



Responsible Person or person having control of the premises:

Address of premises:

Charlton Village Road
Wantage
Oxfordshire
OX12 7HG

Assessor:

Louise Dymock and Anna Clark

Date of risk assessment:

12th May 2020

Date of previous risk assessment:

N/A

Date of assessment review:

Adapting to the needs of the pandemic

Level of risk on day of assessment:

Medium

Signed by assessor:

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 Record kept of all attendees All children wash hands regularly singing happy birthday twice Parents do not enter setting Children use hand gel on entry to setting Always in line with staff to children ratios Information posters are present across site on hygiene Regular cleaning of frequently touched areas using anti bac spray or clinell wipes Social distancing cannot be achieved with this age group 	3	5	15	Use garden entrance and mark out 2 metre distancing with arrows to achieve a one way system. Children to gel hands on arrival. Poster clearly displayed around setting, internally and externally Checklist of symptoms on entry gate for staff to ask each parent			
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 	3	5	15	Hand sanitiser on back gate Queuing system to be reviewed and changed as required. (Staggered start)	3	5	15

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		<p>by external contractors e.g. yearly gas service or emergencies.</p> <ul style="list-style-type: none"> • 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 • Staff working from home where practicable • Parents to help their child to use hand sanitiser on entry • No parents on site 							
<p>COVID-19 Someone becomes ill in the workplace</p>	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 • 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 	3	5	15	<p><i>When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending school will have access to a test if they display symptoms of coronavirus.</i></p>	3	5	15

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			Likelihood	Severity	Total		Likelihood	Severity	Total
		<ul style="list-style-type: none"> Regular cleaning of frequently touched areas take place Parents to be informed immediately If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate as per the guidelines. A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. If clinical advice is needed, the setting 				<i>Where a child or staff member tests positive, the rest of their class/group will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.</i>			

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			Likelihood	Severity	Total		Likelihood	Severity	Total
		staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access).							
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 • L Brawn to be called to do deep clean • Best practice hygiene requirements are being followed. • Best practice social distancing of 2 metres 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 	3	5	15				
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 	3	5	15				

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			Likelihood	Severity	Total		Likelihood	Severity	Total
		<ul style="list-style-type: none"> 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 metres for remaining staff where practicable 							
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 	3	5	15				

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		COVID-19 will self –isolate as per Government guidelines <ul style="list-style-type: none"> The workplace of employee who has contracted COVID-19 will be deep cleaned by L Brawn Cleaners 							
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 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 	3	3	9	https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-	3	5	15

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		keep in regular contact with home workers with regular individual, team calls or by Group Messenger or Skype/Zoom etc				symptoms/			
COVID-19 Travel	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed 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 	3	5	15				
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 travel 	2	5	10				