**Argyll & Bute Council Risk Assessment Form**

* Form to be completed only by competent, trained assessors.
* Use in conjunction with Guidance on Risk Assessment and flow process chart – calculate risk rating from matrix, Likelihood x Severity = Risk Rating.
* Insert photographs where appropriate or available.
* Once completed pass form to line management for implementation of any new control measures identified.
* Copy to be retained within service.
* Copy to be sent to Health & Safety Manager, Improvement & HR, Whitegates Road, Lochgilphead, PA31 8SY.
* If you require additional guidance or help contact healthandsafety@argyll-bute.gov.uk

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | **LIKELIHOOD** | | | | |
| **1** | **2** | **3** | **4** | **5** |
| **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| **S**  **E**  **V**  **E**  **R**  **I**  **T**  **Y** | **1** | **Insignificant** | **1L** | **2L** | **3L** | **4L** | **5M** |
| **2** | **Minor** | **2L** | **4L** | **6M** | **8M** | **10M** |
| **3** | **Moderate** | **3L** | **6M** | **9M** | **12M** | **15H** |
| **4** | **Major** | **4L** | **8M** | **12M** | **16H** | **20H** |
| **5** | **Catastrophic** | **5M** | **10M** | **15H** | **20H** | **25H** |

|  |  |
| --- | --- |
| **Hierarchy of Controls** | |
| **a**. **Elimination** | **d. Otherwise controlled** (e.g. safe systems of work, signage, warnings, procedures, training, supervision, etc. ) |
| **b**. **Substitution** **with a safer alternative** (e.g. mains tools substituted with battery operated | **e.** **Reduced effectively by using** **Personal Protective Equipment** |
| **c. Made safer through using engineering controls** (e.g. guarding) |

Identify Task and who could be affected

Identify hazards at each step within task – refer to guidance appendix 2

Identify existing controls

Rank risk using matrix

Are additional controls required, if so identify

Ensure additional controls put in place

Rank residual risk using matrix if needed

Sign risk assessment off

Copy to be retained within service

Send copy to H & S section

Review periodically

|  |  |
| --- | --- |
| **< 5** | **Low** |
| **5 <15** | **Med** |
| **15 < 25** | **High** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Argyll & Bute Council**  **Risk Assessment Form** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work Task: (**activity or process) | | | | Moving around ELC setting during COVID 19 /Staff/volunteers/Supply staff | | | | | | | | | | | **Assessment Undertaken By:** | | | | | | | | | |  | | | | | | |
| **Designation:** | Sen. Health and Safety Officer | | | | | | **Assessment Date:** | | | | | 20/03/20 | | | **Review Date:** | | | | As required | | | | | | **Service:** | | Education | | | | |
| **Signature:** |  | | | | | | | | | **Department/School** | | | | | | Early Learning and Childcare | | | | | | | | | | | | | | | |
| **Who may be affected?** | | **Staff** | | | **x** | **Contractors** | | **x** | **Visitors** | | **x** | | **Public** | **x** | | **Pupils** | | **x** | | | **Others** | |  | **Volunteers** | | **x** | | **Ref No:** | **Add.Sup.Dept.001** | | |
| **Hazards** | | | **Controls**  **(List existing controls in place – link to policy etc)** | | | | | | | | | | | | | | **Risk Rating**  **Use Matrix** | | | | | **Additional Controls**  **Required? (List)** | | | | | | | **Residual Risk Rating** | | |
| **L** | **S** | | **R** | | **L** | **S** | **R** |
| Exposure of individual(s) to Coronavirus through close contact with infected persons. | | | **Hygiene and protection when entering/ exiting and moving around the designated ELC areas- childminding home/ outdoor setting and indoor settings.**   * Ensure you have system for in place to reduce contact at drop off, including reinforcing 2m social distancing. * Implement staggered drop off and pick up times, where possible use one member of staff to lead this. * When arriving/exiting staff wash hands or alternatively use hand sanitiser then move between the entrance and main room. * Staff should have a plan of specific areas/resources for the children in their ELC group. These should only be used each cohort of children and not shared between cohorts. E.g. basket of activities for individual children. * Please ask the children to sit with their own ELC group. * Encourage all to avoid touching their faces. * Signage is displayed on each wall / door of procedures required.   **Risk at drop off and pick up**   * Use of hand washing/sanitising is used before entering and exiting the setting. * Children and parents should be directed to their child’s designated area, ideally coming in one at a time and depending on setting. * Encourage and explain to children about the hygiene procedures and when to wash hands. For children attending shared placements this will need to be reiterated as to where equipment is. * Staff should have a plan of specific areas/resources for each group of children. These should only be used by the groupings and not shared. * Clear signage is displayed on each wall / door. | | | | | | | | | | | | | | 3 | 5 | | 12 | | Clear signage of hand sanitising points and observation/monitoring by staff to ensure procedures are adhered to. | | | | | | | 1 | 5 |  |
| Increased potential exposure during ELC opening hours | | | * Identify any new staff who require to be informed of the latest briefing and ensure they adhere to the safe procedures implemented. | | | | | | | | | | | | | | 3 | 5 | | 15 | | Ensure new staff read and sign declaration that they have understood safe procedures | | | | | | | 1 | 5 | 5 |
| Exposure of staff to Coronavirus through close contact with infected persons or fomites | | | * Ensure all unnecessary equipment / items are removed from surfaces. Surfaces should be regularly cleaned and sanitised as per cleaning schedule. * Cleaning Staff to ensure that all equipment is cleaned/sanitised and returned when not in use. ELC staff should make clear what needs cleaned every day. * All work areas to be cleaned periodically (and throughout if required,) using anti- bacterial spray and wiped with WYPALL roll – Cleaning materials require to meet BSEN 14476 Virucidal Spray * Hands must be washed using hot water and soap and dried using paper towels before snack and lunch and at other times if required. * Designated sinks for handwashing are available.   **Handwashing will take place**   * Upon entering the ELC Room * Before eating snack * Before going outside * After returning from outside learning * Before and After Nappy Changing as per NHS and CI guidelines * Before any exercise session * After any exercise session * Before eating lunch * After eating lunch * Upon leaving the facility at end of day | | | | | | | | | | | | | | 3 | 5 | | 15 | | Cleaning schedule to be established and ticked as completed.  Regular monitoring and observation to ensure standards are adhered to.  Signage to identify handwashing areas  Cleaning materials and PPE to be monitored and replenished as necessary | | | | | | | 1 | 5 | 5 |
| Exposure of staff to Coronavirus through close contact with infected persons | | | * Remind staff and parents of ELC children that they should not come to ELC if they or someone in their household has developed symptoms (new persistent cough or increased temperature) and follow Test and Protect Guidance. * Remind all staff and parents of this each day. * Remind all staff that if they or pupils develop symptoms, they must be sent home. * Have a location where potentially symptomatic pupils can be located until they can be collected. * Decide upon defined areas/ activities for each child within setting and for outdoor activities with staggered times for outdoor exercise and fresh air. * Identify pinch points and introduce measures to reduce risk. These might be entrance areas, toilets, sharing of toys/resources and outdoor equipment. * Use of PPE resources provided to be worn and procedures followed for close contact toileting support and CI guidance. This also applies to children with ASN where additional support is required e.g. spitting/biting. | | | | | | | | | | | | | | 3 | 5 | | 15 | | Regular meetings with staff to ensure procedures are adhered to.  Information provided to parents to support procedures in place along with signage to alert users to comply. | | | | | | | 1 | 5 | 5 |
|  | | | **Staff use dynamic risk assessments through process due to needs/ conditions of pupils by relating their latest child plan outcomes.**  Ensure all plans are reviewed and up to date, noting any changes post Covid-19 return. | | | | | | | | | | | | | | 3 | 2 | | 6 | |  | | | | | | |  |  |  |
| Exposure of staff/ individuals to Coronavirus as a result of **Blended Placement** | | | * Children should not go between two settings or their blended placements during the same day. This includes ensuring that any child looked after out-with their ELC funded time e.g. who may be with a childminder for a pick-up and drop-off period. * During this post Covid-10 period, it is crucial that the two settings liaise to note any well-being issues or needs that a child may have. This could be toileting, anxiety related. * Should any child show symptoms at either setting, after following protocols of informing parent/guardian and being sent home, they must inform the blended placement setting to safeguard and minimise the risk for potential infection of others as quarantine measures will need to be strictly adhered to. * Now more than ever during a blended placement, it is imperative that there are clear lines of communication in a triage between blended placements and parents/guardians to minimise any risk of infection being spread. * Washed or different items of clothing should be worn during blended placements. E.g. outdoor setting on Monday and a local authority setting on the Tuesday. The child should be wearing clean clothing or a different set of clothing. * ELC establishments must ensure that any shared clothing (outdoor wear) is washed and cleaned before being shared with any other child. | | | | | | | | | | | | | | 3 | 5 | | 15 | | Regular update of paperwork to establish and identify blended placements.  Follow up to ensure all parties to increase awareness of who is involved. | | | | | | | 1 | 5 | 5 |