

Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

Date:	November 2020
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Assessors Name:	Louise Pitcher	Reference Number:		Review Date:	Ongoing (at least weekly or as per government guidance updates)
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Endorsed By:		Signature:		Position:	Manager	Date:	
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Description of assessment	Coronavirus (COVID-19) – Working in Preschool
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Location Details	Scotter Pre-School – The Village Hall, Scotton Road, Scotter, Gainsborough, Lincs, DN21 3SB
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
COVID-19 Self-isolation	Employees Children Public	5	3	15	H	<ul style="list-style-type: none"> A screening questionnaire to be issued to all employees to assess the risk of each individual. This is to be carried out prior to an employee returning to work Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation: <ul style="list-style-type: none"> Has a high temperature or a new persistent cough? Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)? Is living with someone in self-isolation or a vulnerable person. 	<ul style="list-style-type: none"> Guidance on self-isolation found via the Government website. 			5	1	5	M

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Employees Displaying Symptoms	Employees Children Public	5	3	15	H	<ul style="list-style-type: none"> Return home immediately Where an immediate return home is not possible, a designated room will be provided for the person to isolate. Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. Children displaying symptoms – Existing controls would be temperature checks, immediate contact of parent. Up to date contact details. Whilst waiting for collection, they should be moved to a room where they can be isolated with a member of staff. A window open and staff member to wear PPE All staff follow the "Systems of controls" which are a set of actions that early years must take. They are grouped into 'prevention' and 'response' to any infection. 				5	1	5	M
						If any staff member or child contract COVID preschool will contact Ofsted, LCC, Lincolnshire Public Health 01522 552993 DFE advice line 08000468687							

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<p>Travelling to and from work</p> <p>Catching and Spreading</p>	<p>Employees</p> <p>Public</p>	5	3	15	H	<ul style="list-style-type: none"> Where possible all employees should travel to work alone using their own transport. If employees have no option but to share transport: <ul style="list-style-type: none"> Journeys should be shared with the same individuals and with the minimum number of people at any one time Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission Encourage, employees who car share, to regularly clean their car using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces Employees should avoid public transport. Where public transport is the only option for employees, consider changing and staggering working to reduce congestion on the local network. Hand cleaning/sanitising facilities to be provided at the entrance and exit of the premises 				5	1	5	M

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<p>Children travelling to and from Preschool</p> <p>Catching and Spreading</p> <p>Arrival and Departure</p>	Children Public	5	3	15	H	<ul style="list-style-type: none"> Consider how children arrive at the Preschool, and reduce any unnecessary travel on coaches, buses or public transport Discourage parents from gathering at school gates Hand cleaning/sanitising facilities to be provided at the entrance and exit of the premises <ul style="list-style-type: none"> Staggered times, 1 parent and child waiting at the door at a time Parents and children to wait in their cars, or parents and children walking to wait two meters apart. Children's, staffs and trustees temperature will be taken as soon as they arrive and recorded. Staff to wear face mask while greeting children and parents Parents to wear face masks when dropping off and collecting their children. 				5	1	5	M

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<p>Preschool Access</p> <p>Catching and Spreading</p>	<p>Employees</p> <p>Children</p> <p>Public</p>	5	3	15	H	<ul style="list-style-type: none"> Stop all non-essential visitors Tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19) Advise parents not to gather at entrances or in car park, and model social distancing so that their children learn good practice Stager start and finish times for the individual groups of children to minimise contact 	<ul style="list-style-type: none"> Consider arrangements for monitoring compliance. Consideration could be given to displaying signage / details of what 2m distance looks like where parents may congregate when picking up their children. 			5	1	5	M

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<p>Preschool Access - Continued</p> <p>Catching and Spreading</p>	<p>Employees</p> <p>Children</p>	5	3	15	H	<ul style="list-style-type: none"> Discourage non-essential trips within buildings Provide hand sanitiser (60% alcohol based if possible) for the use of stairs Regularly clean common contact surfaces including door handles, wash areas, rest areas etc. Highlight the hygiene and safe distancing measures required through posters/signage throughout the preschool to raise the awareness to all employees Where possible and safe to do so, leave the doors used for entering and exiting the Preschool open during these times to reduce the need to touch handles to push or pull. Open windows for ventilation 				5	1	5	M

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Working practices Hall Catching Spreading	Employees Children	5	3	15	H	<ul style="list-style-type: none"> Where staff numbers allow, the hall should be utilised to ensure that the number of pupils within the hall are minimalised. Avoid unnecessary staff gatherings within hall Ensure all staff and children are encouraged not to touch their faces and use a tissue or elbow to cough or sneeze and use bins for tissue waste Encourage employees and children to wash their hands when entering the hall Ensure help is available for children who have trouble washing their hands Staff to carry individual hand gel and tissues 				5	1	5	M

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<p>Working practices</p> <p>Break / Lunchtimes</p> <p>Catching Spreading</p>	Employees children	5	3	15	H	<ul style="list-style-type: none"> Stagger lunch times, break times, and the movement of children around the preschool, to reduce large groups of children gathering Remove the use of shared play equipment where possible. Employees supervising lunchtimes are to ensure that children keep apart when in their groups All children and employees to thoroughly wash hands when returning from outside play time and before lunchtime The lunchtime area is to be rearranged in a manner that assists with social distancing rules during lunchtimes. Tables and chairs must be cleaned when moving from one group to the next during lunchtimes. Any previous fire safety related capacity given to the hall/dining room must be greatly reduced in order to maintain social distancing during lunchtimes. 				5	1	5	M
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Working practices	Employees Children	5	3	15	H	<ul style="list-style-type: none"> Limit use of high-touch items and shared office equipment. Laptops, cameras, phones etc are sanitized after each staff member. 				5	1	5	M
Office Areas						<ul style="list-style-type: none"> Monitor the wellbeing of colleagues working from home and offer support 							
Catching and Spreading						<ul style="list-style-type: none"> Daily assessment checks carried out before children access the area. Record made of any hazards removed for reviews. 							
Outside Area						<ul style="list-style-type: none"> Daily assessment checks. Gate closed and padlock placed over latch to prevent child opening gate. Children supervised outside at all times. Counting of children when going outside and returning. Padlock to be kept through the latch at all times. In the outdoor area, hand sanitizer, tissues and antibacterial wipes to be provided Hands to be washed when returning back to the hall / preschool 							

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Welfare Facilities Catching and Spreading	Employees Children	5	3	15	H	Hand Washing <ul style="list-style-type: none"> Allow regular breaks to wash hands Ensure soap and fresh water is readily available and kept topped up at all times Provide hand sanitiser (60% alcohol based if possible) where hand washing facilities are unavailable Regularly clean the hand washing facilities and check soap and sanitiser levels Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Toilet Facilities <ul style="list-style-type: none"> Restrict the number of staff / children using toilet facilities at any one time. Use a simple one in one out method Ensure that children visit the toilet one at the time Wash hands for a minimum of 20 seconds before and after using the facilities. Increase cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Provide more bins for hand towels 				5	1	5	M
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Welfare Facilities - Continued	Employees	5	3	15	H	Staff Room <ul style="list-style-type: none"> Employees to attempt to have set lunch times to avoid congestion within the staff rooms. Adequate hand wash facilities will be provided in rest areas. Employees to wash hands upon entering the room Employees encouraged to bring food that uses minimal equipment e.g. microwave. Pre-prepared / ready to eat food is encouraged Should equipment be required to cook/ heat food then it must be cleaned after use Should it not be possible to ensure that such equipment is cleaned after each use it should be removed Dedicated eating areas should be identified on site to reduce food waste and contamination The capacity of the rest areas should be clearly identified at the entry to each facility Use upstairs room as a staff room and kitchen 					5	1	5	M
	Children													
Catching and Spreading														

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Welfare Facilities - Continued	Employees	5	3	15	H	<ul style="list-style-type: none"> All self-generated waste to be disposed of by individuals All rubbish should be put straight in the bin and not left for someone else to clear up All areas used for eating must be thoroughly cleaned at the end of each break and end of the day, including chairs, door handles Note that the Welfare Regulations must still be adhered to regarding providing clean fresh water and means to heat food and drink. 				5	1	5	M
Catching and Spreading													

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Team Meetings Catching and Spreading	Employees Others attending meetings	5	3	15	H	<ul style="list-style-type: none"> Avoid cross team meetings. If necessary, keep attendees to a minimum or even consider having them outdoors Avoid transmission during meetings, for example by not sharing pens and other objects Provide hand sanitation (60% alcohol based if possible) in meeting rooms Rooms should be well ventilated / windows opened to allow fresh air circulation 				5	1	5	M

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<p>Applying First Aid</p> <p>Catching and Spreading</p>	<p>Employees</p> <p>Children</p>	5	3	15	H	<ul style="list-style-type: none"> Provide additional PPE for all first aiders, this should include face mask, latex gloves and apron. Gloves aprons and masks should be disposed of after use Limit access to first aid facilities to only trained first aid personnel and/or appointed person(s) First aid packs are provided First aiders must make sure that they wash their hands or use an alcohol gel, before and after treating a casualty. Ensure that they don't cough or sneeze over a casualty when treating them. <p>CPR - cardiopulmonary resuscitation</p> <ul style="list-style-type: none"> If an adult is unresponsive and not breathing normally, call 999 or 112 for emergency help and start CPR straight away Do not perform rescue breaths on the casualty when performing CPR! Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty First aid kits for each bubble and PPE sets for each bubble which will include (aprons, gloves, masks in a plastic bag. 					5	1	5	M

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Cleaning Catching and Spreading	Employees	5	3	15	H	<ul style="list-style-type: none"> • Increase cleaning of surfaces in hall, including tables and handles, and within toilet area and changing rooms, adhering to guidance on cleaning of non-healthcare settings • Enhanced cleaning procedures should be in place across the premises, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities ○ Toilet flush and seats ○ Door handles and push plates ○ Handrails on staircases and corridors ○ Equipment controls ○ Food preparation and eating surfaces ○ Keyboards/keypads/Scanners • Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. • Cleaning of the light control box, plug sockets and window handles 				5	1	5	M

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Lack of awareness	Employees Children Public	5	3	15	H	<ul style="list-style-type: none"> The latest government campaign posters will be displayed in the welfare areas and in suitable places around site. Regular bulletins will be issued and where possible and safe to do so at an acceptable distance, toolbox talks and safety briefings will be carried out, warning employees of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms and making them aware of new Government advice as and when updated. We will continually adopt and review new government / WHO guidance as and when it is available. 				5	1	5	M

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<p>Vulnerable People</p> <p>'Increased Risk' Employees</p>	<p>Employees</p> <p>Children</p>	5	4	20	VH	<ul style="list-style-type: none"> Medical questionnaires are issued upon employment which allows the preschool to have an understanding our employees' health. Care plans have been implemented for all children that have health issues and will be updated accordingly in line with Government guidance. 	<ul style="list-style-type: none"> Reissue medical questionnaires to all employees and review. 			5	1	5	M

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<p>Clinically Vulnerable People</p> <p>'Increased Risk' Employees</p>	<p>Employees</p> <p>Children</p>	5	4	20	VH	<ul style="list-style-type: none"> If individuals cannot work from home, they will be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, we will carefully assess whether this involves an acceptable level of risk on a role by role basis. This will be extended where required to children who fall into these categories. They will continue to stay away from preschool with teachers making contact and providing work where appropriate. 				5	1	5	M

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Employees Children	5	4	20	VH	•							5	1	5	M				

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Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing controls. However, monitor for changes. Implement any additional control measures required within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required within the timescales given in the risk assessment. Continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

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Additional comments:

1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:		Signature:		Date:	
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Assessor 2 name:		Signature:		Date:	
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I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level. I fully understand my duties as an employee to follow the control measures in this risk assessment.				
Employee name	Job description	Date	Employee comments / recommendations	Signature