

Baytree Park COVID-19 Risk assessment

Name of assessor: Clare Parkinson
 Review date: September 2020

Assessment date: 28/05/2020

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 and Visitors may be in contact with Covid 19	Limited staff on duty, only ones required on Ratio. Staffs breaks will be staggered to maintain social distance. Signs and markers will be placed to remind staff to distance. Parents and visitors not allowed in building further than the porch. Face shields and masks will be provided if social distancing cannot be maintained. Children will be in smaller groups and activities will be spaced out.	4	3	12	Medium		Management and staff and Parents	15 th June 2020	
2	Drop	Staff, children	Signs will direct parents	4	2	8	low	Parents will be	Manage	15/06/2	

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				
	off/collection	and parents may be in contact with Covid 19	to one way in and one way out and can drop off and collect from the porch. Social distancing markers will indicate a safe place to queue if necessary. Limited to one person to drop off and collect. The same person where possible. Babies will enter building from own entrance. Baby room staff will wear face shield when collecting and returning baby as they will not be able to stay 2 metres away from parent					given dedicated drop off and collection times if necessary. Parents will sign a declaration to say they are following the guidelines for social distancing and that if the child or anyone in the household develops symptoms they will follow correct government guidance and inform nursery	ment and staff and Parents	020	
3	Isolation periods	Staff, children and parents may be in contact with Covid 19	The government guidelines will be followed by all. The current guidelines will be uploaded to Tapestry documents	1	2	2	Very low	A log will be kept if anyone develops symptoms to help with track and tracing	Management and staff and Parents	15/06/2020	

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				
4	Sickness/illness (staff & children)	Staff, children and parents may be in contact with Covid 19	Staff will sign a declaration to say they will not attend the nursery if they develop any of the Covid 19 symptoms and will follow government guidance. If children develop any symptoms they will be isolated with one member of staff until they are collected. The member of staff will wear full PPE (Gloves apron facemask and face shield) Parents will be asked to collect children immediately if they display symptoms and to follow guidelines. The room will be thoroughly cleaned when the child has been collected.	3	3	9	low	Infection control policy updated	Management and staff and Parents	15/06/2020	

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				
5	Emergency contact details/procedures	Children if we cannot contact parents in emergency	Parents requested to provide updated contact details by email before nursery re opens.	1	5	5	low		Management and parents	15/06/2020	
6	Handwashing Provision	Staff, children and parents may be in contact with Covid 19	All staff and children will wash their hands on arrival to nursery and regularly throughout the day especially after coughing or sneezing. Parents will use hand sanitiser on arrival to nursery. Hand sanitising dispensers are situated throughout the setting.	1	5	5	Low	Signs are in place to show how to thoroughly wash hands for a minimum of 20 seconds.	Management and staff and Parents	15/06/2020	
7	Cleaning of equipment	Staff and children may be in contact with Covid 19	All equipment will be cleaned after each group of children have used it. A thorough clean will take place each night. Resources will be limited to allow for easier cleaning. Certain activities that are hard to	5	5	25	High		Management and staff	15/06/2020	

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				
			clean like sand and playdough will not be out. Rugs and carpets will be hoovered and cleaned each night and deep cleaned at weekend. Soft furnishings such as cushion covers will be limited and washed daily.								
8	Sharing of resources	Staff and children may be in contact with Covid 19	Children will not share resources in the usual way. Resources will be cleaned and rotated after each group has played with them.	3	5	15	Medium		Management and staff	15/06/2020	
9	Using outdoor space and equipment	Staff and children may be in contact with Covid 19	Each group will play out in their own area without mixing with other groups and the outdoor equipment will be cleaned after each group has finished.	5	1	5	low		Management and staff	15/06/2020	

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				
			Rooms will be divided to be used by each group.								
10	Supply of PPE	Staff and children may be in contact with Covid 19	Our regular supplier of PPE will continue to deliver and leave the PPE outside the porch	1	5	5	low	We shall check the stock daily and ensure we have adequate on order.	Management	15/06/2020	
11	Supply of food	Children would not have adequate meals	We will have our regular food supplier but may have to adapt our menu in case they cannot supply our usual items.	1	1	1	Very low	Menus might be changed accordingly	Management and cook	15/06/2020	
12	Transport	Parents, Staff and children may be in contact with Covid 19	If parents and staff have to use public transport to get to nursery they will follow correct government guidelines.	4	3	12	Medium	Parents and staff will sign a declaration to ensure they follow guidelines.	Management and staff and Parents	15/06/2020	
13	COSSH	Staff and children	The usual COSSH risk assessment will be update with any ne cleaning fluids used	1	1	1	Very low	All cleaning fluids will be in labelled bottles	Management	15/06/2020	
14	RIDDOR	Staff children and parents	Any cases of Covid 19 will be reported to	3	3	9	Low risk	Any cases of Covid 19 will be			

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				

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.

