

| | | Likelihood | | | | |
|----------|------------|---------------|----------|----------|--------|-------------|
| | | Very Unlikely | Unlikely | Possible | Likely | Very Likely |
| | | 1 | 2 | 3 | 4 | 5 |
| Severity | Negligible | 1 | 1 | 2 | 3 | 5 |
| | Minor | 2 | 2 | 4 | 6 | 10 |
| | Moderate | 3 | 3 | 6 | 9 | 15 |
| | Major | 4 | 4 | 8 | 12 | 20 |
| | Extreme | 5 | 5 | 10 | 15 | 25 |

Risk matrix used in risk assessment below
RR = residual risk

Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.

Coronavirus (COVID-19) risk assessment

Assessment date: 8.9.21

Review date: January 22

Version: 3.0

| Hazard | Risk | Control measures | RR | Persons at risk |
|---|-------------------------------|---|------------------------------|--|
| Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred. | 4 x 3 = 12 | <ul style="list-style-type: none"> To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise once per day; and for essential works including those deemed 'key workers' Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed Maintain contact with Pre-School Management and to follow company policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family) To continue following ongoing government | 4 x 1 = 4 | Pre-School staff Pre-School families. |

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| | | <p>guidance</p> <ul style="list-style-type: none"> • Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required • Sutton St James Pre-School to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020 • Follow good NHS hygiene measures at all times • Avoid all visitors to your home unless they are providing a medical requirement • Do not approach delivery staff, allow packages to be left on the doorstep • Do not take any antibiotics as they do not work against viruses. | | |
| Suspected case whilst at Pre-School | $4 \times 4 = 16$ | <p>If a Staff member or child develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. | $4 \times 1 = 4$ | Staff and families |
| General travel including foreign travel | $4 \times$ | <ul style="list-style-type: none"> • Do not travel unless you cannot work from home • Where an individual has recently visited these | $4 \times$ | Pre-School staff |

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| | $\begin{array}{r} 4 \\ = \\ \mathbf{16} \end{array}$ | <p>countries, they should self / home isolate themselves until further notice from the government (lockdown measures continue to apply)</p> <ul style="list-style-type: none"> • Please continue to follow any further national government advice provided • All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible | $\begin{array}{r} 1 \\ = \\ \mathbf{4} \end{array}$ | |
| Access to Pre-School | $\begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array}$ | <p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> 1) Stop all non-essential visitors 2) Introduce staggered start and finish times to reduce congestion and contact at all times 3) Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring 4) Require all staff and children to wash or clean their hands on entering and leaving Pre-School. 5) Allow plenty of space (two metres) between people waiting to enter Pre-School 6) Regularly clean common contact surfaces in the building particularly following pick up and drop off times. 7) Reduce the number of people in attendance at Pre-School and be outdoors wherever possible | $\begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array}$ | Individual workers |
| Inclement weather – cold temperature allows disease to survive | $\begin{array}{r} 2 \\ \times \\ 2 \\ = \\ \mathbf{4} \end{array}$ | <ul style="list-style-type: none"> • All persons to dress appropriately for the weather • Welfare facilities provided to shelter from the elements • Maintain good hygiene measures at all times • Appropriate respiratory protective equipment (RPE) masks to be considered as last resort however face fit test (FFT) must be completed to ensure mask effectiveness. | $\begin{array}{r} 2 \\ \times \\ 1 \\ = \\ \mathbf{2} \end{array}$ | Individual workers |
| Poor hygiene | $\begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array}$ | <ul style="list-style-type: none"> • Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS • Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. • Regularly clean the hand washing facilities and check soap and sanitiser levels | $\begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array}$ | Individual workers |

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| | | <ul style="list-style-type: none"> • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Pre-School will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. • Restrict the number of people using toilet facilities at any one time. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks, toilet steps and the toilet flush. Pottys should be emptied and cleaned frequently | | |
| Lunch and snack time | $\begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array}$ | <ol style="list-style-type: none"> 1) Staff should also be required to stay on site once they have entered it and not use local shops. 2) Dedicated eating areas should be identified on site to reduce food waste and contamination 3) Break times should be staggered to reduce congestion and contact at all times 4) Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by Staff when entering and leaving the area 5) The Staff and children should be asked to bring pre-prepared meals and refillable drinking bottles from home 6) Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced 7) Tables should be cleaned between each use 8) All rubbish should be put straight in the bin and not left for someone else to clear up 9) All areas used for eating must be thoroughly cleaned at the end of each use, including chairs, breakfast bar and tables. | $\begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array}$ | Staff and children |
| Use of Changing facilities | $\begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array}$ | <ol style="list-style-type: none"> 1) Introduce enhanced cleaning of all facilities including pottys and changing mats throughout the day and at the end of each day 2) Consider increasing the number of changing mats available on site if possible 3) Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal of nappies and wipes. 4) Aprons and gloves to be worn each nappy change and disposed of after 1 use. | $\begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array}$ | Staff and children |
| Working in close proximity to others (maintaining 2m) | $\begin{array}{r} 4 \\ \times \\ 4 \end{array}$ | <ol style="list-style-type: none"> 1) Starting and finishing times are to be staggered and reviewed to ensure no buildup of families in an area. | $\begin{array}{r} 4 \\ \times \\ 1 \end{array}$ | Children, families and staff. |

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| distancing) | $=$ 16 | <ol style="list-style-type: none"> 2) Staff or families who are unwell with symptoms of Coronavirus (Covid-19) should not attend Pre-School. 3) Tasks are to be rearranged to enable them to be done by one person or as small number of persons as possible without compromising safety measures. 4) Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance 5) Avoid skin to skin and face to face contact 6) Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water) 7) Any health concern to be raised immediately to management. | $=$ 4 | |
| Working within 2 metres of working team | 4 \times 4 $=$ 16 | <ol style="list-style-type: none"> 1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule 2) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 minutes 3) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task 4) All equipment and resources to be thoroughly cleaned prior to and after using it. Toys and trolleys to be used on a rota system to ensure they are clean and safe each day. 5) Increased ventilation will be provided within enclosed spaces. | 4 \times 2 $=$ 8 | Staff |

Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to Lucy Riley (manager).
- Information notes are to be sent out and any updates communicated in a timely manner to all staff
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in Pre-School taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach with your team where any issues can be openly discussed and addressed.

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs