

The following risk assessment covers additional risks and areas to be considered whilst the Coronavirus Pandemic remains a threat to our health and society, and until the **Scottish** government advises on any relaxation of protective measures.

Item / Area	People at risk	Hazards Identified	Actions Taken to Minimise Risk	Further / Ongoing Action Required	Notes
Risk of Infection being brought into setting	Everyone	<p>Everyone has the potential to catch, carry or spread coronavirus – Key workers are at greater risk of being exposed to coronavirus.</p> <p>Risk that children and parents can bring virus into setting, spreading to other families, or staff getting or spreading virus.</p> <p>No control over families social contact or hygiene measures out with setting.</p> <p>Staff may bring the virus into the setting.</p>	<p>Follow government and health guidance and implement procedures within setting to help minimise risk.</p> <p>Advise parents of setting procedures and keep them informed of any changes or updates in government or health advice.</p> <p>Remind families of the importance of following social distancing guidance at all times for the protection of everyone that uses service and for parents to follow health and safety guidance whilst at work.</p> <p>Ask parents to inform immediately of anyone in their household is displaying symptoms. They will be asked to stay at home for the recommended isolation period.</p> <p>Staff will have temperature checked upon arrival. If temperature above 38 Celsius, they will be sent home and encouraged to be tested, and not expected to return to work until negative test is received.</p>	<p>Keep up to date with the latest government and health advice.</p> <p>Keep up to date with the latest Care Inspectorate advice for childcare settings.</p> <p>Maintain excellent hygiene standards at all times.</p> <p>Regularly thank parents for helping to implement new safety measures</p>	
Social Distancing	Everyone	<p>Drop off and Collection – Parents and families / members of different households risk coming into close contact with one another.</p> <p>Children coming into contact with one another and playing in close proximity to one another. Very difficult to implement social</p>	<p>Parents/carers or other family members will not enter the setting. Children should be dropped off and collected at the door. Parents will be asked to follow social distancing guidelines while waiting. (See temporary Collection Procedure)</p> <p>They will also be asked for the child's pin number rather than signing out. (See temporary Collection Procedure)</p> <p>Extra care will be taken to implement hygiene and infection control procedures if staff need to carry out intimate care such helping a young child change their clothes after a toileting accident or for first aid.</p>	<p>Outdoor gazebo will provide shelter for parents as they wait.</p> <p>Ensure adequate signage for parents so they know and understand the guidelines to minimise risk</p>	

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		<p>distancing.</p> <p>Coming into contact with other individuals or families when dropping off or collecting children from school/other clubs.</p> <p>No control over minded families social contact out with setting.</p>	<p>The staff will make full use of outdoor playground, den building area and the garden as much as possible. Activities outdoors will more easily allow for distance between children and adults whilst providing opportunities for fresh air and exercise.</p> <p>The school will be contacted to determine collection procedures.</p> <p>All families will be encouraged to follow social distancing guidance upon drop off and collection.</p> <p>Face mask or face shield should be worn at all times whilst indoors or coming into close contact (within 2 meters) of children (or anyone else) outdoors.</p> <p>Full PPE should be worn when administering first aid, including facemask/shield, apron and gloves.</p>		
Staff team working together	Staff	<p>Staff arriving and leaving, using a shared staff room.</p> <p>Staff working together in areas of the building and playground</p>	<p>Staff start and finish times will be staggered to lower the amount of staff using the staff room and other areas at the same time, allowing for easier social distancing.</p> <p>Staff will be required to remain at least 2 meters apart at all times.</p> <p>An investment of equipment and planning time for outdoor activities to encourage children to spend more time outside, meaning more staff can be outside, allowing for better social distancing and ventilation.</p> <p>Only kitchen duty staff member will be allowed in the kitchen due to difficulties with ventilation and social distancing.</p> <p>A screen also in place to cover kitchen hatch to prevent the spread of virus particles into kitchen.</p> <p>Face mask and face shields will be supplied for staff.</p> <p>A face mask or shield should be worn by staff whilst in the Club Hall, or when engaging with a child with less than 2 meters distancing (such as when giving first aid/helping a child with a task, personal care, etc)</p>		

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Hygiene & Infection Control Handwashing and Intimate Care	Everyone	<p>No control over families hygiene procedures out with setting.</p> <p>Children unable to wash hands correctly.</p> <p>Children may sneeze or cough spreading germs around the setting.</p> <p>Children and young children are prone to having accidents. Germs could be spread from soiled clothing.</p>	<p>The youngest children will be supervised washing their hands immediately on arrival to the setting and at various times during the session e.g. before and after snack, after visiting the toilet</p> <p>Parents may be asked to provide a spare change of clothes for their child which will be kept in a bag at the setting. Any soiled clothing will be double bagged and given to parents to be washed at home.</p>	<p>Ensure there is always an adequate supply of hygiene products such as antibacterial soap and disposable paper towels to enable everyone to wash and dry their hands properly, also tissues and antibacterial cleaners.</p> <p>Ensure good ventilation within the setting by keeping windows open where possible.</p>	
Hygiene & Infection Control Toys / Equipment & Resources	Everyone	<p>Coronavirus can live on surfaces for a number of days</p> <p>Germs could be spread where resources or equipment is shared between children.</p>	<p>Staff will ensure our Hygiene Policy is strictly adhered to and introduce further measures to clean surfaces that are touched frequently such as toys, books, tables, chairs, doors, sinks, toilets, light switches and bannisters, more regularly than normal.</p> <p>No toys etc should be brought in from home.</p> <p>Activities that involve the sharing of any resources should be avoided, unless we can provide each child with their own tools and individual amount of material that can be disposed of after play.</p>	<p>Cleaning schedules will be used to ensure toys and equipment are cleaned and disinfected regularly –</p> <ul style="list-style-type: none"> • Pre Breakfast Club (Cleaning company) • Post Breakfast Club • Pre After School Club • At the end of After School Club 	
Food & Equipment	Everyone	Risk of virus being brought in to setting on	All snacks will be provided at the setting.	Parents will be discouraged from providing packed lunches or any other	

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		<p>groceries or other items.</p> <p>GermS could be spread where equipment is shared between children.</p> <p>Risk of staff spreading virus onto food/food preparation surfaces.</p>	<p>All grocery items will be wiped down with diluted bleach or alcohol wipes and all fruit and vegetables washed before storing away.</p> <p>All crockery and cutlery will be cleaned with general purpose detergent or, whenever possible, washed in the dishwasher and dried thoroughly before being stored for re-use.</p> <p>Tea/coffee facilities will be temporarily removed – staff should not eat or drink whilst on the premises – either before, during or after their shift (apart from drinking water or for those with medical needs. Disposable cups/plates etc should be used in these situations.)</p> <p>Only staff member on kitchen duty is permitted to be in the kitchen for the duration of the session, except in an emergency situation.</p> <p>Pre-packaged food will be used as snack for the foreseeable future.</p> <p>Perspex screen will cover the kitchen hatch to prevent the flow of germs/virus etc entering the kitchen.</p>	<p>food items to minimise the risk of cross contamination.</p>	
Illness and Infection	Everyone	<p>Children or their family members could be carrying the virus and risk bringing it into setting.</p> <p>Risk that staff could carry the virus and pass it on to children and families.</p>	<p>Parents & carers will be asked to follow the COVID-19: guidance for households with possible coronavirus infection families should follow this guidance if a child, parent or any other member of their household display symptoms or discover that they have been in close contact with a confirmed case of coronavirus.</p> <p>We will request children to be kept at home for 7 days, even if they are displaying only minor symptoms that would normally be associated with a cough and cold.</p> <p>Staff will have temperature checked upon arrival. If temperature above 38 Celsius, they will be sent home and encouraged to be tested, and not expected to return to work until negative test is received.</p> <p>If staff display symptoms or come into contact with a confirmed case of coronavirus, government advice will be followed. We will notify families immediately and close the setting for the duration</p>		

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			of the isolation period.		
Emotional Support	Everyone	<p>Parents and families may be facing many difficulties at this time, including added work or financial pressures on top of anxieties about the virus and the safety of their children and family.</p> <p>Emotional breakdowns / mental health issues</p> <p>Children struggling to understand or cope with their emotions or changes to their routines,</p> <p>Staff maybe struggling as above.</p>	<p>Staff will work with families in whatever way they can to support and reassure them through this difficult period.</p> <p>Parents and carers will be encouraged to share any concerns and speak to senior staff in confidence if required.</p> <p>Staff will pass on any information or guidance that may be helpful to parents in dealing with various challenges.</p> <p>Staff will do whatever they can to reassure children and help them to feel at ease. Staff will take time to listen to children and talk to them about any worries they might have using words that they will understand.</p> <p>Management will provide confidential help and advice for staff experiencing any challenges re Covid 19 and returning to work. Staff will be offered employee counselling</p>	<p>Be aware that many children and families will be struggling to cope with the changes to our usual routines during the pandemic. Provide as much reassurance as possible and provide activities that might help them to better understand and manage their emotions.</p> <p>Regular meetings with staff to offer support.</p>	
Communication	Everyone	<p>Parents not being provided with important information about their child. With social distancing measures in place, it may not always be possible to chat with parents about their child's day during set drop off and collection times.</p> <p>Risk of virus being passed between household on paper documents or folders.</p>	<p>Staff will use digital methods for communication as much as possible to keep parents informed.</p> <p>Staff will also use these digital methods to keep parents informed of any other important information or any changes to the setting procedures.</p> <p>For the time being, only essential paper documents that require a signature such as accident / incident or consent forms will be given home with the child at collection time to be returned to the setting on the next day of attendance.</p>	<p>Parents will be reminded to take extra care with documents containing personal details or confidential information.</p>	

Carried out by: Fiona Ansdell/Paddy Morrison

Further Comments:

Risk Assessment Review Dates: 17th August 2020