

CORNHILL NURSERY Childcare Risk Assessment 4/9/20

Updated 13/11/20 23/2/21, 7/5/21

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.	PT/SEYP responsibility to share any updates with all staff.	Low
	Lack of adequate hygiene	Relevant websites will be checked daily and advice will be adapted accordingly.		
	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.	PT/SEYP responsibility to ensure all staff following guidance at all times.	Low
		Handwashing procedure posters should be displayed in areas where handwashing takes place.	Posters displayed in all toilet/sink areas.	

		<p>All staff and children to sanitise hands before entering/exiting the setting.</p> <p>Handwashing built into daily routine.</p> <p>Where tissues are used, bin immediately, then wash hands. Cough/sneeze directed to crook in elbow.</p>	<p>Member of staff at drop off ensuring children use sanitising facilities on entering the building.</p> <p>Handwashing will take place for all children after they have got changed.</p> <p>Children to sanitize their clean hands before exiting the building at home time.</p> <p>Handwashing will take place before and after snack, after toileting, after outdoor play, after using playdough/sand/water.</p> <p>Staff to ensure handwashing takes place if child has sneezed coughed into hands. Surfaces to be wiped.</p>	<p>Low</p>
		<p>Children should be supervised and supported to follow guidance.</p>	<p>Adults will be present during handwashing times.</p>	
		<p>Provide additional supplies of resources including tissues, soap and hand sanitiser</p>	<p>Nursery staff responsible for stock checks and ordering.</p>	
		<p>Rigorous cleaning procedures to be carried out between sessions and at end of day.</p>	<p>Thorough cleaning routine set up and checklist for staff to complete daily. Copies to be kept as evidence.</p>	

	Staff hair tied back where appropriate and clothes changed daily.	Staff responsible themselves for this, but monitored by SEYPs	Low
	Social distancing and good hygiene practice MUST be adhered to.	Ensure social distancing in place between staff at all times in the nursery and in the outdoor area.	
	Minimise physical contact with other person – e.g. no hand shaking.	Ensure 2m distance between parents at drop off/pick up times.	
	Staff must ensure there is 2m distance between themselves and parents as much as possible.	Ensure 2m distance between parents and staff at drop off/pick up times. Staff can be in closer contact with the children – especially if they require comforting/changing, but this should not be for extended periods of time. Nursery children are no longer expected to be 2m apart.	Low
	Consideration given to emergency evacuation procedures/ fire drill & muster point.	Staff are aware of fire procedures and muster points, but must remain 2m apart from other adults during such situations.	Low
	Avoid non-essential use of public transport.	Staff encouraged to walk or drive alone to work. Where this is not possible and public transport must be used, staff must	Low

		<p>Minimise contact with surfaces where 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>If unwell do not share items such as dishes, pencils & towels</p>	<p>wear a face covering and adhere to 2m social distancing.</p> <p>Ensure regular cleaning of frequently touched surfaces by children and staff. Staff must clean phones/laptops etc after use. (Part of Janitor's daily remit too)</p> <p>Ensure regular handwashing/sanitising.</p> <p>Staff/children MUST wash/sanitise hands promptly if they have touched their face etc.</p> <p>Staff will not share crockery or utensils etc. Staff will take their own dishes/cutlery etc to school for lunch.</p> <p>No sharing of dishes permitted. Staff to use own pencils/pens unless wiped with antibacterial wipe afterwards. If unwell, assess whether child/staff member needs to go home.</p> <p>Children ;</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
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		<p>Good hygiene practices carried out - regular hand washing by all staff and service users.</p> <p>Wash hands for at least 20 seconds/sanitise:</p> <ul style="list-style-type: none"> - Before leaving home - On arriving at work or other premises - After using the toilet - Before/After food preparation - Before/After eating any food, including snacks - Before leaving work - On arrival at home <p>Fresh clothes to be worn everyday.</p> <p>Handwashing posters displayed in workplaces.</p>	<p>Sanitise hands on entering the nursery, wash hands after getting changed into indoor clothing, wash hands before and after snack, after toileting, after use of playdough/sand/water etc. Sanitise before outdoor play, and wash after outdoor play. Use of sanitiser on exiting the nursery.</p> <p>Staff ; Sanitise hands on entering the school building, follow handwashing procedure on arrival in nursery, wash hands/sanitise frequently throughout the day, especially before and after snack, toileting, medical dealings.</p> <p>To be monitored by SEYPs</p> <p>Children and adults to wear a fresh set of clothes every day. Clothes should not be worn 2 days in a row unless washed at night.</p> <p>To be monitored by SEYPs Displayed in all nurseries in appropriate areas.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
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		<p>Numbers of children playing/learning limited in each area.</p>	<p>No longer necessary as class size has been capped at 33 max for now.</p> <p>Nursery will have a rigorous clean between AM and PM session.</p> <p>Resources will either be separate for each session, OR if to be used for both, will be thoroughly cleaned inbetween.</p> <p>All resources will get cleaned at lunchtime regardless.</p> <p>Fewer resources on offer indoors/outdoors.</p> <p>Only easily wiped resources being used.</p> <p>No soft furnishings or teddies etc.</p>	<p>Low</p>
		<p>Good use should be made of the outdoor areas to support social distancing.</p>	<p>Staff to plan for as much outdoor play as possible. When children are more settled back into the routine, encourage free-flow play between indoors and outdoors.</p> <p>Inductions with parents and new children to take place outside.</p> <p>Waterproofs for staff and children now ordered and available for use.</p>	<p>Low</p>

			<p>Parents to provide waterproof clothing if possible.</p> <p>Mud kitchen resources and cute areas to be cleaned thoroughly before and after use.</p> <p>Natural resources do not require to be sprayed.</p>	
		<p>Children/staff who are unwell should not attend, in line with usual procedures.</p> <p><i>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 7 days and their close contacts, identified through contact tracing, will be asked to self-isolate for 14 days.</i></p>	<p>Register of children recorded daily - sign in book.</p> <p>Children/staff who are unwell advised to stay at home.</p> <p>A3 flow chart of test and protect procedures displayed in nursery and on school website.</p> <p>Ensure staff/parents are aware of Test and Protect Procedure.</p> <p>Note made if COVID advice has had to be given to parent/staff so all managers aware.</p> <p>Staff absences and reason MUST be noted in PT records.</p>	<p>Low</p>

		<p>Care Inspectorate to informed every Tuesday of Staff and Child absences.</p> <p>Thermometer purchased to check children's temperatures if need be.</p>	
	<p>In line with procedures and guidance, only allow staff and children in good health to be in nursery provision.</p> <p>>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,</p> <p>>Follow infection and control guidelines</p> <p>>Assign coordinator to ensure effective staffing ratio & cover at short notice</p> <p>>All staff to be ACC employees with PVGs and references obtained at time of recruitment</p>	<p>Staff greeting children to refuse entry if child displaying symptoms.</p> <p>Record information on register/seemis.</p> <p>SEYP/EYP to refer to flowchart.</p> <p>PT remit</p>	<p>Low</p>
	<p>Follow procedures to remove from setting where someone becomes unwell</p> <p>- NHS guidance followed at all times</p>	<p>- Remove from setting</p> <p>- Emergency contacts informed immediately and reminded of Test and Protect Procedure.</p> <p>- Move to SFL room, supervised.</p> <p>- Self-isolate</p>	<p>Low</p>

		<p>- Emergency contact list accessible and up to date</p>	<p>Facilities informed and deep clean carried out</p> <p>Check emergency contact regularly for any updates.</p>	
		<p>Children should sit 2m apart at meals and snack times and where ever possible.</p>	<p>No longer necessary as not expected to have 2m distancing between ELC children, but staff will be super vigilant of children's hygiene practises during snack time.</p>	<p>Low</p>
		<p>At pick up time children will be brought to entrance when parent arrives, by a member of staff to reduce risk of infection.</p> <p>No visitors, parents, carers beyond front door.</p>	<p>Ensure all staff and parents are aware of and are following the COVID drop off/pick up procedures correctly.</p> <p>No parents in building at present. Visitors now able to come into school providing they are adding to the support of the child. RA's to be sent to visitors. Visitors allowed in 2 settings per week but not on same day.</p> <p>Social distancing adhered to between all adults.</p>	<p>Low</p>

		Only nursery staff to use sign in book. (Parents will no longer write in the book themselves)	
	Increase cleaning frequency of frequently touched surfaces and before and after meals and snacks	Cleaning rota established and signed. Staff to use wipes after using phone, computer, switches etc. Sinks to be cleaned after use and children to be supervised in toilet area.	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. Area identified which can be supervised to avoid unnecessary distress to a child/ young person	All staff aware of area in SFL room. All emergency contacts up to date. Staff to supervise child, socially distanced, until parent appears.	Low
	Staff to adhere to health and safety guidelines >Clear information about individual circumstances and meeting needs from current records on SEEMIS >Emergency contacts double checked >Staff with relevant training in place: first aid, epi-pen etc	PT has carried out Google MEETS with some health professionals and staff from previous nurseries. Contact details updated. All staff aware of allergies, how they present and how they are treated	Low

		<p>>Meetings with individual parents at initial registration to ensure relevant, timely, accurate information is shared</p> <p>>Named child protection officer in place for each setting</p> <p>>First aiders on site at all times</p> <p>>ACC policies adhered to at all times</p>	<p>(See indoor kitchen cupboard N1/2 and kitchen area N3).</p> <p>Person who snack allergy sheet must be the person who distributes snack. Must be checked by another member of staff and signed by SEYP.</p> <p>All staff first aid trained.</p> <p>Returner parents have been called/emailed for any care plan updates and this has been recorded on the plan.</p> <p>New parents/children will have outdoor induction.</p> <p>Staff aware of Named person : HT for school, Health Visitors for Nursery children.</p> <p>First Aider and Child Protection Lead displayed on entry to building and in the areas used.</p>	
		<p>Guidelines for food hygiene followed at meal and snack times:</p> <p>>Increased awareness of infection control procedures</p>	<p>Cleaning schedules/routines recorded.</p> <p>Staff extra vigilant with hygiene/cleaning measures.</p>	<p>Low</p>

		Consideration given to emergency evacuation procedures/ fire drill & muster point	Fire muster points known by all adults and children – same as before COVID, but adults 2m distanced.	Low
		Ventilation procedures to be adhered to.	Ensure 2 windows are open in clas, plus the door (staff to assess safety element) Staff to follow Flowchart print outs displayed in nursery.	
		PPE procedures to be followed rigidly	Staff to follow PPE guidance - putting on and removing PPE - posters displayed in nursery.	
		Staff to wear fluid resistant masks	In communal areas, as part of PPE, where a 2m distance cannot be maintained between adults and if in close proximity with children for an extended period.	
		Staff can opt to take part in ELC asymptomatic self test procedures	Twice weekly lateral flow tests carried out - Wed am and Sunday pm	

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 rigorously regarding infection control and	All Health and Safety guidelines always adhered to for prevention of infection.	All staff aware of procedures. SEYP to monitor.	Low

	maintaining very good levels of hygiene, coronavirus is highly contagious.	Infection prevention and control guidelines adhered to vigilantly, to minimise and prevent spread.	All staff aware of procedures. SEYP to monitor.	Low
		Coordinator assigned to ensure relief staff are available to cover at short notice.	Locality Lead/PT. Cover harder to find now though due to being allocated to school and only being allowed to work in one establishment.	Low
		Safer recruitment practice consistently followed, and all staff will be existing employees of ACC with PVGs and reference		
		If required, new staff recruited will undergo all necessary checks as detailed in ACC Recruitment policy and guidance. PVG's in place		
		In line with procedures and guidance, only allow staff and children in good health to be in nursery provision. - Where children/ staff feel unwell they should remain at home. - Follow infection and control guidelines	Unwell children will be advised to stay at home. Anyone who becomes unwell during session will be sent home if necessary.	Material

		- Assign coordinator to ensure effective staffing ratio & cover at short notice All staff to be ACC employees with PVGs and references obtained at time of recruitment	PT/SEYPs Locality Lead/PT	
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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 rigorously regarding infection control and maintaining very good levels of	NHS guidance followed at all times A space identified for self-isolation in each setting.	Updated and shared by PT/SEYPs when required Flow chart followed and person taken to	Low

	hygiene, coronavirus is highly contagious.	Individual with presenting symptoms during session to leave premises asap	SFL room as soon as presenting with symptoms.	Low
		Emergency contacts informed immediately to collect child.	Have at least 2 emergency contacts - Contact immediately.	
			Emergency contacts to be kept up to date.	Low
		ACC Facilities Team to be informed and deep clean carried out.	PT to contact	

Code	CR 4	Staff are working with NEW admission children who they may still not know very 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	
Staff are not fully knowledgeable of each child's individual needs.	Pandemic of Coronavirus Emergency Childcare in place to allow NHS	Clear information about children's individual circumstances and how to meet children's needs from current records from SEEMIS (if pre-schoolers)	Info gathered at induction meeting and/or MEET with previous setting/involved professionals.	Low

<p>A child's needs are not adequately met. A child may feel upset, worried or anxious</p>	<p>staff to respond to the pandemic. Information is not gathered and shared correctly</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 (Care Plan)</p> <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>All info recorded on Care Plan and shared with all members of staff.</p> <p>2 contacts have been acquired.</p> <p>Every session requires a first trained member of staff.</p> <p>All staff First Aid training up to date.</p> <p>Staff to refresh knowledge of any policies they might be unsure of.</p>	<p>Low</p> <p>Low</p>
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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.	All information required to meet needs of all children will be gathered in advance and shared with all staff.	Important information gathered at induction. Clear allergy information displayed in kitchen areas.N1/2 cupboard/N3 – low kitchen wall	Low Low

	<p>Pandemic of Coronavirus.</p> <p>Despite all guidance being followed vigorously regarding infection control and maintaining very good levels of hygiene as coronavirus is highly contagious.</p>	<p>Children will be supervised with handwashing and supported to follow good hygiene.</p> <p>Staff working directly with children will have a source of reference (kitchen cupboard area) to check food needs prior to snacktimes.</p> <p>Staff follow infection control procedures rigorously.</p>	<p>Daily snack sheet to be completed for children with food intolerances/allergies and will be countersigned by another adult.</p> <p>Staff to monitor handwashing at all times.</p> <p>Staff must check allergy advice prior to preparing/serving snack & have sheet countersigned.</p> <p>SEYPS to monitor</p>	<p>Low</p>
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