

COVID-19 Risk assessment

Activity assessed: ALL Assessment date: 10/08/2020 Assessment reference: Childrens House

Name of assessor: Mike Chalkley Review date: As needed

| 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 & Parents may need to come into close contact | None | 4 | 3 | 1 2 | Medium | Parents not allowed inside nursery | All Staff | Ongoing | |
| | | | | | | | | Queueing marks on ground | MC | 1 June | 1 June |
| | | | | | | | | Separate queue set up for each side of nursery | MC | 1 June | 1 June |
| 2 | Drop off/collection | Children, Staff & Parents will need to interact. Children may need comforting. | None | 4 | 3 | 1 2 | Medium | Queueing marks on ground | MC | 1 June | 1 June |
| | | | | | | | | Separate queue set up for each side of nursery | MC | 1 June | 1 June |
| | | | | | | | | Member of staff will take child's temperature then accompany inside | All Staff | Ongoing | |

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|---|--------------------------------------|--|---|---|---|----|----------|--|-----------|---------|--------|
| 3 | Isolation periods | Staff and children may come into contact with children who should be isolating | Standard government recommended isolation for the entire household where anybody displays symptoms or tests positive. | 3 | 3 | 9 | Low | | | | |
| | | | Parents should to inform nursery of anybody displaying symptoms or testing positive in the household | | | | | | | | |
| 4 | Sickness/illness (staff & children) | Staff and children may come into contact with children displaying symptoms | Staff member (low risk only) to isolate in quiet room with child | 4 | 3 | 12 | Medium | PPE to be used in this situation | All Staff | Ongoing | |
| | | | Child's parent/carer to be contacted urgently to pick up child. | | | | | | | | |
| 5 | Emergency contact details/procedures | Staff may not be able to contact emergency contacts if information is wrong | List of Staff emergency contacts | 2 | 1 | 2 | Very Low | Ensure staff details are current | All Staff | Ongoing | |
| | | | List of children emergency contacts | | | | | Remind Parents to update information | MC | 1 June | 1 June |
| 6 | Handwashing Provision | Staff and children may contract illness if handwashing is not carried out thoroughly | Regular, observed handwashing for children | 2 | 3 | 6 | Low | Children and Staff to wash hands on entering nursery | All Staff | Ongoing | |
| | | | Hand sanitiser available for ad-hoc cleansing | | | | | | | | |

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|----|-----------------------------------|---|--|---|---|--------|--------|---|-----------|---------|--------|
| 7 | Cleaning of equipment | Staff and children may contract illness if cleaning is not carried out thoroughly | Regular daily cleaning using BS1276 cleaning materials | 2 | 3 | 6 | Low | Extra cleaning of surfaces when children move between rooms | All Staff | Ongoing | |
| 8 | Sharing of resources | Staff and children may contract illness if resources are not cleaned regularly | Both classes share resources regularly. | 4 | 3 | 1 2 | Medium | Parents to be informed that no toys will be allowed into nursery | MC | 1 June | 1 June |
| | | | | | | | | Resources within nursery will be regularly cleaned | All Staff | Ongoing | |
| | | | | | | | | Limited resources will be available. Other resources to be stored away. | Staff | June 1 | 1 June |
| 9 | Using outdoor space and equipment | Staff and children may contract illness if outdoor equipment is not cleaned regularly | None | 4 | 3 | 1 2 | Medium | Clean slide regularly | All Staff | Ongoing | |
| | | | | | | | | Limit number on slide | All Staff | Ongoing | |
| 10 | Supply of PPE | Staff need PPE if isolating with a child displaying symptoms | PPE currently available for nappy changing | 2 | 3 | 6 | Low | Maintain check on levels of PPE | All Staff | Ongoing | |

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|----|----------------|--|-------------------------------|---|---|---|----------|--|-----------|---------|--|
| 11 | Supply of food | Staff and children may contract illness from food brought into nursery | Normal Food Hygiene Standards | 2 | 3 | 6 | Low | Water bottles and lunchboxes will be disinfected | All Staff | Ongoing | |
| | | | | | | | | Extra cleansing for cutlery in lunchboxes | All Staff | Ongoing | |
| | | | | | | | | Staff opening items for children to cleanse hands afterwards | All Staff | Ongoing | |
| | | | | | | | | Deliveries will be picked up outside the nursery with social distancing and all packages to be disinfected | All Staff | Ongoing | |
| 12 | Transport | N/A | Transport not used | | | | N/A | | | | |
| 13 | COSSH | Staff & children may be harmed if unsuitable products are used | Full COSSH compliance | 1 | 4 | 4 | Very Low | | | | |
| 14 | RIDDOR | Staff & children may contract illness if procedures are not followed correctly | Normal RIDDOR Compliance | 1 | 3 | 3 | Very Low | Deep cleaning of nursery if required | All Staff | Ongoing | |
| | | | | | | | | Report and cases of COVID infection to Public Health | All Staff | Ongoing | |

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|----|----------------------------|---|--|---|---|--------|--------|---|--|--|--|
| 15 | Vulnerable adults/children | Vulnerable children need extra supervision and care | <p>Child "A" often needs one-to-one support by staff.</p> <p>Child A may bring in a comforter from home to help with transition coming back to nursery.</p> | 4 | 3 | 1 2 | Medium | Child A comforter will be used for a short period of time and then put in a safe environment in a bag and member of staff will follow appropriate procedure of disinfecting item and washing their hands. | | | |
| | | Vulnerable staff need to minimise contact with people outside the nursery | <p>External tuition (i.e. dance lessons) is being done with Zoom meetings.</p> <p>Meetings with parents to be carried out in outside area.</p> <p>Meetings with external bodies to be done over Zoom</p> | 2 | 4 | 8 | Low | | | | |

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|----|---|--------------------|--|---|---|--------|--------|--|--|--|--|
| 16 | Airborne droplets & aerosol contamination | Staff and children | Windows and doors to secure areas are kept open to maximise airflow and changes of air. Air conditioner units to be kept on which moves air and also filters it. | 3 | 4 | 1 2 | Medium | Masks are not suitable for the nursery environment but face shields may be worn. However, these will only provide protection from droplet contamination (i.e. sneeze, cough, vomit). They will not protect from aerosol contamination. | | | |
|----|---|--------------------|--|---|---|--------|--------|--|--|--|--|

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:

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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. |