

Risk assessment – Covid- 19

Responsible Person or person having control of the premises:

Address of premises: Checkendon Village Hall, Main st, Checkendon, RG8 0SR

Assessor: Kelly Mullins (Senior Supervisor)

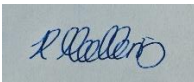
Date of risk assessment: 18/05/2020

Date of previous risk assessment: New risk being assessed.

Date of assessment review: September 2020

Level of risk on day of assessment: High Risk

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		Risk Ranking	
	Likelihood	1	1	2	3	4	5	1 - 5	Low risk - acceptable, monitor
		2	2	4	6	8	10	6 - 15	Medium risk - acceptable, subject to guidance
		3	3	6	9	12	15	16 - 25	High risk - unacceptable, activity must not proceed
		4	4	8	12	16	20		
		5	5	10	15	20	25		

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	<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. 		5	15	<ul style="list-style-type: none"> * Leave box outdoors for parents to drop children's lunch and bags in to avoid contact. *Use side door by car park to allow 2 metres social distancing rules for families. *One family to the door at a time while other families wait in cars. *Only one parent to drop off preferably the same parent each time. 	3	4	12

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			Likelihood	Severity	Total		Likelihood	Severity	Total
		<p>*All children wash hands regularly for 20 seconds.</p> <p>*Parents do not enter Pre-school</p> <p>*children's hands washed/sanitised on entry before handing over to staff</p> <p>*Always in line with staff to children ratios</p> <p>*Information posters are present across site on hygiene</p> <p>*Early Years Foundation Stage Coronavirus disapplication's can be implemented if and when needed</p>				<p>* No unnecessary items from home to be brought in such as show and tell items.</p> <p>* Lunch times two children per table at opposite ends, lunches to be suitable for children to do themselves.</p> <p>* removal of rugs, carpets and resources which are not easy to clean.</p> <p>*Plan area correctly to make sure that children can be separated as much as possible.</p> <p>*Limit how many children at each activity at one time.</p> <p>*Make the most of the outdoor areas.</p> <p>*Use chairs at group times to create distance between the children.</p> <p>*Regular cleaning of hands before and after different activities, sanitizer to be easily accessible around the room, outside and staff to carry some with them.</p>			

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						<p>*inform parents that children should be advise to remove clothing after preschool and it be washed and that they only bring items to pre-school that are vital for that child's care.</p> <p>* primary school parents to be informed that they are not to use our car park or areas to keep to our social distancing rules. Bike lock to be used on gate through to car park and signs to keep school parents and school children away from our building.</p> <p>*No little chefs.</p> <p>* no extra-curricular activities including events fundraisers and breakfast club.</p> <p>* No Diddi dance return in September.</p> <p>*Safety rope used to help children cross road without holding hands. Of if small group pf 4 hold hands. Staff to wear gloves.</p> <p>*To communicate with children about the new play routines we will have discussions daily at register time, Visual aids to support new practices and routines. EG: wave to say hi, 2 children at an activity at a time. Now wash your</p>			

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						<p>hands. Continue with hand washing song every day as normal. "catch it, bin it, kill it" approach.</p> <p>* Children's story home lending library will be closed until further notice.</p>			
<p>COVID-19 Someone who is infected entering the premises</p>	A, B, C	<p>*UK Government guidance being followed</p> <p>*The building is closed to the public so visitors are not permitted</p> <p>*Deliveries are left in grated letter box, parcels in box outside.</p> <p>*Information posters are present at entrances</p> <p>*Only necessary maintenance carried out by external contractors e.g. yearly gas service or emergencies.</p> <p>*Best practice hygiene requirements are being</p>	3	5	15	<p>* Checkendon Pre-school are the sole users of the village hall.</p> <p>*Check children's and staff's temperatures on arrival before entering the building and keep record of checks daily.</p> <p>*No-one other than staff and children to enter the building.</p> <p>* Cleaner to clean when building is empty and children are not in attendance.</p> <p>* Resources and equipment to be cleaned daily and more frequently if needed.</p> <p>* Checkendon Run postponed and all other events such as Sports day and</p>	2	4	8

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		<p>followed. Frequently touched areas cleaned at the start and end of every day.</p> <p>*All fundraising events cancelled until further notice</p> <p>*Manager communicates daily with Committee to assess and evaluate the risks via mobile devices</p> <p>*Staff working from home where practicable</p> <p>*Other users such as Scouts no longer entering building.</p> <p>*Parents have a staggered entry time to aid in social distancing</p> <p>*Staff wash hands/sanitise the children as they enter the building.</p>				<p>leavers celebrations, Diddi dance and visit to dentist.</p> <p>*Regular e-mails and calls with committee to keep them up to date and assess the daily situation.</p> <p>*furlough staff where possible to keep the minimum of staff needed on site to run safely and effectively.</p> <p>*Other regular hall users no longer use the hall until July 17th 2020 When we break up for the summer holidays.</p> <p>*One family to the door at a time, entering from the car park side. Other parents to remain in the car park in or by their cars until safe to come to the door of the setting. Allowing social distancing to take place.</p> <p>*Staff will receive children at the doorway, making sure hands have been sanitised prior to entering the building.</p>			

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COVID-19 Someone becomes ill in the workplace	A, B, C	<p>*UK Government guidance being followed</p> <p>*Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online</p> <p>*If the person affected is a visitor their organisation will be informed if possible</p> <p>*Workplace will be decontaminated following UK Government guidelines</p> <p>*Best practice hygiene requirements are being followed.</p> <p>*Managers communicating daily to assess and evaluate the risks</p> <p>*Best practice social distancing of 2 meters is</p>	3	5	15	<p>*Staff notice put up including rota for cleaning of surfaces, door handles and other items that need regular cleaning</p> <p>*Children and staff have temperature checked before they come in. If they have a temperature, they get sent home.</p> <p>*Ensure that children's personal details and emergency contacts are up to date before re-opening of the pre-school.</p> <p>*Child shows symptoms of COVID -19 at preschool parents are called to pick the child up immediately and the staff member dealing with child wears PPE gear and takes child to the main stage area where the child is isolated from other children of a distance more than two meters. Staff can see child to observe so can leave child if they feel they don't need extra support for staff to be able to maintain safe distance also. Able to also hand child over without crossing paths with other children in the setting and has use of separate bathroom if needed. (Staff do not need to go home after caring for a child with</p>	3	4	12

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		<p>being followed as best as possible</p> <p>*Information posters on hygiene are present on notice board and toilets</p> <p>*Regular cleaning of frequently touched areas take place</p> <p>*Parents to be informed immediately</p>				<p>COVID-19 symptoms unless they develop symptoms themselves.)</p> <p>*Social distancing practises put in place where they can be</p> <p>* Lunch times two children per table at opposite ends, lunches to be suitable for children to do themselves.</p> <p>*Limit amount of children per activity at one time.</p> <p>*Have chairs at group times for children to maintain an acceptable distance.</p> <p>*To access testing parents should call 111 if the child is under 5. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. In the event of a child or member of staff testing positive for coronavirus (COVID-19), the relevant group of people within the school with whom the child has mixed closely (their cohort), should be sent home and advised to self-isolate for 14 days.</p>			

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						<p>*If the wearer of PPE has been in close contact with someone with covid -19 symptoms the PPE needs to be double bagged marked and stored securely for 72 hours before disposal.</p> <p>*Committee members can be used to cover a member of staff if they have to self-isolate, if they have been DBS checked, keeping to the ratio1:8 for qualified staff on a temporary basis.</p> <p>* Anyone staff or child who is displaying coronavirus symptoms, or has displayed symptoms in the previous 7 days, or lives with someone who has displayed symptoms in the previous 14 days, should not attend work/pre-school unless they have tested negative for coronavirus.</p>			
COVID-19 Contaminated workplace	A, B, C, D, E	<p>*UK Government guidance being followed</p> <p>*Workplace will be decontaminated following UK Government guidelines</p>	3	5	15	<p>*Pre-School to be closed for a deep clean. All equipment and building will be decontaminated.</p> <p>*Wash hands regularly.</p> <p>* Ensure children are reminded to catch coughs and sneezes in a tissue and to avoid touching their eyes, nose and</p>	3	4	12

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		<p>Apollo to be called to do deep clean</p> <p>Best practice hygiene requirements are being followed.</p> <p>Best practice social distancing of 2 meters is being followed as best as possible</p> <p>Information posters are present across site on hygiene</p> <p>Regular cleaning of frequently touched areas</p> <p>Building is closed to the public so visitors not permitted</p> <p>Information posters are present at notice board</p>				<p>mouth or putting objects in their mouths.</p> <p>*All bins have lids. Children are made aware of all bins that they can put their dirty tissues into. These bins are changed/cleaned daily. Staff to use gloves to support children with wiping noses, cleaning faces etc.</p> <p>*have readily available hand sanitiser gel/wipes.</p> <p>*Clean using Milton tablets and disinfectant and other bleach products</p> <p>*Social distancing from staff will be implemented the best we can.</p> <p>*All extra-curricular activities involving outside agencies have been stopped until further notice.</p> <p>* Children we be asked to provide a picnic style lunchbox so as they can eat from their lunch box themselves and requires no heating up or preparation.</p>			

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		<p>Only necessary maintenance carried out by external contractors</p> <p>Extra hygiene by staff encouraged</p>				<p>*Pre-School is the only hall hirer at present. No other user of the village hall until after 17th July when we break up for the summer holidays.</p> <p>*Activities to encourage hygiene with children and child friendly posters as well as adult ones to remind children and staff of hygiene.</p> <p>*Resources such as sand, water, playdough and paint will be available. If we can find safe ways to do so for example playdough – each child can have their own named tub of playdough to use individually. Water in spray bottles one for each child. Smaller amounts of pens, pencils that can be cleaned after each activity. Children should also be discouraged from sharing activities such as painting, sticking, small world play and indoor and outdoor construction activities.</p> <p>*Staff cleaning rota for routine cleaning daily, such as door handles, taps and work surfaces and some resources, this will be available for all to see within the setting. In order to facilitate cleaning,</p>			

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						<p>remove unnecessary items from learning environments where there is space to store them elsewhere. Public health advice is to remove all soft toys, and any toys that are hard to clean, such as those with intricate parts. Where practicable, remove soft furnishings, for example pillows, bean bags and rugs.</p> <p>* All toys not easily cleaned, soft furnishings and unnecessary items will not be used to help prevent risk of infection.</p> <p>*Smaller amounts of each resource out at one time that can be easily cleaned at the end of each day. Only 2 children at one activity at a time washing/sanitising hands before and after they have used resources.</p> <p>* Maximum of two children using the toilets at one time to avoid overcrowding in toilet areas.</p> <p>*If a child needs to sleep a washable comfy mat will be put down for children to sleep on in the cosy corner at a safe</p>			

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						<p>distance from other activities going on within the room.</p> <p>*Snack time one item of fruit provided for each child to independently eat, without needing to be cut up. Milk provided in individual cups, which will be washed after use. Water provided in personal named drinking bottles. Children will wash hands before and after snack time.</p> <p>*Hand sanitiser to be accessible at all times when a sink is not available to make sure children wash their hands.</p> <p>* All windows to be opened, where applicable to allow fresh air into the building following Pre-Schools policies and procedures regarding safety and safeguarding of children.</p> <p>*using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as</p>			

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						bathrooms, grab-rails in corridors and stairwells and door handles *if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron *Separate small bin for tissues to be used and changed regularly, Make children aware that this is what the bin is for.			
COVID-19 Workplace gatherings	A, B, C, D, E	*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	3	5	15	*All meetings between staff and committee will be held via internet video calls, calls, emails or other means with no contact. *parent meetings or if they want to discuss their child's progress can be done over the phone or via e-mail and Tapestry. *Regular activities sent via Tapestry to help children with home schooling.	1	3	3

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		<p>*Customer meetings are cancelled</p> <p>*No handshaking</p> <p>*Social distancing of 2 meters for remaining staff where practicable</p>				<p>Parent discussions can be had over Tapestry if they have any questions.</p> <p>*Only small group of children and ratios of staff will be in the village hall at one time. No gathering of any other sort.</p> <p>*Where these are not possible social distancing will take place in an outdoor area of the setting keeping up with hygiene practises. Other means of communication are advised.</p> <p>* When dealing with nappy changing and toilet hygiene routines with children staff will need to be in full PPE. Face mask, gloves and disposable aprons to be used and disposed of in the correct manor.</p>			
COVID-19 Vulnerable Employees	A, B, C, D, E	<p>*UK Government guidance being followed</p> <p>*Managers have identified certain vulnerable employees</p>	3	5	15	<p>*All staff have been asked if they fit into any of the current vulnerable people categories.</p> <p>*No staff are in this category.</p> <p>* This to be reviewed regularly by manager.</p>	1	1	1

Hazards	Who is at Risk	Existing Control Measures	Risk Rating			Additional Control Measures	New Risk Rating		
			Likelihood	Severity	Total		Likelihood	Severity	Total
		<p>*Vulnerable employees may be required to work from home</p> <p>*Pregnant workers will be told to self-isolate or work from home</p>							
COVID-19 Employees who have contracted COVID-19 outside of work	A, B, C, D, E	<p>UK Government guidance being followed</p> <p>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.</p> <p>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidelines</p> <p>Employees with COVID-19 or suspected COVID-</p>	3	5	15	<p>*Prior to returning to work all staff asked if they have had symptoms or have symptoms. If staff member thinks they have contracted the virus/show symptoms they will be sent home to isolate for seven days and the preschool will be closed for deep cleaning.</p> <p>* Employees will not be asked to return to work if they show any symptoms or until any form of self-isolation period has ended.</p> <p>*If staff feel they have contracted the disease they can get a free corona virus testing kit.</p> <p>*If not enough staff to run the days session then the preschool will have to close.</p>	3	3	9

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		<p>19 will self –isolate as per Government guidelines</p> <p>The workplace of employee who has contracted COVID-19 will be decontaminated in line with Government guidelines by Apollo Cleaning</p>				<p>*Applying for a test https://www.gov.uk/apply-coronavirus-test</p>			
COVID-19 Symptomatic or exposed employees remaining in workplace	A, B, C, D, E	<p>UK Government guidance being followed</p> <p>Employees are advised to follow NHS Guidance online</p> <p>Symptomatic employees will be instructed to go home</p> <p>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance</p>	3	5	15	<ul style="list-style-type: none"> Posters up around the setting informing staff parents what they need to do and who they need to contact. 	3	5	15

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			Likelihood	Severity	Total		Likelihood	Severity	Total
		<p>The workplace will be decontaminated following Government guidance</p> <p>Some staff now working from home</p>							
COVID-19 Self isolation and wellbeing	A, B, C, D, E	<p>UK Government guidance being followed</p> <p>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>)</p> <p>Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.</p> <p>Managers & Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by</p>	3	3	9	<p>*Staff made aware if who they need to contact and what they need to do while self-isolating and how long for.</p> <p>*Use of Tapestry to keep up with Key children and provide activities for the children to do if working from home. Online staff training to be completed and activity plans to be produced for when staff member is back.</p> <p>*Manager/ Committee to ring/e-mail to see how members off staff are getting on.</p>	3	3	9

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		Group Messenger or Skype/Zoom etc							
COVID-19 Travel	A, B, C, D, E	<p>UK Government guidance being followed</p> <p>Currently there is no foreign travel across the UK but the FCO provides foreign travel advice for travellers</p> <p>Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations</p> <p>Employees are advised to limit the use of public transport</p> <p>Employees are advised to keep Social distancing whilst traveling</p>	3	5	15	<p>*All staff live locally and can either walk to work or travel by car only a short distance.</p> <p>*parents will be informed that are only to come to preschool if they can get here safely avoiding public transport.</p>	1	4	4

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		Employees advised not to travel unless absolutely necessary							
COVID-19 Visiting other sites or home visits	A, B, C, D, E	<p>*All visits to other sites such as training courses have ceased</p> <p>*All home-visits have ceased</p> <p>*All visits to Committee members houses have ceased</p>	3	5	15	<p>*Checkendon pre-school will not be travelling off the premises for any reasons. We do not do home visits.</p> <p>*All meetings with committee and staff outside of the building will be help via phone, internet of email. EG zoom.</p> <p>*Only online training will be completed at this time until informed otherwise.</p> <p>All extra-curricular activities such as outing to local community or diddi dance who come to us have been</p>	1	4	4

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						postponed or cancelled until further notice.			
COVID-19 Other building users	A, B, C, D, E	The village hall have ceased all activities for the foreseeable future No brownies, art club or karate lessons Car park gate closed by staff after use	2	5	10	*Pre-school is the only thing the village hall is being used for until July 17 th 2020 When we break up for summer holidays.	2	5	10
COVID-19 Committee and Staff Meetings	A, B, C, D, E	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	Committee are not attending Pre-school 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	4	8