**COVID-19 Risk assessment**

The government guidelines stipulate that this must be in place prior to re-opening on 1 June. It is essential that you have a risk assessment. It should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff.

**Activity assessed: Daily Activity Assessment date: Jan 2021 Assessment reference: COVID-19**

**Name of assessor: Michelle Allen / Naomi Foster Review date: April 2021**

| **Ref. No.** | **Hazard** | **Persons at Risk and How They Might be Harmed** | **Controls Currently in Place** | **Current Risk Level** | | | | **Further Controls Recommended** | **Action by Whom** | **Action by Date** | **Completed Date** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **S** | **R** | **Risk Rating** |
| 1 | Social Distancing | children &  staff coming into contact could increase possibility of spread of covid-19 | all adults maintain 2m social distance to other adults. | 2 | 2 | 4 | V low | all to wash hands at every opportunity or use sanitiser if washing not possible | MA/NF | 1.6.20 | 1.6.20 |
| limit contact between adults and children to essential contact only | 2 | 2 | 4 | V Low | Staff to read operational procedure |  |  |  |
| limit need for children to contact each other  Nursery separated into two bubbles (upstairs/downstairs) | 2 | 2 | 4 | V Low | explain social distancing to children (where appropriate) ensure regular hand washing |  |  |  |
| 2 | Drop off/collection | increased possibility of transmission of virus between parents, staff and children | Adults remain outdoors maintaining social distance between adults | 2 | 4 | 8 | Low | Markings on ground to show 2m. Signage to remind parents | MA/NF | 1.6.20 | 1.6.20 |
| Parents to call for handover information or concerns. |  |  |  |  | No communication books to be used. |  |  |  |
| Children wash hands in outdoor sink/use hand sanitiser before entering nursery and remove coat which is left out of room. |  |  |  |  | All to read operation procedure detailing guidance in all scenarios. |  |  |  |
| Bubbles to enter and exit via different doors. |  |  |  |  | Children in upstairs bubble to enter and exit through the main door.  Children in the downstairs bubble to enter and exit through the garden. | NF | 25.01.21 | Ongoing |
| Child to leave bags with nappies, wipes etc. at nursery. |  |  |  |  | after all children have arrived for session, all areas that have been used inc. door handles and entrance buzzer are sanitised. |  |  |  |
| 3 | Isolation periods | Staff, children and parents. Individuals not adhering to isolation periods could increase opportunity for spread |  |  |  |  |  |  |  |  |  |
| All staff children and parents are to read and sign operation guidance informing them of isolation periods in all circumstances | 3 | 3 | 9 | Low | Individuals displaying symptoms will be sent home. Children not to be given calpol or medicine which could mask symptoms. | MA/NF | 1.6.20 | 1.6.20 |
| 4 | Sickness/illness (staff & children) | Staff and children could be at risk of contracting COVID 19 if contact is made between an individual suffering symptoms and others. | all staff and parents made aware of relevant symptoms.  Parents asked not to use medication that could mask symptoms such as calpol . | 2 | 4 | 8 | Low | All to read and adhere to operating procedure | MA/NF | 01.06.20 | 01.06.20 |
| staff and children advised to isolate / get tested immediately and not return until isolation period over or negative test |  |  |  |  |  |  |  |  |
| 5 | Emergency contact details/procedures | Children. In an emergency prior contacts who are no longer able to collect due to restrictions could mean child cannot be collected. |  |  |  |  |  |  |  |  |  |
| All parents to provide up to date contact details for individuals who can be contacted in an emergency during pandemic restrictions | 2 | 2 | 4 | V Low | get all to confirm contact details in return to nursery form to update details | MA/NF | 1.6.20 | On going |
| 6 | Handwashing Provision | all at risk of infection if handwashing facilities are not adequate | regular checks for soap and paper towels.  detailed description of how to wash hands correctly | 2 | 3 | 8 | Low |  | MA/NF | 1.6.20 | 1.6.20 |
| children and staff to have scheduled hand wash times built into routine increased from usual and ad hoc hand washing to be implemented throughout the day |  |  |  |  |  |  |  |  |
| 7 | Cleaning of equipment | risk of transmission of virus if equipment not thoroughly cleaned frequently | reduce provision and remove difficult to clean items. (bean bags, soft toys, sand etc)  Playdough to be thrown away at the end of each day.  follow rigorous schedule of cleaning before, during and after each session. | 2 | 2 | 4 | V Low | Boxes of resources rotated each day to ensure through cleaning can take place. Resources are not shared between bubbles | MA/NF | 1.6.20 | 1.6.20 |
| ensure thorough cleaning with appropriate cleaning products. |  |  |  |  |  |  |  |  |
| 8 | Sharing of resources | risk of transmission of virus from one person to another through shared use of items | limit sharing or resources between staff | 2 | 4 | 8 | Low |  | MA/NF | 1.6.20 | 1.6.20 |
| limit sharing of resources to bubble. Where areas are shared (outdoor) rotate resources each day so same resources are not being used in same day by different bubbles  where resources cannot be rotated, ensure resources are thoroughly cleaned between bubble use. |  |  |  |  |  |  |  |  |
| 9 | Using outdoor space and equipment | risk of transmission of virus through shared use of resources and accessing same space | rotate resources daily so each bubble only uses their own set of resources each day. | 2 | 4 | 8 | Low |  | MA/NF | 1.6.20 | 1.6.20 |
| follow rota system to access outdoor area ensuring key contact areas are cleaned between uses (banister, door handles, any shared fixed or unfixed resources) |  |  |  |  |  |  |  |  |
| 10 | Supply of PPE | inadequate supply of PPE could increase risk of transmission if PPE is recommended | supply of face coverings and gloves to be worn during handover or contact with adults who are not working members of staff. | 2 | 2 | 4 | V Low |  | MA/NF | 1.6.20 | 1.6.20 |
| gloves and aprons to be supplied and worn as usual during normal circumstances / toileting, catering etc |  |  |  |  |  |  |  |  |
| Face coverings to be worn around nursery when speaking to staff in a different bubble |  |  |  |  |  | NF | 25.01.21 |  |
| 11 | Supply of food | risk of spread of infection to children and staff from contaminated food packaging | all food will be supplied and prepared on site by designated person who should be only person preparing food during each session.  designated person will shop for food which should be brought directly into the kitchen via the shortest route reducing opportunity for possible spread.  children will eat in controlled environment with no sharing of food (no self-selection, shared dip,)  ensure children don’t have opportunity to share drinks – provide drinks in water bottles intervals,  Children to bring their own water bottles and leave at nursery.  then clean away and wash all cups. | 2 | 4 | 8 |  |  | MA/NF | 1.6.20 | 1.6.20 |
| 12 | Transport |  | No collections or drop offs | 1 | 1 | 1 |  |  | MA/NF | 1.6.20 | 1.6.20 |
| 13 | COSSH |  | Follow current regulations | 1 | 1 | 1 |  |  | MA/NF | 1.6.20 | 1.6.20 |
| 14 | RIDDOR |  | Update reporting COVID-19 | 1 | 1 | 1 |  |  | MA/NF | 1.6.20 | 1.6.20 |
| 15 | Vulnerable adults/children | Vulnerable children not attending could increase risk of safety | No attendance means reduced monitoring. Manager to call none attending vulnerable children weekly | 3 | 3 | 9 | Low |  | MA/NF | 1.6.20 | 1.6.20 |
| 16 | Guidance | Staff, children and parents not adhering to the guidance could increase the risk of spread | Staff are expected to follow government guidance, if staff are seen to not be following these then a disciplinary will take place. |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Risk Assessment Information**

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk.

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: L x S = R.

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as ‘1’ due to the low frequency of the activity being performed. However as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a ‘4’, Using the calculation we multiply 1 x 4 = 4. This produces a ‘Very Low’ Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to ‘5’, reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at ‘4’. Again using the calculation

we multiply 5 x 4 = 20. This returns a Risk Rating of High on the Risk Rating Key.

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood** | | **Severity** | |
| **Rating** | **Guide words** | **Rating** | **Guide words** |
| 1 | Extremely unlikely | 1 | No/Minor harm |
| 2 | Unlikely | 2 | Moderate harm |
| 3 | Likely | 3 | Serious harm |
| 4 | Extremely likely | 4 | Major harm |
| 5 | Almost certain | 5 | Catastrophic |

**Risk Rating Key:**

|  |  |  |
| --- | --- | --- |
| **Score** | **Risk Level** | **Description** |
| **1-4** | **Very Low** | These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained. |
| **5-10** | **Low** | No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained. |
| **11-15** | **Medium** | Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences. |
| **15-20** | **High** | Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences. |
| **20+** | **Very High** | These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited. |

**Definitions:**

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| **Risk Assessment** | A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment. |
| **Hazard** | Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc. |
| **Harm** | The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment. |
| **Likelihood** | The chance that a hazard realises its potential to cause harm. |
| **Severity** | Extent of injury, damage etc. |
| **Risk** | The probability of a hazard actually causing harm. |
| **Controls** | Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property. |