff in nursery will be limited to the minimum necessary, and all staff will be given nursery and school risk assessments in advance.</p>	

