

# COVID -19 RISK ASSESSMENT

Little Lambs Pre-school  
Christian Grey Hall Belvedere



**Activity assessed:** Re-opening of Little Lambs after pandemic closure & regular assessment whilst remaining at pandemic stage

**Assessment date:** 4<sup>th</sup> September 2020







**Assessment reference:** COVID 19 – Risk assessment







**Name of Assessor – INITIAL ASSESSMENT:** Louise Murphy - Owner







**ONGOING ASSESSMENT** – Laura Becker







**Review date:** WEEKLY (until further notice) – LB will report any issues / recommendations or changes to Owner at weekly meeting.







Date 01/09/2020









Risk Number	Hazards	Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating	Acton by whom
1	<p><b>Fear of contracting COVID-19 on return to work - General</b></p> <p>Risk of contamination and transmission of virus</p>	Staff, visitors and family / household members	<p>Likelihood 3 Severity 4</p> <p><b>IRR 12</b></p> 	<ul style="list-style-type: none"> <li>Staff engagement by way of health and travel surveys.</li> <li>Identify staff fears and concerns as required and develop individual controls or actions to reduce concerns.</li> <li>Reinforce compliance with UK guidance in relation to staff required to self-isolate or shield for health reasons, both for themselves or household members.</li> <li>Communicate the findings and proposed systems and controls Identify critical roles that require attendance.</li> <li>Identify the minimum number of people required to safely undertake the role</li> <li>Encourage and support work from home roles as able and identified.</li> </ul>	<p>Secondary questionnaire issued to parents and staff in august to catch fears/anxiety</p> <p>Identify suitable communication channels to ensure constant monitoring</p> <p>Covid secure Risk assessment displayed at hall and on webiste</p>	<p>Likelihood 1 Severity 4</p> <p><b>RRR 4</b></p> 	<p>Completed 28/08/2020 L Murphy</p>
2	Staff members or those who live with members of household, who have received shielding possibly become infected through workplace	Staff, and family / household members	<p>Likelihood 4 Severity 5</p> <p><b>IRR 20</b></p> 	<ul style="list-style-type: none"> <li>Government policy has changed and those who are shielding can return to work in a Covid secure environment</li> <li>All staff who had received shielding letters within their household have the option to remain on furlough until the end of October be</li> </ul>	<p>Staff meeting held 04/09/2020.</p> <p>Govt advice and options explained</p>	<p>Likelihood 1 Severity 5</p> <p><b>RRR 5</b></p> 	<p>Completed 04/09/2020 L Murphy</p>
3	Staff, or those members of staff living with household members who are considered to be vulnerable due to age/pre-existing medical conditions	Staff, and family / household members	<p>Likelihood 4 Severity 5</p> <p><b>IRR 20</b></p> 	<ul style="list-style-type: none"> <li>Government policy has changed and those who are in vulnerable groups can return to work in a Covid secure environment</li> <li>All staff who are/ live with in a household with a person in vulnerable group have the option to remain on furlough until the end of October be</li> </ul>	<p>Staff meeting held 04/09/2020.</p> <p>Govt advice and options explained</p>	<p>Likelihood 1 Severity 4</p> <p><b>RRR 4</b></p> 	<p>Completed 04/09/2020 L Murphy</p>

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4	Transmission into the setting from staff or members of staff's household being ill with Covid 19	Staff, visitors and family / household members	Likelihood 4 Severity 4  IRR 16 	<ul style="list-style-type: none"> <li>If staff or a member of their household develop possible Covid symptoms they should self-isolate at home and order a test kit.</li> <li>Self-isolating staff should have no contact with the setting until the results of their tests are known and forwarded to management</li> <li>Visitors will not be allowed into the setting unless pre-booked/authorised and essential for business needs</li> </ul>	Staff should immediately report and Covid system to owner to allow health surveillance of the setting	Likelihood 1 Severity 4 RRR 4  	Completed Letter to staff/parents 24/08/2020 L Murphy
5	Direct Transmission from children whilst attending the setting to the staff	Staff, visitors and family / household members	Likelihood 4 Severity 4  IRR 16 	<ul style="list-style-type: none"> <li>Staff will follow government guidelines and not wear PPE within the setting. PPE will only be used under normal circumstances for use or when dealing with a possible ill child.</li> <li>PPE to be made available to staff working to deal with any possible ill children.</li> <li>PPE includes gloves, face visors, masks and aprons</li> <li>Visitors will not be allowed into the setting</li> </ul>	Deputy Manager/Owner to continually review stocks of PPE and current Government guidelines on use	Likelihood 1 Severity 4 RRR 4  	Completed L Murphy
6	Transmission from the physical setting/equipment to staff/children/visitors	Staff, visitors and family / household members	Likelihood 4 Severity 4  IRR 16 	<ul style="list-style-type: none"> <li>Staff should complete the cleaning check list before the setting is opened.</li> <li>No soft toys/rugs/mats or toys that are hard to clean should be used. Wipe-able board books to be used</li> <li>Hand gel will be available in every section of the setting</li> <li>Greater use of outdoor space should be exploited</li> </ul>	Deputy Manager/Owner to continually current Government guidelines on early years settings	Likelihood 1 Severity 4 RRR 4  	Completed L Murphy

Risk Number	Hazards	Persons Affected	Initial Risk Rating	Control Measures and Precautions in place	Further Controls (where required)	Residual Risk Rating	Acton by whom
7	Transmission from the setting to staff/children/visitors through lack of social distancing	Staff, visitors and family / household members	Likelihood 4 Severity 4  IRR 16 	<ul style="list-style-type: none"> <li>The setting will be divided in half to help maintain social distancing and keep children within groups.</li> <li>Initially the setting will be limited to a maximum of 24 children this will mean 6 children for 4 bubbles and allow 1 member of staff to float/supervise. This is restricted due to current available numbers of staff. S</li> <li>Staff to remain vigilant of others whereabouts in rooms to keep both themselves and others safe.</li> <li>Greater use of outdoor space should be exploited</li> </ul>	Deputy Manager/Owner to continually current Government guidelines on early years settings	Likelihood 1 Severity 4 RRR 4  	Completed L Murphy  All staff to be aware in the day to day running
8	Transmission from children attending setting when they live in household with someone who may have Covid 19	Staff, visitors and family / household members	Likelihood 4 Severity 4  IRR 16 	<ul style="list-style-type: none"> <li>Children suffering from any illness should stay at home</li> <li>Children who are in a household with someone who is sick should stay at home</li> <li>Children who become ill at pre-school should be returned home immediately</li> <li>IR Thermometer scanner purchased and to be used on each child as they arrive at setting</li> </ul>	Deputy Manager/Owner to continually current Government guidelines on early years settings	Likelihood 1 Severity 4 RRR 4  	Completed Letter to staff/parents 24/08/2020 L Murphy
9	Children bringing Covid 19 into the setting from home/journey	Staff, visitors and family / household members	Likelihood 4 Severity 4  IRR 16 	<ul style="list-style-type: none"> <li>Next of kin/emergency contact numbers should be reviewed to ensure they are still viable considering relatives who may be shielding/vulnerable/unable to travel to the setting</li> <li>Children should not bring in any objects from home (toys/teddies/comforters). Packed lunch boxes will not be accepted whilst settings only open mornings</li> <li>Encouraged to avoid public transport to get to the nursery</li> </ul>	Deputy Manager/Owner to continually current Government guidelines on early years settings	Likelihood 1 Severity 4 RRR 4  	Completed Letter to staff/parents 24/08/2020 L Murphy

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10	Risk of compromising social distancing at arrival/collection times	Staff, visitors and family / household members	Likelihood 4 Severity 4 <b>IRR 16</b> 	<ul style="list-style-type: none"> <li>Drop off time will be extended. Children can be dropped off anytime between 08:45 and 09:15. Parents will be encouraged to follow social distancing and reduce bottle neck at drop off time.</li> <li>No parents will be allowed to enter the setting. Official visitors will be kept to a minimum and only if nosiness critical</li> <li>Children will be dropped off at the main entrance door with an allocated member of staff</li> </ul>		Likelihood 1 Severity 4 <b>RRR 4</b> 	All staff
11	Minimising risk of transmission as children are received into the setting	Staff, visitors and family / household members	Likelihood 4 Severity 4 <b>IRR 16</b> 	<ul style="list-style-type: none"> <li>Children's temperature will be checked by IR remote scanner as a visual reminder to parents and to provide some comfort to staff.</li> <li>The child will then be passed to another member of staff who will take the child to wash their hands immediately on arrival.</li> <li>Children will join their allocated bubbles</li> <li>Facemasks are available for staff to wear at the front door when receiving parents/children</li> </ul>		Likelihood 1 Severity 4 <b>RRR 4</b> 	All staff
12	Risk of transmission during the session	Staff, visitors and family / household members	Likelihood 4 Severity 4 <b>IRR 16</b> 	<ul style="list-style-type: none"> <li>Children will be encouraged to stay with their allocated member of staff within their Bubbles</li> <li>Children will regularly wash their hands during the session. Learning opportunities will be exploited/used</li> <li>All resources selected for activities should be easily cleaned/ sanitised.</li> <li>If children rotate to another the section will be sanitised between rotation</li> </ul>		Likelihood 1 Severity 4 <b>RRR 4</b> 	All staff

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13	Risk of transmission during collection times	Staff, visitors and family / household members	Likelihood 4 Severity 4 <b>IRR 16</b> 	<ul style="list-style-type: none"> <li>Parents should make themselves known at the main door</li> <li>No parent will be allowed in the setting</li> <li>Children will collected from the fire escape door to avoid bottle necks and encourage one way system.</li> </ul>		Likelihood 1 Severity 4 <b>RRR 4</b> 	All staff
14	Risk of transmission within Kitchen	Staff, and family / household members	Likelihood 4 Severity 4 <b>IRR 16</b> 	<ul style="list-style-type: none"> <li>Only 1 member of staff in the kitchen at one time where possible</li> <li>Use counter to communicate with the kitchen.</li> <li>Knock on door if you are collecting something and the staff inside will bring it out to you.</li> <li>The kitchen will be cleaned regularly throughout the day.</li> <li>If staff use the kitchen they will clean up and sanitise the work-tops/utensils after their use</li> </ul>		Likelihood 1 Severity 4 <b>RRR 4</b> 	All staff
15	Transmission through personal care within the setting	Staff, visitors and family / household members	Likelihood 4 Severity 4 <b>IRR 16</b> 	<ul style="list-style-type: none"> <li>It is not expected that any social distancing measures are practised between staff and children whilst they are at Nursery. Staff must continue to care for the children and make their care and safety paramount at all times.</li> <li>Promote – catch it, kill it, bin it with children with regular reminders</li> <li>Encourage to catch sneezes and coughs in a tissue or in bent elbow Encourage staff and children to not touch face, eyes, nose, mouth or to wash hands afterwards</li> <li>Encourage staff and children to not touch face, eyes, nose, mouth or to wash hands afterwards</li> </ul>	<p>Staff to maintain heightened awareness of children's actions and reminding of hygiene practices.</p> <p>Nursery have purchased some specific COVID books at appropriate age level to remind children.</p>	Likelihood 1 Severity 4 <b>RRR 4</b> 	All staff

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16	Medications masking possible symptoms may increase risk of transmission	Staff, and family / household members	Likelihood 4 Severity 4  IRR 16 	<ul style="list-style-type: none"> <li>Non – prescribed medicine will NOT be administered in pre-school during this Pandemic as it is believe to mask potential symptoms.</li> <li>Please do not bring your child to Nursery if they are unwell or require medicines not prescribed by a doctor.</li> </ul>		Likelihood 1 Severity 4 RRR 4  	All staff
17	Contamination from Visitors	Staff, visitors and family / household members	Likelihood 4 Severity 4  IRR 16 	<ul style="list-style-type: none"> <li>All visitors must be preauthorised</li> <li>Visits must only be conducted if essential</li> <li>All visitors must confirm they are free from symptoms prior to their visit</li> <li>All visitors will be required to wear a face covering whilst in the setting.</li> <li>Viewings are to be done out of session hours</li> </ul>		Likelihood 1 Severity 4 RRR 4  	All staff
18	RIDDOR	Staff, visitors and family / household members	Likelihood 4 Severity 4  IRR 16 	<ul style="list-style-type: none"> <li>Inform of POSITIVE COVID- 19 tests, if confirmation itwas contracted at Pre-school</li> </ul>		Likelihood 1 Severity 4 RRR 4  	All staff
19	Vulnerable Persons	Staff, visitors and family / household members	Likelihood 4 Severity 4  IRR 16 	<ul style="list-style-type: none"> <li>Further risk assessment will be carried out specifically on a case by case basis for staff and children who fall into the Extremely vulnerable, clinically vulnerable &amp; shielding, using up to date Gov Guidance.</li> <li>PARENTS/CARERS MUST inform the Nursery if their child falls into any of the these categories.</li> <li>STAFF MUST inform their manager if they have received a letter to say they fall into these categories.</li> </ul>		Likelihood 1 Severity 4 RRR 4  	All staff

	Date and Signature	Comments
Date of review & signature		
Date of review & signature		
Date of review & signature		
Date of review & signature		
Date of review & signature		
Date of review & signature		

#### Documents created

Date	Document	Communication method
19/05/2020	<a href="#">Covid worries Questionnaires sent to all parents</a>	Famly/email
19/05/2020	<a href="#">Covid Concerns questionnaires sent to all staff</a>	Email all staff
26/05/2020	<a href="#">Covid secure suggested risk mitigations following analysis of survey</a>	LL Covid File
03/06/2020	<a href="#">Covid Secure Risk assessment produced</a>	LL Covid File
03/06/2020	<a href="#">Letter to all parents regarding reopening in June following analysis of concerns</a>	Famly/email
13/08/2020	<a href="#">Covid concerns Questionnaires sent to all parents</a>	Famly/email
13/08/2020	<a href="#">Covid Concerns questionnaires sent to all staff</a>	Email all staff
24/08/2020	<a href="#">Letter to all parents/staff regarding reopening in September following analysis of concerns</a>	Famly/email/staff meeting
04/09/2020	<a href="#">Covid Secure Risk assessment updated for re-opening</a>	LL Covid File



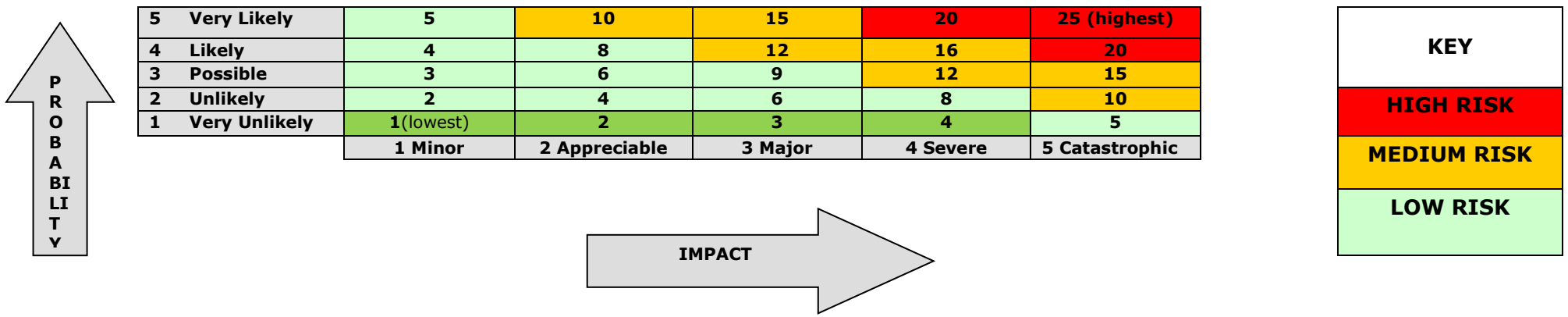
### GUIDE

Likelihood		Severity	
Rating	Guide	Rating	Guide words
1	<b>Extremely Unlikely</b> (Will only occur under freak conditions)	1	No/Minor Harm
2	<b>Unlikely</b> (Will occur only if systems/people fail)	2	Moderate Harm
3	<b>Likely</b> (Unlikely in normal conditions, but may happen in emergencies etc.)	3	Serious Harm
4	<b>Extremely Likely</b> (Possible needs knowledge/vigilance to avoid)	4	Major Harm
5	<b>Almost certain</b> (Will happen at some point)	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.
15-19	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.

<b>20+</b>	<b>Very High</b>	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:**

<b>Risk Assessment</b>	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.
<b>Hazard</b>	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
<b>Harm</b>	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
<b>Likelihood</b>	The chance that a hazard realises its potential to cause harm
<b>Severity</b>	Extent of injury, damage etc.

<b>Risk</b>	The probability of a hazard actually causing harm.
<b>Controls</b>	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.