

Risk Assessment

Coronavirus

Risk Assessment Scoring	S - Severity of hazard		L - Likelihood of Occurrence		RPN – Risk Priority Number		
	3	High - extremely harmful consequences	3	High - Daily or weekly opportunities	3	6	9
2	Medium - harmful consequences	2	Medium – Opportunities in next 6-12 months	2	4	6	
1	Low - slightly harmful consequences	1	Low - not expected in the next 12 month period	1	2	3	

Activity	Pre-School operating and providing pre-school education to 3 & 4 year olds.	Reference No:	001
Location	Longleaze PreSchool	Date	30 th August 2020
Assessor(s)	Laura Leighfield, Chair of Longleaze Pre-School & Nursery Committee	Review Date	30 th October 2020

Step 1	Identify the hazards	Step 2	Decide who might be harmed & how	Step 3A	Evaluate the risks and existing controls
Step 3B	Additional controls needed	Step 3C	Re-score the risk (based on Step 3B) S x L = RPN	Step 4/5	Record on the form & Review if necessary

For each hazard identified in Step 1 score the S = Severity, the L = Likelihood of occurrence. S x L = RPN = Risk Priority Number

Step 1 Summarise the activity with the related Hazard /Injury	Location (relating to Step 1)	S	Step 2 Persons affected	Step 3A Existing Control Measures	Risk		Step 3B Recommendations (Where appropriate)
					L	RPN	
<p><u>Staff and children attending the Pre-School</u></p> <p>Hazard: - Spread of virus to other employees or customers visiting the premises by: -</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p>	Glenton, Llewelyn and Seal Buildings	2	Staff and children	Good hygiene practices and cleaning in the Pre-School in line with current guidelines	3	6	<p>Staff and children are to wash their hands when they arrive at Pre-School and before and after mealtimes, toileting and activities</p> <p>Children are to be allocated a room which to attend. Mealtimes, indoor and outdoor play and toileting will also all be separate.</p> <p>Staff will ensure that all common touch points are cleaned / sanitized regularly, in line with current government guidelines.</p> <p>If a child is taken ill with symptoms of COVID-19 whilst at the Pre-School, they will be taken to the Meeting Room in the Llewelyn building, accompanied by a member of staff who wear a face mask and gloves. The child's parent/carer will be contacted and asked to come and take the child home as soon as possible.</p> <p>Afterwards the Meeting Room will be deep cleaned.</p> <p>If a member of staff is taken ill with symptoms of COVID-19, they will be asked to go home immediately.</p> <p>No Pre-School trips off site will take place.</p>
<p>Severity x Risk = RPN</p> <p>2 x 1 = 3</p>							

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Activity	Pre-School operating and providing pre-school education to 3 & 4 year olds.	Reference No:	
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					L	RPN	
<p><u>Visitors to Site</u></p> <p>Hazard: - Spread of virus to other employees or customers visiting the premises by: -</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p>	Glenton, Llewelyn and Seal Buildings	2	Staff and children	<p>Visitors are asked to sign in at the office.</p> <p>Visitors are always accompanied and are expected to abide by the policies of the Pre-School</p>	3	6	<p>Visitors will be asked to sign in at the gate and will only be allowed the access the areas that are absolutely necessary.</p> <p>All essential maintenance work will be undertaken outside of Pre-School operating hours, with the workmen adhering social distancing and hygiene guidelines.</p> <p>Parents will be asked to remain outside the school gates and queue at the 2m markers to meet social distancing requirements.</p> <p>Children in Llewelyn will be dropped off and picked up 5 mins earlier than those in Seal and Glenton to allow for adequate social distancing to take place by parent.</p> <p>Children will be greeted at the gate by a member of staff from their classroom, at this point the parents will be asked to say goodbye to their child and the child will go into their classroom.</p> <p>Severity x Risk = RPN 2 x 1 = 3</p>

Agreed by the Committee of Longleaze Pre-School and Nursery at the AGM dated December 2021.

Signed by the Chairperson on behalf of the Committee.....

To be reviewed at the next AGM in November 2022

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<p><u>Pupil numbers and room sizes impede social distancing</u></p> <p>Hazard: - Spread of virus to other employees or customers visiting the premises by: -</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p>	Glenton, Llewelyn and Seal Buildings	2	Staff and children	Where practical reduce number of children in the classroom to enable social distancing. DoFE advise no more than 15 per classroom	3	6	<p>Classes will be no more than 12</p> <p>Excess furniture has been removed to increase space</p> <p>Children are to sit at the same desk throughout the day, when using desks, this includes lunchtime and snack time.</p> <p>Outdoor play is to be encouraged to extend the range of teaching spaces available</p> <p>Only one child is to go to the toilet at a time.</p> <p>Severity x Risk = RPN 2 x 1 = 3</p>

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<p><u>Outdoor Play</u></p> <p>Hazard: - Spread of virus to other employees or customers visiting the premises by: -</p> <p>Direct transmission – person to person spread, via spread of droplets from coughs, sneezes, breathing over, personal contact such as hand shaking, or other human contact</p> <p>Cross contamination transmission from a contact surface such as a hard surface such as desk, phone, keyboard, door handles, taps, toilet lids, bin lids etc</p>	Glenton, Llewelyn and Seal Buildings	2	Staff and children	All of the usual precautions are to be taken whilst children are playing outside, including application of sun cream, wearing of hats, playing in shaded or covered areas where possible.	3	6	<p>Children are to play in the outdoor space allocated to their building. Classes will no longer be able to mix with each other during outdoor play.</p> <p>Outdoor toys that are used will be cleaned in between use</p> <p>Severity x Risk = RPN 2 x 1 = 3</p>

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RISK ASSESSMENT SCORING

Severity Score Table

3	<p>High Hazard - extremely harmful consequences</p> <p>Major notifiable RIDDOR (Reportable Injuries, Diseases and Dangerous Occurrences Regulations) injury or fatality. Permanent disability. Severe life threatening RIDDOR Reportable diseases and illnesses i.e. cancer, asbestosis. Extensive loss of plant, or major damage to equipment, property or the environment. RIDDOR Dangerous Occurrence. Would attract a prohibition notice from the HSE.</p>
2	<p>Medium Hazard - harmful consequences</p> <p>RIDDOR Reportable Lost time incident. Temporary disability, lacerations, serious cuts and bruises, burns, concussion, serious sprains and strains, minor fractures (fingers and toes).</p> <p>RIDDOR Reportable Diseases i.e. occupational deafness, dermatitis, allergy, repetitive strain injury.</p> <p>Serious damage to equipment, property or the environment disrupting normal activities</p> <p>Would attract an improvement notice from the HSE.</p>
1	<p>Low Hazard Severity - slightly harmful consequences</p> <p>Minor Injuries & ill health i.e. minor sprains and strains, cuts and bruises, eye irritation, nuisance (e.g. headaches), minor skin irritation.</p> <p>Minor damage to equipment, property or the environment.</p>

Likelihood of Occurrence Table

3	High (highly likely)	Daily or weekly opportunities for the hazard to be realised. Continuous or almost continuous presence of the hazard.
2	Medium (likely)	Opportunities for hazard to be realised are possible i.e. within the next 6-12 month period.
1	Low (unlikely)	Opportunities for hazard to be realised are Infrequent and possible, but not expected in the next 12 month period.

RISK ASSESSMENT MATRIX TABLE

RISK PRIORITY NUMBER					SEVERITY		LIKELIHOOD	
Severity (S)	3	3	6	9	3	High	3	High
	2	2	4	6	2	Medium	2	Medium
	1	1	2	3	1	Low	1	Low
		1	2	3	RPN = S x L			
		Likelihood (L)						

Risk Priority Number (RPN) = Severity (S) x Likelihood (L)

Risk Priority Number	Action and Timescale
Trivial / Low : RPN = 1 or 2	No further action required
Moderate: RPN = 3 or 4	Take action to reduce the risk level within 3 - 6 months Think reasonably practicable – Risk vs. Cost <i>Use Severity & Consequences as a guide when making decisions about benefit!</i>
Substantial: RPN = 6	Take action to reduce the risk level within 1 months [Enforcement risk – possible HSE Improvement Notice]
Intolerable: RPN = 9	Stop activity immediately or do not start until action has been taken to reduce the level of risk [Enforcement risk – possible HSE Prohibition Notice]