

# Hipperholme & Lightcliffe Day Nurseries Limited

## COVID-19 Risk Assessment

The government guidelines stipulate that this must be in place prior to reopening on 1 June. It addresses risks associated with coronavirus (COVID-19), so that sensible measures are in place to control those risks for children and staff. It operates alongside our existing Senior Management Opening and Closing risk assessments across the whole nursery as well as the daily risk assessments conducted in each care room and outdoor spaces at the start of every day.

**Assessment date:** Finalised Friday 29 May 2020

**Name of assessor:** Robert Roebuck Director

**Review date:** Monday 31 August 2020

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				
<b>Social Distancing</b>	Parents (P) Staff (S) Children (C) Visitors (V)  All at risk of being exposed to coronavirus	New signage and queuing system to approach reception.  Staff work with same group of children throughout day. The 6 care rooms have operated as separate units since we opened in	2	3	6	Low	Monitoring throughout week one and review on 5 June and lessons learnt will lead to revisions to procedures if required.	Robert Roebuck	8 June 2020	

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		<p>2010 so there is no change to our operation of the rooms. This will ensure groups do not mix and helps minimise the spread of infection.</p> <p>No entry to reception for parents. Handovers at the reception door to maintain social distancing.</p>								
<b>Drop off and collection</b>	<p>P S C</p> <p>All at risk of being exposed to coronavirus</p>	<p><b>Taking temperatures</b> of children on entry has been in place since the lockdown started. On advice of PHE this will end as it is not a reliable method of identifying coronavirus.</p> <p><b>Queuing system</b> in place so parents can remain 2</p>	2	3	6	Low	<p>Monitoring throughout week one and review on 5 June and lessons learnt will lead to revisions to procedures if required.</p>	Robert Roebuck	8 June 2020	

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		<p>metres apart when approaching reception. Parents no longer allowed to enter reception and handovers take place at the door with 2 metre space between staff member and parent/child.</p> <p>We are limiting the number of adults visiting nursery - only one parent per child.</p> <p>Handover with Nursery Manager or Deputy not key worker to minimise number of staff entering reception area and so lowering contact with visiting parents.</p>								
<b>Isolation periods</b>	S C	<b>Infection Control Policy</b> has been reviewed and updated to maintain high	2	3	6	Low	Monitoring throughout coming weeks up until there	Robert Roebuck	Date of first isolation	

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	All staff and children within nursery at risk of exposure to coronavirus if action not taken to minimise the spread of the infection	<p>hygiene standards and reduce the spread of infection.</p> <p>Protocol in place for responding to a suspected case of coronavirus with resources and staffing to implement. Anyone displaying symptoms sent home immediately.</p> <p>Right of refusal of all children, parents, staff and visitors deemed contagious.</p> <p>Work with Public Health England's local health protection teams to advise on appropriate action.</p> <p>If a child or staff member tests positive the rest of</p>					is a need to isolate a child or staff member and lessons learnt will lead to revisions to procedures if required.			

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		their immediate group within the nursery will be sent home and advised to self-isolate for 14 days.								
<b>Sickness and illness</b>	S C  All staff and children within nursery at risk of exposure to coronavirus if action not taken to minimise the spread of the infection	<b>Sickness and Illness Policy</b> updated and outlines procedures if a child or staff member becomes ill.	2	3	6	Low	Robert Roebuck	8 June 2020		
<b>Emergency contact details procedures</b>	S C  All staff and children within nursery at risk of exposure to coronavirus if	We retain securely and in accordance with GDPR all parent contact details entered on childcare contracts and regularly updated by parents. Parents are required to					Robert Roebuck	8 June 2020		

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	swift action not taken to minimise the spread of the infection	<p>update all emergency contact details if these change. The nursery conducts annual updates.</p> <p>We retain landline number of parents, mobile number, work numbers and emergency family contact numbers detailed in the childcare contract.</p>								
<b>Handwashing Provision</b>	<p>S C</p> <p>All staff and children within nursery at risk of exposure to coronavirus if regular handwashing not adhered to, to minimise the</p>	<p>Large Belfast sinks are fitted to 5 childcare rooms from Toddlers through to Pre School and children have access to handwashing facilities throughout the day as well as soap and paper towel dispensers and waste bins that are regularly emptied. Staff model handwashing</p>	2	2	4	Very Low	<p>Monitoring throughout week one and review on 5 June and lessons learnt will lead to revisions to procedures if required.</p>	Robert Roebuck	8 June 2020	

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	spread of the infection	procedures for children ensuring a minimum 20 second handwash routine. Signage is also located at each sink as a reminder. Hot water temperatures are controlled centrally to avoid the risk of scalding.								
<b>Cleaning of equipment</b>	<p>S C</p> <p>All staff and children within nursery at risk of exposure to coronavirus if regular cleaning of equipment not adhered to, to minimise the spread of the infection</p>	<p><b>Enhanced cleaning schedule</b></p> <p>All rooms in the nursery are regularly deep cleaned to ensure the spread of infection is limited.</p> <p>In order to facilitate room cleaning we have removed all unnecessary items from learning environments. Public health advice is to remove all soft toys, and any toys that are hard to</p>	2	2	4	Very low	<p>Monitoring throughout week one and review on 5 June and lessons learnt will lead to revisions to procedures if required.</p>	Robert Roebuck	8 June 2020	

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		<p>clean such as those with intricate parts. Where practical we have removed soft furnishings such as rugs.</p> <p>We ensure surfaces that children and staff are touching, such as toys, books, door, sinks, toilets, light switches are cleaned more regularly.</p> <p>Clear procedures for maintaining stringent cleaning processes for food preparation areas and dining facilities.</p>								
<b>Sharing of resources</b>	<p>S C</p> <p>All staff and children within each group at risk of exposure to infection if</p>	We have limited the sharing of resources such as pencils, crayons, paints, clay and other play resources where practicable, to limit the spread of infection.	2	2	4	Very Low	Monitoring throughout week one and review on 5 June and lessons learnt will lead to revisions to	Robert Roebuck	8 June 2020	



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	allowed to share resources						procedures if required.			
<b>Using outdoor space and equipment</b>	S C Children within each group at risk of exposure to infection if allowed to share resources	Nursery has substantial outdoor play space including a large playground and 4 levels of decked play areas to facilitate outdoor play while observing social distancing.	1	1	1	Very low	Monitoring throughout week one and review on 5 June and lessons learnt will lead to revisions to procedures if required.	Robert Roebuck	8 June 2020	
<b>Supply of PPE</b>	S Risk of infection from children or parents	Government advise is that the majority of staff in nursery do not require PPE beyond what is normal for our work. PPE will be used if a distance of 2 metres cannot be maintained from any child displaying coronavirus symptoms.	2	2	4	Very low	Monitoring throughout week one and review on 5 June and lessons learnt will lead to revisions to procedures if required.	Robert Roebuck	8 June 2020	

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		<p>Face visors are available to staff conducting handover to limit the risk of spreading infection.</p> <p>The nursery has had the same supplier of PPE for over 10 years and nursery maintains substantial stocks of all PPE required to ensure stocks never run too low.</p>								
<b>Food Handling</b>		<p><b>Food Policy</b> requires all staff involved in the preparation or handling of food have appropriate training. That training has been reviewed and all staff required to be involved have up to date training and certification</p> <p>We adhere to all guidance from</p>	1	1	1	Very Low	Monitoring throughout week one and review on 5 June and lessons learnt will lead to revisions to procedures if required.	Robert Roebuck	8 June 2020	

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		Environmental Health and have maintained the highest rating for the last 14 years.								
<b>Transport</b>	C S	Schools are currently closed but transport for the before and after school clubs will have to be reviewed to ensure social distancing.  No transport being used at present but needs to be reviewed once wrap-around care commences	1	1	1	Very Low	Monitoring and review government guidance and lessons learnt will lead to revisions to procedures if required.	Robert Roebuck	31 August 2020	
<b>Staff Room</b>	S	Staff room limited to 2 staff members on lunch breaks to ensure social distancing.	2	2	4	Very low				
<b>Kitchen</b>	S	Food Policy does not permit access to kitchen by non-catering staff to	2	1	2	Very low	Continuous monitoring since 23 March 2020. Revisions to	Robert Roebuck	31 August 2020	

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		<p>minimise the spread of infection.</p> <p>Social distancing adhered to during weekly deliveries from ASDA and TESCO.</p>					procedures will be made if required.			
<b>Windows</b>	C S	<p><b>Health &amp; Safety Policy</b> provides for greater ventilation from the opening of more windows. We have installed more window catches to ensure greater safety in room whilst open.</p>	1	1	1	Very Low	Monitoring throughout week one and review on 5 June and lessons learnt will lead to revisions to procedures if required.	Robert Roebuck	8 June 2020	
<b>Visitors</b>	C S V	<p>Restrictions in place since 23 March 2020 to limit the number of visitors to nursery.</p> <p>All non-essential meetings have been</p>	1	1	1	Very Low	Monitoring since 23 March 2020 and we will make revisions to procedures if required.	Robert Roebuck	31 August 2020	

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		cancelled, rescheduled or will take place off-site.								

### 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.

Our Health & Safety and Employment Law Partner Citation says: *“Risk rating allows you to identify the level of risk and prioritise your actions, as well as identify how your control measures have reduced a risk further. That doesn’t mean that you only consider the higher risk – you should be reducing the risk to as low as reasonably practicable across the business. It is easy to become focussed on ‘scoring’ a risk assessment – you should be mindful when completing a risk assessment that the focus is on the hazards and control measures in place – the scoring is then just a reflection of how well those hazards can be controlled.”*

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:  $L \times S = R$ .

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:**

<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.