



Responsible person or person having control of the premises:

Address of premises:

Little Fingers Pre-school
The Gospel Hall
Vernham Dean
Andover
SP11 0LD

Assessor:

Leanne Shuttleworth

Date of risk assessment:

18th May 2020

Date of previous risk assessment:

Date of assessment review:

Ongoing and ever changing

Level of risk on day of assessment:

Medium

Signed by assessor:



Who is at Risk		Likelihood	Chance	Description
A	LF 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 Safeguarding children at Pre-school	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. Compassion and care towards the children will be consistent and in line with our existing policies, pre-COVID-19. Children will not be expected to 'social distance' but staff and parents will be expected to adhere to 'social distance' guidelines. Children grouped into 2 small groups to mitigate infection. Record kept of all attendees All children wash hands regularly. Parents do not enter premises. Parents wash children's hands before coming to Pre-school. Children wash their hands as they arrive at Pre-school. Always in line with staff to children ratios. Information posters are present across site on hygiene. Regular cleaning of frequently touched areas. Cleaning rota 10:00am, 12:30pm and when the children leave the setting. Parents inform Pre-school if child is 	2	5	10	<p>Staggered arrival and collection times.</p> <p>One parent/guardian or carer to include a grandparent or nanny (employed by family) to drop off and collect.</p> <p>Where possible the same parent/guardian or carer to drop off and collect.</p> <p>No sharing of the school run with other families.</p> <p>Children grouped into 2 small "bubbles" of no more than 10 children, to attend setting on allocated days: Rainbow – Mon/Tues Sunshine – Thurs/Fri</p> <p>Wednesdays are reserved for a 'deep clean' of the Pre-school before Sunshine group attend Pre-school on</p>			

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		not attending by 8am and reason for absence. • Early Years Foundation Stage Coronavirus disapplication's can be implemented if and when needed.				Thursdays.			
Protecting the health and wellbeing of our staff	A, B, C, D, E	• UK Government guidance being followed. • The DFE guidance "Early years and childcare COVID-19 guidance" is being followed. • Staff and parents will be expected to adhere to 'social distance' guidelines. • Only key carers and children who have been allocated sessions can attend. • Children grouped into 2 small groups to mitigate infection. • Record kept of all attendees • Staff wash hands and maintain hygiene at all times. • All children wash hands regularly. • Parents do not enter premises. • Parents wash children's hands before coming to Pre-school. • Children wash their hands as they arrive at Pre-school. • Information posters are present across site on hygiene. • Regular cleaning of frequently touched areas.	2	5	10				

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		<ul style="list-style-type: none"> Cleaning rota 10:00am, 12:30pm and when the children leave the setting. Toilets/bathroom areas to be cleaned more regularly - at least hourly. Early Years Foundation Stage Coronavirus disapplication's can be implemented if and when needed. No visitors at Pre-school. Manager to contact furloughed staff regularly. Staff to change into clean uniform at Pre-school at the start of each day. PPE provided when dealing with intimate care or when a child becomes unwell or id social distancing is not possible at arrival/collection time with parents/guardians. 							
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 gate. Information posters are present at entrances. Only necessary maintenance carried out by external contractors e.g. emergencies. Best practice hygiene requirements are being followed. Frequently 	2	5	10				

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		<p>touched areas cleaned throughout the day.</p> <ul style="list-style-type: none"> • All fundraising events cancelled until further notice. • Manager communicates with Committee to assess and evaluate the risks, via mobile devices. • Staff working from home where practicable. • Other users no longer entering building. • Parents have a staggered drop-off and collection times to adhere to social distancing guidelines. • Parents wash hands of their own children before they come to Pre-school. • Parents are not permitted to enter the premises. 							
COVID-19 Child or staff member becomes unwell at the Pre-school	A, B, C, D, E	<ul style="list-style-type: none"> • UK Government guidance being followed. • Child or staff showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online. • Staff asked to have test for COVID-19. • If the person affected is a visitor their organisation will be informed if possible. 	2	5	10	<p>Children showing signs of COVID-19 will need to be collected within 30 mins.</p> <p>Children showing signs of COVID-19 will be separated from the group until they are collected. A member of staff wearing PPE</p>			

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		<ul style="list-style-type: none"> Workplace will be decontaminated following UK Government guidelines Best practice hygiene requirements are being followed. Manager 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. 				<p>will stay with the child and care for them.</p> <p>Children must then be kept away from Pre-school for 7 days and all members of the household must self-isolate for 14 days.</p> <p>Pre-school will temporarily close and undergo a deep clean.</p>			
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. 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. 	2	5	10				

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		<ul style="list-style-type: none"> Building is closed to the public so visitors not permitted. Information posters are present on 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 hand shaking. Social distancing of 2 meters for remaining staff where practicable. 	2	5	10				
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. 	2	5	10				
COVID-19 Employees who have contracted COVID-19	A, B, C, D, E	<ul style="list-style-type: none"> UK Government guidance being followed. If NHS 111/online determines an 	2	5	10	Staff with suspected COVID-19 are requested to have a			

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
outside of work		<p>employee has or possibly has COVID-19 they will be treated as off sick as per normal Pre-school policy.</p> <ul style="list-style-type: none"> 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 will be decontaminated in line with Government guidelines. 				test.			
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 	2	5	10	<p>Symptomatic employees will be asked to take a test for COVID-19.</p> <p>Pre-school will temporarily close and undergo a deep clean.</p>			

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		decontaminated following Government guidance • Some staff now working from home							
COVID-19 Self isolation and wellbeing	A, B, C, D, E	• 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>) • Manager to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. • Manager & Colleagues are advised to keep in regular contact with home workers with regular individual, team calls.	2	3	6				

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
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 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. 	2	5	10				
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. 	2	5	10	Transition meetings with Primary schools and Ferns have been cancelled.			
COVID-19 Other building users	A, B, C, D, E	<ul style="list-style-type: none"> Groups no longer using building Car park gate closed by staff after use. 	2	5	10				

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
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				
COVID-19 Parents and Local Community		<ul style="list-style-type: none"> UK Government guidance being followed. Reduced foot flow to the Pre-school Staggered drop-off and collection times Parents to stay in car and wait to be called to drop-off or collect child to discourage gathering. Parents are not permitted to enter the premises. 	2	5	10				