



Responsible Person or person having control of the premises:

Address of premises:

High Littleton Pre-School
Methodist Centre
High Street
High Littleton
BS39 6JD

Assessor:

Karen Grinham

Date of risk assessment:

23rd May 2020

Date of previous risk assessment:

27th April 2020

Date of assessment review:

Ongoing and ever changing

Level of risk on day of assessment:

Medium

Signed by assessor:

K Grinham



Who is at Risk		Likelihood	Chance	Description
A	HL Pre-School staff	1. Very unlikely	0 - 20%	The event may occur only in exceptional circumstances
B	Parents	2. Unlikely	21% - 40%	The event could occur at some time
C	Children	3. Moderate	41% - 60%	The event will occur at some time
D	Volunteers	4. Likely	61% - 80%	The event could occur in most circumstances
E	Other Agencies	5. Very likely	81% - 100%	The event will occur in most circumstances

Severity	Description. Mental health related in blue
1. Negligible	Minor first aid treatment causing minimum work interruption. Apprehension/ Alarm on one off occasion or of short duration requiring no treatment.
2. Minor	Injury requiring first aid treatment. Minor concern or worry being displayed over a period of time, but responding to local support from manager and colleagues, and not requiring time off work.
3. Serious	Injury requiring medical treatment, causing inability to continue work for more than 7 days (excluding day of accident). RIDDOR. Significant trauma displayed after event or over considerable period of time, causing health issues requiring GP or counselling.
4. Major	Permanent or life changing Major trauma related illness resulting in self harm and long term incapacity requiring medical treatment and/or counselling.
5. Fatalities	Single or multiple deaths. Extreme mental health issues leading to suicide.

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Ranking	
1 - 5	Low risk - acceptable, monitor
6 - 15	Medium risk - acceptable, subject to guidance
16 - 25	High risk - unacceptable, activity must not proceed



Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
COVID-19 Children on site	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government guidance being followed • The DFE guidance “Early years and childcare COVID-19 guidance is being followed • Key worker, ‘Ducks’ – 3 to 4 years age group and vulnerable children attending site • New entrance and collection procedures in place. • Record kept of all attendees and given to B&NES weekly • All children wash hands regularly singing happy birthday twice • Parents do not enter classrooms • Parents wash children’s hands on entry before handing over to staff • Always in line with staff to children ratios • Information posters are present across site on hygiene • Designated notice board in welcome room • Regular cleaning of frequently touched areas • Parents inform Pre-School a week before if child is attending • If one parent at home child has to remain at home also • Early Years Foundation Stage Coronavirus disapplication’s can be 	3	5	15	One way entry and exit system to be introduced after lockdown			



Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		implemented if and when needed <ul style="list-style-type: none"> Parents to inform staff if any member of the household becomes ill. 							
COVID-19 Someone who is infected entering the premises	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed The building is closed to the public so visitors are not permitted Deliveries are left at front porch Information posters are present at entrances Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies. Best practice hygiene requirements are being followed. Frequently touched areas cleaned at the start and end of every day. All fundraising events cancelled until further notice Manager communicates daily with Committee to assess and evaluate the risks via mobile devices Staff working from home where practicable Other users such as Scouts no longer entering building. Parents have a staggered entry time to aid in social distancing Parents wash hands of their own 	3	5	15				



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		children as they enter the building.							
COVID-19 Someone becomes ill in the workplace	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government guidance being followed • Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online • If the person affected is a visitor their organisation will be informed if possible • Workplace will be decontaminated following UK Government guidelines • Best practice hygiene requirements are being followed. • Managers communicating daily to assess and evaluate the risks • Best practice social distancing of 2 meters is being followed as best as possible • Information posters on hygiene are present on notice board and toilets • Regular cleaning of frequently touched areas take place • Parents to be informed immediately 	3	5	15				
COVID-19 Contaminated workplace	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government guidance being followed • Workplace will be decontaminated following UK Government guidelines 	3	5	15				



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		<ul style="list-style-type: none"> • Apollo to be called to do deep clean • Best practice hygiene requirements are being followed. • Best practice social distancing of 2 meters is being followed as best as possible • Information posters are present across site on hygiene • Regular cleaning of frequently touched areas • Building is closed to the public so visitors not permitted • Information posters are present at notice board • Only necessary maintenance carried out by external contractors • Extra hygiene by staff encouraged 							
COVID-19 Workplace gatherings	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government guidance being followed • Social distancing has been implemented • All employees who are able to work from home have been told to do so • Business meetings take place via video or similar • Customer meetings are cancelled • No handshaking • Social distancing of 2 meters for remaining staff where practicable 	3	5	15				



Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
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COVID-19 Vulnerable Employees	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Managers have identified certain vulnerable employees Vulnerable employees may be required to work from home Pregnant workers will be told to self-isolate or work from home 	3	5	15				
COVID-19 Employees who have contracted COVID-19 outside of work	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed If NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal Pre-School policy. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidelines Employees with COVID-19 or suspected COVID-19 will self – isolate as per Government guidelines The workplace of employee who has contracted COVID-19 will be decontaminated in line with Government guidelines by Apollo Cleaning 	3	5	15				



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COVID-19 Symptomatic or exposed employees remaining in workplace	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Employees are advised to follow NHS Guidance online Symptomatic employees will be instructed to go home Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance The workplace will be decontaminated following Government guidance Some staff now working from home 	3	5	15				
COVID-19 Self isolation and wellbeing	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<u>Stay at Home Advice</u>) Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Managers & Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Group Messenger or Skype/Zoom etc 	3	3	9				



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COVID-19 Travel	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Currently there is no foreign travel across the UK but the FCO provides foreign travel advice for travellers Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations Employees are advised to limit the use of public transport Employees are advised to keep Social distancing whilst traveling Employees advised not to travel unless absolutely necessary 	3	5	15				
COVID-19 Visiting other sites or home visits	A, B, C, D, E	<ul style="list-style-type: none"> All visits to other sites such as training courses have ceased All home-visits have ceased All visits to Committee members houses have ceased 	3	5	15				
COVID-19 Other building users	A, B, C, D, E	<ul style="list-style-type: none"> The Scout movement have ceased all activities for the foreseeable future Senior group no longer using building Car park gate closed by staff after use 	2	5	10				



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COVID-19 Committee and Staff Meetings	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Committee are not attending site Committee are being kept up to date via email and telephone. Committee meetings will be conducted via mobile devices and without the need for any Committee member to meet or to travel 	1	5	5				
COVID-19 Children returning to Pre-School on June 1st	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed Class sizes restricted. Drop off procedures created and all staff trained. Parents all given copies of drop off procedures. Collection procedures created and all staff trained. Parents all given copies of collection procedures. Hygiene procedures during sessions created and all staff trained. Parents all given copies of hygiene procedures. New staff procedures for minimising cross contamination created and given to staff. All above procedures are displayed in the welcome room. Car Park is closed to parents 	3	5	15				



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		<p>because children and parents will be queuing up.</p> <ul style="list-style-type: none"> • Full PPE to be worn by staff when carrying out care routines. • Designated room for children who start to show symptoms during the day. 							