

RISK ASSESSMENT RECORD

Ref No: L.S Covid-19 (01)

Site Location: Nuns Corner

Date of the Assessment: 08/06/2020

Activity/Situation: Return to full use of nursery during Covid-19 Pandemic with additional measures to reduce transmission risk.

Assessor Name: Katie Steel
Laura Johnson

Assessor Signature:

Manager Name:

Manager Signature:

Risk Assessment Reviews		
Date	Comments	Sign
Jan 2021	Updated	KS
July 2021	Updated	KS

Hazards Identified	Persons or Groups at Risk	Existing Controls (Can refer to existing documents and training)	Risk level before any additional control measures applied			Additional Control Measures (Further Actions Required) (Please state 'No action required', if none are required)	Risk level after any additional control measures applied		
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level
Dropping off and collection of children.	Employee Children Parents /carers Learner on placement	<ul style="list-style-type: none"> Staying Covid-19 Secure Government guidance for employers. Government guidance for schools and other educational settings. Government restrictions and guidance on social distancing and self-isolation. Restricted access for parents/carers. Different access/egress points available for different areas. Health, Safety and Welfare Policy COVID-19 Policy and Procedure COVID-19 Return to Site Risk Assessment 	2	4	8	<ul style="list-style-type: none"> Identify which children need to be onsite for education. Parents /carers are not allowed to enter the building during drop off and collection of children. Parents/carers will be advised to that only one person should drop off/collect their child/children. 2 metre markers will be set out on the pavement to avoid a cluster of parents/carers when dropping off or collecting children Appropriate signage to be displayed – social distancing and queuing. 	1	4	4

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			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level
						<ul style="list-style-type: none"> Due to smaller groups of children in each room, more rooms will be used so there will be three main drop off and collection points. <ol style="list-style-type: none"> The gate into the pre-school garden (this will remain locked as usual until having to open for a child to enter) The main entrance whereby staff will meet the child at the door to take from parents /carers. The gate into the baby room garden (this will remain locked as usual until having to open for a child to enter) Sanitiser units are available at each entry point to the play rooms, reception, kitchen and staff room. Parents/ will be reminded to follow the Government guidance on self-isolation, and not bring their children to nursery if they or a member of the household/support bubble display symptoms of Covid-19. Staff will be reminded not to come to work under the same circumstances. New procedure will be communicated to staff, learners on placement, parents and carers. 			
Playrooms.	Employee Children	<ul style="list-style-type: none"> Supervision. 	2	4	8	<ul style="list-style-type: none"> Social bubbles will be created by using the units as one bubble. Other units will not mix. 	1	4	4

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			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level
	Learner on placement	<ul style="list-style-type: none"> Separate units and outdoor areas for different age groups. Existing risk assessments. Staying Covid-19 Secure Government guidance for employers. Government guidance for schools and other educational settings. Government restrictions and guidance on social distancing and self-isolation. Cleaning working environments guidance. Health, Safety and Welfare Policy COVID-19 Policy and Procedure COVID-19 Return to Site Risk Assessment 				<p>This will be the same for staff & learners on placement.</p> <ul style="list-style-type: none"> Staff/learner on placement will be allocated a bubble to work within and will remain with this bubble where possible. A regular hand-washing/sanitising regime will be implemented to ensure that children and staff wash/sanitise their hands throughout the day. Frequently touched surfaces and contact points (handles, switches) will be cleaned throughout and at the end of the day using standard anti-bacterial cleaning products. Toys can be rotated to allow for cleaning and items which may be difficult to clean, such as those with many parts and dressing up clothes, will be removed. Sand, water, mud and malleable materials will remain risk assessed, sterilised and cleaned in between uses. All equipment/toys in use will be cleaned at the end of the day, which will include sterilising some equipment in large tubs with sterilising fluid /tablets. Increased adult lead activities to help reduce the number of children at a particular activity/toy. Staff/learner on placement are to encourage children to access another 			

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			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level
						activity if there are too many children in one place/on one activity. <ul style="list-style-type: none"> All children will be asked to bring their own drink bottle. Windows will be open as much as possible throughout the day to allow air flow. New procedure will be communicated to staff, learners on placement parents and carers. 			
Merging of a bubble.		<ul style="list-style-type: none"> To merge 2 playrooms as one unit which will be classed as a bubble to maintain ratio's and safeguarding. 	2	4	8	<ul style="list-style-type: none"> This is only to be done when absolutely necessary, ie: staff holidays, sickness or self-isolating. Bubbles only to be merged where absolutely necessary or original bubbles to be maintained where possible. No change of staff/placement learners from other units. Where bubbles are merged, staff/placement learners will try to have contact only with those children in their original bubble as much as is practical. Merged bubbles are to be kept apart as much as possible. Where bubbles are merged, activities and use of facilities will be managed to ensure as little mixing as is practicable. Garden times are to still be staggered. 	1	4	4

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			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level
Garden areas.	Employee Children Learner on placement	<ul style="list-style-type: none"> • Supervision. • Separate units and outdoor areas for different age groups. • Fencing/barriers. • Existing risk assessments. • Evidence of a lower risk of transmission when outside. • Staying Covid-19 Secure Government guidance for employers. • Government guidance for schools and other educational settings. • Government restrictions and guidance on social distancing and self-isolation. • Cleaning working environments guidance. • Health, Safety and Welfare Policy • COVID-19 Policy and Procedure • COVID-19 Return to Site Risk Assessment 	2	4	8	<ul style="list-style-type: none"> • Parents to be informed of changes and given opportunity to raise concerns. 	1	4	4

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Toilet / nappy changing areas.	Employee Children Learner on placement	<ul style="list-style-type: none"> Existing risk assessments. Existing Nappy Changing Procedure Staying Covid-19 Secure Government guidance for employers. Government guidance for schools and other educational settings. Government restrictions and guidance on social distancing and self-isolation. Cleaning working environments guidance. Health, Safety and Welfare Policy COVID-19 Policy and Procedure COVID-19 Return to Site Risk Assessment 	2	4	8	<ul style="list-style-type: none"> Antibacterial products will be used in toilet areas more regularly - after morning snack, dinner, afternoon snack and the end of the day – this will be added to the daily risk assessment. The number of children in the toilet/nappy changing areas at one time will be minimised. Nappy changing procedures will remain the same and the same PPE will be provided. When cleaning any bodily fluids, used PPE will be placed in nappy sacks and put within the nappy bins provided. Staff will be trained how to remove PPE safely by pinching the gloves at the wrist and peeling them off. Aprons will be removed by snapping straps and rolling them up so the inside wraps around the outside of the apron. A staff meeting prior to opening where this information will be disseminated to staff along with handouts regarding personal hygiene procedures for COVID 19. 	1	4	4
Soft Furnishings	Employee Children	<ul style="list-style-type: none"> Supervision 	2	4	8	<ul style="list-style-type: none"> Any remaining cloth/fabric items will be washed daily/between children/users on a 	1	4	4

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			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level
	Learner on placement	<ul style="list-style-type: none"> Staying Covid-19 Secure Government guidance for employers. Government guidance for schools and other educational settings. Government restrictions and guidance on social distancing and self-isolation. Cleaning working environments guidance. Health, Safety and Welfare Policy COVID-19 Policy and Procedure COVID-19 Return to Site Risk Assessment 				hot wash. For example, aprons, flannels, cot bedding.			
Delivery of First Aid	Employee Children	<ul style="list-style-type: none"> Staying Covid-19 Secure Government guidance for employers. Government guidance for schools and other educational settings. Government restrictions and guidance on social distancing and self-isolation. Cleaning working environments guidance. Health, Safety and Welfare Policy COVID-19 Policy and Procedure COVID-19 Return to Site Risk Assessment 	2	4	8	<ul style="list-style-type: none"> The use of further PPE during first aid will be sought such as face masks /goggles to ensure maximum safety for the child and staff member when social distancing cannot be maintained. 	1	4	4
Display of symptoms of COVID 19.	Employee Children Learner on placement	<ul style="list-style-type: none"> Supervision. Social bubbles Staying Covid-19 Secure Government guidance for employers. 	2	4	8	<ul style="list-style-type: none"> A child presenting with COVID 19 symptoms will be separated from the rest of the nursery and monitored by a first aider who will be in PPE. 	1	4	4

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			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level
		<ul style="list-style-type: none"> Government guidance for schools and other educational settings. Government restrictions and guidance on social distancing and self-isolation. Cleaning working environments guidance. Health, Safety and Welfare Policy COVID-19 Policy and Procedure COVID-19 Return to Site Risk Assessment 				<ul style="list-style-type: none"> Parents will be informed straight away and required to take the child home along with any siblings also present in the nursery, in line with Government guidance on household isolation. Parents will be asked to arrange a Covid-19 test either via NHS 119 or the NHS website. Should a member of staff display symptoms, they will be asked to go home and isolate and organise a Covid-19 test either via NHS 119 or the NHS website. If the placement learner or a member of their household/support/class bubble display symptoms of Covid-19 or have a positive result from home testing they will not come in to setting or be sent home to isolate and organise a Covid-19 test either via NHS 119 or the NHS website. If a child/staff member/placement learner is sent home with COVID 19 symptoms. The areas that the child/staff member has accessed and toys played with will be deep cleaned and sanitised prior to the nursery restarting. 			
Deliveries	Employee	<ul style="list-style-type: none"> Evidence of a lower risk of transmission when outside. 	2	4	8	<ul style="list-style-type: none"> Management within the office are to look out for deliveries, staff are to let management know if a delivery have 'buzzed' their room. 	1	4	4

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			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level
		<ul style="list-style-type: none"> No unnecessary visitors are allowed. Staying Covid-19 Secure Government guidance for employers. Government guidance for schools and other educational settings. Government restrictions and guidance on social distancing and self-isolation. Cleaning working environments guidance. Health, Safety and Welfare Policy COVID-19 Policy and Procedure COVID-19 Return to Site Risk Assessment 				<ul style="list-style-type: none"> Orders from suppliers are to be dropped off outside the nursery – the management will be aware of this and go to the door to deal with the delivery. 			
GIFHE learners on placement	Employee/ Children/Learner	<ul style="list-style-type: none"> Staying Covid-19 Secure Government guidance for employers. Government guidance for schools and other educational settings. Government restrictions and guidance on social distancing and self-isolation. Restricted access for parents/carers. Different access/egress points available for different areas. Health, Safety and Welfare Policy COVID-19 Policy and Procedure COVID-19 Return to Site Risk Assessment 	2	4	8	<ul style="list-style-type: none"> No more than 3 learners at placement at any time Block placements of 2 weeks Learners will not be in College for 3 days prior to commencement of placement Learners will be encouraged to undertake covid home testing prior to and during placement with kits provided by College Learners to have full induction including all relevant placement covid risk mitigation measures If the placement learner or a member of their household/support/class bubble display symptoms of Covid-19 or have a positive result from home testing they will not come in to setting or be sent home to isolate and 	1	4	4

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			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level
						<p>organise a Covid-19 test either via NHS 119 or the NHS website.</p> <ul style="list-style-type: none"> • Placement learner will be sent learner Covid guidance sheet prior to commencement of placement • Parental consent to undertake placement will be obtained for under 18 placement learners • Assessor contact details will be given to placement learners 			
Update from new COVID 19 guidelines from 19/07/2021 including 'Outbreak Management Plan'	Employee /children.	<ul style="list-style-type: none"> • Staying Covid-19 Secure Government guidance for employers. • Government guidance for schools and other educational settings. • Government restrictions and guidance on social distancing and self-isolation. • Units as bubbles as much as possible always ensuring ratio's are met. • Outbreak management plan will be to revert back to pre-guidelines of the 19th July 2021. 	2	4	8	<ul style="list-style-type: none"> • The only significant change to the body of this risk assessment and outbreak management plan is that staff can move more freely within the setting but children will be kept in their units as much as possible as long as all ratio's can be met. 	1	4	4

OVERALL ACTION PLAN

Hazards Identified	Additional Control Measures (Further Actions Required)	Target Date	Action By:	Completed By:	Risk level after any additional control measures applied
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			(Name)	(Date, name & sign)	
Dropping off and collection of children.	<ul style="list-style-type: none"> Identify which children need to be onsite for education. Parents /carers are not allowed to enter the building during drop off and collection of children. Parents/carers will be advised to that only one person should drop off/collect their child/children. 2 metre markers will be set out on the pavement to avoid a cluster of parents/carers when dropping off or collecting children Appropriate signage to be displayed – social distancing and queuing. There will be three main drop off and collection points. <ol style="list-style-type: none"> The gate into the pre-school garden (this will remain locked as usual until having to open for a child to enter) The main entrance whereby staff will meet the child at the door to take from parents /carers. The gate into the baby room garden (this will remain locked as usual until having to open for a child to enter) Sanitiser units are available at each entry point to the play rooms, reception, kitchen and staff room. Parents/ will be reminded to follow the Government guidance on self-isolation, and not bring their children to nursery if they or a member of the household/support bubble display symptoms of Covid-19. Staff will be reminded not to come to work under the same circumstances. New procedure will be communicated to staff, parents and carers. 	Prior to	L.S Management		1x4=4
		Ongoing	All Staff		
		Prior to	L.S Management		
		Prior to	L.S Management		
		Ongoing	All Staff		
		Ongoing	L.S Management		
		Ongoing	L.S Management		
		Prior to	L.S Management		
Playrooms.	<ul style="list-style-type: none"> Units will classed as bubbles and all children are to remain in this bubble. This will be the same for staff. 	Ongoing	L.S Management		1x4=4

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<ul style="list-style-type: none"> • Staff will be allocated a bubble to work within and will remain with this bubble where possible • A regular hand-washing/sanitising regime will be implemented to ensure that children and staff wash/sanitise their hands throughout the day. • Frequently touched surfaces and contact points (handles, switches) will be cleaned throughout and at the end of the day using standard anti-bacterial cleaning products. • Toys can be rotated to allow for cleaning and items which may be difficult to clean, such as those with many parts and dressing up clothes, will be removed. • Sand, water, and malleable materials will be risk assessed. • All equipment/toys in use will be cleaned at the end of the day, which will include sterilising some equipment in large tubs with sterilising fluid /tablets. • Increased adult lead activities to help reduce the number of children at a particular activity/toy. Staff are to encourage children to access another activity if there are too many children in one place/on one activity. • All children will be asked to bring their own drink bottle. • Windows will be open as much as possible throughout the day to allow air flow. • New procedure will be communicated to staff, parents and carers. 	Ongoing	L.S Management All Staff		
	Ongoing	L.S Management All Staff		
	Ongoing	All Staff		
	Ongoing	All Staff		
	Ongoing	All Staff		
	Ongoing	All Staff		
	Ongoing	All Staff		
	Ongoing	L.S Management		
	Ongoing	All Staff		
	Prior to	L.S Management		

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<p>Merging of a bubble.</p>	<ul style="list-style-type: none"> • This will only be used when absolutely necessary ie: to cover staff holidays, sickness or self-isolation in order for us to maintain ratio's and uphold safeguarding. • Bubbles only to be merged where absolutely necessary or original bubbles to be maintained where possible. • Where bubbles are merged, staff will try to have contact only with those children in their original bubble as much as is practicable. • Where bubbles are merged, activities and use of facilities will be managed to ensure as little mixing as is practicable. • Parents to be informed of changes and given opportunity to raise concerns. • 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>ongoing</p>	<p>L.S Management</p> <p>LS Management & staff</p> <p>LS Management & staff</p> <p>LS Management & staff</p> <p>LS Management & staff</p>		<p>1x4=4</p>
<p>Garden areas.</p>	<ul style="list-style-type: none"> • Garden area use will be encouraged and activities planned to use the space. • The garden will have limited resources. • Each bubble will have set garden times to avoid too many children in the same area at one time. • Staff are to ensure children's personal belongings are located on their own pegs. Shoe boxes will no longer be used as children congregate together to find their shoes • Corridor areas will be supervised with a limited number of children allowed to collect their coats/shoes at one time. • Sanitiser units are available at each entry point to the play rooms 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>L.S Management All Staff</p> <p>L.S Management All Staff</p> <p>L.S Management</p> <p>All Staff</p> <p>All Staff</p> <p>L.S Management</p>		<p>1x4=4</p>

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	<ul style="list-style-type: none"> A regular hand-washing/sanitising regime will be implemented to ensure that children and staff wash/sanitise their hands throughout the day. Frequently touched surfaces and contact points (handles, switches) will be cleaned throughout and at the end of the day using standard anti-bacterial cleaning products. Investigate the cost and suitability of a canopy/sail to ensure that children and staff have sufficient shade to enable longer periods of outdoor play. 	Ongoing	L.S Management All Staff		
		Ongoing	All Staff		
		Prior to	L.S Management	Purchased.	
Toilet / nappy changing areas.	<ul style="list-style-type: none"> Antibacterial products will be used in toilet areas more regularly - after morning snack, dinner, afternoon snack and the end of the day – this will be added to the daily risk assessment. The number of children in the toilet/nappy changing areas at one time will be minimised. Nappy changing procedures will remain the same and the same PPE will be provided. When cleaning any bodily fluids, used PPE will be placed in nappy sacks and put within the nappy bins provided. Staff will be trained how to remove PPE safely by pinching the gloves at the wrist and peeling them off. Aprons will be removed by snapping straps and rolling them up so the inside wraps around the outside of the apron. A staff meeting prior to opening where this information will be disseminated to staff along with handouts regarding personal hygiene procedures for COVID 19. 	Ongoing	All Staff		1x4=4
		Ongoing	All Staff		
		Ongoing	L.S Management		
		Ongoing	All Staff		
		Prior to and ongoing	L.S Management		
		Prior to	L.S Management		
Soft Furnishings	<ul style="list-style-type: none"> Soft furnishings such as cushions and blankets are to be removed where possible. 	Prior to	L.S Management		1x4=4

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	<ul style="list-style-type: none"> Any remaining cloth/fabric items will be washed daily/between children/users on a hot wash. For example, aprons, flannels, cot bedding. 	Ongoing	All Staff		
Delivery of First Aid	<ul style="list-style-type: none"> The use of further PPE during first aid will be sought such as face masks /goggles to ensure maximum safety for the child and staff member when social distancing cannot be maintained. 	Ongoing	L.S Management First Aiders		1x4=4
Display of symptoms of COVID 19.	<ul style="list-style-type: none"> A child presenting with COVID 19 symptoms will be separated from the rest of the nursery and monitored by a first aider who will be in PPE. 	Ongoing	L.S Management All Staff		1x4=4
	<ul style="list-style-type: none"> Parents will be informed straight away and required to take the child home along with any siblings also present in the nursery, in line with Government guidance on household isolation. 	Ongoing	L.S Management		
	<ul style="list-style-type: none"> Parents will be asked to arrange a Covid-19 test either via NHS 119 or the NHS website. 	Ongoing	L.S Management		
	<ul style="list-style-type: none"> Should a member of staff display symptoms, they will be asked to go home and isolate and organise a Covid-19 test either via NHS 119 or the NHS website. 	Ongoing	L.S Management		
	<ul style="list-style-type: none"> If a child/staff member is sent home with COVID 19 symptoms. The areas that the child/staff member has accessed and toys played with will be deep cleaned and sanitised prior to the nursery restarting. 	Ongoing	L.S Management		
Deliveries	<ul style="list-style-type: none"> Management within the office are to look out for deliveries, staff are to let management know if a delivery have 'buzzed' their room. 	Ongoing	L.S Management All Staff		1x4=4
	<ul style="list-style-type: none"> Orders from suppliers are to be dropped off outside the nursery – the management will be aware of this and go to the door to deal with the delivery. 	Ongoing	L.S Management		

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GIFHE learners on placement	<ul style="list-style-type: none"> No more than 3 learners at placement at any time Block placements of 2 weeks Learners will not be in College for 3 days prior to commencement of placement Learners will be encouraged to undertake covid home testing prior to and during placement with kits provided by College Learners to have full induction including all relevant placement covid risk mitigation measures If the placement learner or a member of their household/support/class bubble display symptoms of Covid-19 or have a positive result from home testing they will not come in to setting or be sent home to isolate and organise a Covid-19 test either via NHS 119 or the NHS website. Placement learner will be sent learner Covid guidance sheet prior to commencement of placement Parental consent to undertake placement will be obtained for under 18 placement learners Assessor contact details will be given to placement learners 	Ongoing	L.S Management GIFHE Early Years staff	1x4=4
		Ongoing	L.S Management GIFHE Early Years staff	
		Prior to	GIFHE Early Years staff	
		Ongoing	GIFHE Early Years staff L.S Management	
		Prior to	L.S Management	
		Ongoing	L.S Management	
		Prior to	GIFHE Early Years staff	
		Prior to	GIFHE Early Years staff	
		Prior to	GIFHE Early Years staff	
		Prior to	GIFHE Early Years staff	

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<p>Update from new COVID 19 guidelines from 19/07/2021 including 'Outbreak Management Plan'</p>	<ul style="list-style-type: none"> • Staying Covid-19 Secure Government guidance for employers. • Government guidance for schools and other educational settings. • Government restrictions and guidance on social distancing and self-isolation. • Units as bubbles as much as possible always ensuring ratio's are met. • Outbreak management plan will be to revert back to pre-guidelines of the 19th July 2021. • 	<p>Ongoing</p>	<p>LS Management</p> <p>LS management</p> <p>LS management.</p>			
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Risk Assessment Guide

Score	Likelihood (probability)
1	Extremely remote Unlikely to occur
2	Remote May occur in time
3	Reasonably probable Will probably occur in time
4	Highly Probable Likely to occur within a very short period of time
Score	Severity (worst case outcome)
1	Negligible Hazard will not result in serious injury or illness beyond minor first aid case, remote possibility of damage
2	Marginal Hazard can cause injury, illness or equipment damage, but the results will not be serious
3	Critical Hazard can result in severe injury, serious illness or critical damage to property and equipment
4	Catastrophic Imminent danger exists, hazard capable of causing death and illness on a wide scale

1	2	3	4
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Likelihood

1	1	2	3	4
2	2	4	6	8
3	3	6	9	12
4	4	8	12	16

Severity

Priority Matrix

Very Low	1	No action – Monitor.
Low	2 - 3	No additional controls are required. Consideration may be given to a more cost-effective solution or improvements that impose no additional cost burden. Monitoring is required to ensure that the existing controls are maintained.
Medium	4 - 8	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	9 - 12	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
Very High	16	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

Key: Persons/Groups who could be affected	
E	Employee
L	Learner
YP	Young person (16 -18 yrs old) – not a learner/student
CH	Child (under 16 yrs old)
VA	Vulnerable Adult
CON	Contractors
VIS	Visitor
PUB	Public
PF	Pregnant female
SC	Special consideration e.g. wheelchair users, learning difficulties, visually impaired etc.

Risk Assessment Reviews:

- Risk Assessments must be reviewed annually or more frequently if there are any significant changes in circumstances relating to the assessment.
- Reviews must be recorded on page 1 of the Risk Assessment proforma.
- After three recorded reviews the Risk Assessment record must be conducted again