

THE UDDER PRE-SCHOOL

COVID-19 Risk assessment

This risk assessment directly addresses the risks associated with coronavirus so that sensible measures can be put into place to control those risks for children, staff and parents.

All our other risk assessments will continue to be adhered to.

The risk assessment will be reviewed weekly so that the Nursery can continuously renew the document as and when government guidelines are updated.

Activity assessed: Re-opening Nursery

Assessment date: 9th December 2020

Name of assessor: Hetty Lachlan

Review date: 5th January 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	Staff, parents, children		5	2	10	LOW				
			<p>Signs up reminding of social distancing.</p> <p>Information sent out to parents.</p> <p>Bubbles of children with consistent staff.</p> <p>Allocated spaces for each bubble.</p> <p>Mealtimes to be in allocated space.</p> <p>Rolling snack to be supervised.</p> <p>Outdoor space utilised as much as possible.</p> <p>Staff to have their break in separate spaces indoors or outdoors.</p> <p>Use of communal areas indoors restricted.</p> <p>Sleepers to sleep in their allocated room.</p> <p>Staff not to car share.</p> <p>Staff meetings and training to be done virtually or completed online.</p>					Staff, Parents	Daily		
2	Drop off/collection	Staff, parents, children		5	2	10	LOW				
			Parents not allowed into the building.					Staff, Parents	Daily		

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			Staff and Children to wash their hands on entering the Nursery and before leaving. Lunch boxes and bags left on trolley so can be disinfected. Children and staff to come in clean clothes daily. No toys/items from home except for essential comforters. Only 1 adult to drop off or pick up.								
3	Handwashing	Children, Staff	Children and staff to wash hands on entry and leaving the nursery Before and after eating Before and after handling food After coughing, sneezing Hand washing facilities in each room Sanitiser available for when outside All staff have their own pocket sanitiser	5	1		VERY LOW		Staff	Continuously	
4	Isolation periods	Staff, parents, children	Parents and staff have been informed of isolation periods.	3	2	6	LOW		Staff, Parents	Daily	

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			A record will be kept of anyone being kept off due to COVID-19.								
5	Sickness/illness (staff & children)	Staff, parents, children	<p>Only children and staff who are well will be allowed into the Nursery. Children's temperatures will be taken if we feel they look unwell. Staff will be sent home if showing signs of COVID-19. Children showing signs of COVID-19 will be sent home along with siblings. Illness and medication information has been updated and sent to parents. Managing children who are sick policy has been updated.</p>	3	2	6	LOW		Staff, Parents	Daily	
6	Emergency contact details/procedures	Staff, parents, children	<p>Parents/Staff asked to update their details if any changes have happened during the lockdown. Providers details Policy has been updated.</p>	2	1	2	VERY LOW		Staff, Parents	5 th June 2020	

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7	Classrooms	Staff, children	Each classroom will be fully equipped with all essential items required for the day. Most soft furnishings have been removed and those in the room are washed daily Where possible the group of children will play/eat and sleep in their allocated spaces. Provision is in place to cover staff shortages.	5	1	5	LOW		Staff	Daily	
8	Toilets	Staff, parents, children	Each group of children will be allocated a toilet. Toilets will be cleaned regularly throughout the day. Staff toilet will be supplied with wipes to clean after each use	5	2	10	LOW		Staff	Daily	
									Staff	Daily	
		Children, Staff		5	2	10	LOW				

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9	Sharing of resources		Each classroom will have their own resources. All resources will be cleaned throughout the day and at the end of the day. Groups will not share the same resources.						Staff	Daily	
10	Using outdoor space and equipment	Children, Staff		5	2	10	LOW				
			Each group of children will be allocated an outdoor space. Each group will be allowed to use the surrounding countryside. The Forest school will be used on a rota system.						Staff	Daily	
11	Supply of PPE	Staff		2	3	6	LOW				
			The Nursery has full sets of PPE for Nappy changing and for COVID-19 purposes. Masks and Goggles are kept in the office						Staff	Daily	
12	Mealtimes	Children, Staff		5	2	10	LOW				
			Children to bring their lunches in hard plastic containers so that they can be cleaned. Children and staff to wash hands before and after eating.						Parents	Daily	
									Staff	Daily	

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			Food and Drink policy has been updated Mealtimes will be taken in the groups allocated space. Snacks will be provided am/pm. Notice on board of all Allergies								
				3	2	6	LOW				
13	Wellbeing	Parents, Children, Staff	Promoting positive behaviour The role of the key worker Safeguarding policies have been updated Staff reviews to be carried out Access to well-being and mental health support communicated and shared with staff								
				5	1	5	VERY LOW				
14	Sand pits and water trays	Children, Staff	Sand pits will not be used. Each group will have a water tray and this will be cleaned daily if used					Staff	Daily		
		Children		4	3	12	MEDIUM				

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15	Trampoline		Only the group allocated the space with the trampoline in will use it						Staff	Daily	
16	Baking	Children, Staff		3	2	6	LOW				
			Hands will be washed before and after and if necessary, during the baking session. Children will bake in their groups. Food will only be shared with other groups if baked and divided by a member of staff						Staff	Daily	
17	Supply of PPE	Staff		2	3	6	LOW				
			The Nursery has full sets of PPE for Nappy changing and for COVID-19 purposes. Masks and Goggles are kept in the office						Staff	Daily	
18	Cleaning	Children, Staff		5	1	5	VERY LOW				
			Deep clean of the nursery prior to it re-opening Cleaning Schedules in each room for the staff to undertake daily. Outside cleaners to be met and expectations made clear.						Staff, LCS	Daily	

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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: $L \times S = R$.

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 $1 \times 4 = 4$. 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 $5 \times 4 = 20$. 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:

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.