

NYCC - GENERAL RISK ASSESSMENT FORM		PERSONS AT RISK			RISK RATING MATRIX						
						1	2	3	4	5	
<p>ASSESSOR: Delphine Greenwood</p> <p>ACTIVITY / SITUATION: Coronavirus (Covis-19) Spread & Government advice</p> <p>SHEET 1 OF 2</p> <p>REVIEW DATE: by Oct 30th 2020</p>		S	C	V	P	<p>CONSEQUENCE / SEVERITY [S]</p> <p>LIKELIHOOD [L]</p> <p>5. Death/Permanent Disability</p> <p>5. Very Likely</p> <p>4. Major Injury</p> <p>4. Likely</p> <p>3. > 3 day Injury</p> <p>3. Possible</p> <p>2. Minor Injury</p> <p>2. Unlikely</p> <p>1. Simple First Aid</p> <p>1. Very Unlikely</p>					
						5	10	15	20	25	5
						4	8	12	16	20	4
						3	6	9	12	15	3
						2	4	6	8	10	2
						1	2	3	4	5	1
Activity, equipment etc	HAZARDS IDENTIFIED			SPECIFIC PROBLEMS / DANGERS		The System of controls: prevention					
						PREVENTATIVE AND PROTECTIVE MEASURES ALREADY IN PLACE					
SOTF Preschool start term 8 th Sept 2020	1	Risk of coronavirus infection spreading to children and staff at Preschool		X	X	X	<p>Cross contamination of the virus via person to person, equipment and surfaces</p> <p>DA to regularly check the latest government advice for early years & schools and to ensure the advice is shared and followed.</p> <p>Preschool will observe local and national alert levels and adjust all risk assessments accordingly.</p> <p>Parents, your children should attend no more than 2 settings including SOTF Preschool. Check page 10 updates if tier level increases.</p> <p>Adults at drop off and collect time are asked to wear a mask.</p> <p>Staff share key information about hygiene daily and use additional daily C-19 risk assessment</p>				

									<p>Staff remind and support children to 'Catch it, Bin it, Kill it' (poster)</p> <p>Staff to coach children's hand washing, How_To_Hand Wash_Poster</p>
2	“ “	X	X	X				“ “	<p>children, staff, and visitors should wash their hands:</p> <p>before leaving home & on arrival at Preschool use the hand sanitiser</p> <p>after using the toilet or blowing nose</p> <p>after activities and at regular intervals</p> <p>before food preparation</p> <p>before eating any food, including snacks</p> <p>before leaving Preschool</p> <p>Soap and water being more effective than using sanitisers.</p>
3	Coughs & sneezes	X	X					“ “	<p>Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If you do not have any tissues available, they should cough and sneeze into the crook of their elbow. Catch it, Bin it, Kill it poster. DA ensure stock of tissues, disinfectant, wipes & hand soap, hand sanitiser. Bins accessible to all. Staff encourage children to then hand wash or hand sanitiser next to tissues, poster & bin for easy access & prompting self-management for our children.</p>
4	Child/Adult is unwell or it is believed that they may have been exposed to COVID-19.	X	X	X				Cross contamination of the virus via person to person, equipment and surfaces	<p>Call parent (if child) or relative (if adult needs) and explain reasons for suspicions of exposure and ask for the parent to come to preschool. Call 999 if they are seriously ill or injured or their life is at risk. Adult or 1 staff & unwell child is sent to kitchen (outside at kitchen door if weather permitting & if safe & secure). Explain to them that they are safe and that you will close the internal door –</p>

	<p>Cont.</p> <p>Child/Adult is unwell or it is believed that they may have been exposed to COVID-19.</p>							<p>with hatch open, so that they can be monitored, and the fire exit is open for ventilation if safe to do so. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a (mask adult only) disposable tissue/napkin when they cough or sneeze and put the tissue in the bin. If they need to go to the bathroom whilst waiting for collection or medical assistance, they should use the men’s toilet which will need to be cleaned once they have left. Adult caring for a child may use a face mask & apron if close care/ comforting is required. Follow hygiene procedures after. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet.</p> <p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate - however, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace</p> <p>everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell - the area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</p> <p>Preschool emails local authority to inform of suspected case.</p> <p>Preschool community not informed of possible COVID-19 case</p>
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								<p>Engage with the NHS Test and Trace process</p> <p>Staff, parents and carers, please ensure you understand the NHS Test and Trace process and be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms <p>If someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</p> <p>In the vast majority of cases, settings and parents and carers will be in agreement that a child with symptoms should not attend the setting, given the potential risk to others. In the event that a parent or carer insists on a child attending the setting, Preschool may take the decision to refuse the child if in their reasonable judgement it is necessary to protect their children and staff from</p>
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								possible infection with coronavirus (COVID-19). Any such decision would be carefully considered in light of all the circumstances and the current public health advice. Further guidance is available on testing and tracing for coronavirus .
5	A case of COVID-19 (pupil or preschool adult) is suspected at our settings.	X	X	X			Limiting the spread of COVID-19 to others	No restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. No need to close the setting or send other learners or staff home.
6	A case of COVID-19 (pupil or preschool adult) is confirmed at our settings.	X	X	X			Limiting the spread of COVID-19 to others	<p>If the test result is positive, they should inform Preschool immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following guidance for households with possible coronavirus infection.</p> <p>Preschool will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>With a confirmed COVID-19 case Preschool must call DeptforEducation helpline (0800 046 8687) and select Option 1 for advice on the action to take. If, following triage, further expert advice is required, the adviser will escalate the call to the local health protection team (HPT). The DfE advisers will help settings identify any close contacts of the positive case and advise on further actions. Following the call to the DfE, settings are asked to inform NYCC of the fact that there is a positive case. To report this,</p>

									<p>settings need to ring 01609 780 780 and select Option 3. In the case that a setting has 2 or more positive cases, the local Health Protection Team (Public Health England) needs to be notified immediately on 0113 386 0300 (9-5 Mon-Fri) or 0151 909 1219 (out of hours). The local authority will also need to be informed (01609 780 780 and select Option 3) after the Health Protection Team has been notified. Advice on the management of pupils or students and staff will be based on this assessment.</p> <p>If there is a confirmed case, a further risk assessment will be undertaken by Preschool.</p> <p>Notify Ofsted</p> <p>Any confirmed cases of coronavirus (COVID-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels.</p> <p>Preschool community and village hall committee will be informed of any confirmed COVID-19 case at collection and/or via email at end of that day.</p> <p>Parents/Carer</p> <p>If your child attends a second setting and they inform you of a positive case being in contact with your child, then please follow track & trace instruction and inform us if your child develop symptoms.</p> <p>If you are contacted by track and trace and your child included in any instruction to isolate then please inform us.</p>
7	Social distancing measures	X	X	X	Cross contamination of the virus via person to person, equipment and surfaces	If your child or anyone in your household show symptoms- do not come to preschool, isolate at home, book testing and call preschool by 10am to inform us of an absence.			

									<p>Social distancing observed at drop off and collection times with parental access to the lobby only where necessary. As of 5thNov adults to please wear a mask.</p> <p>Preschool cannot maintain social distancing within the setting with such young children. Numbers are sufficiently limited by adult /child ratios.</p> <p>Anyone traveling to Preschool on public transport must wear a mask while traveling.</p>
8	Cross contamination safeguards	X	X	X					<p>Cross contamination of the virus via person to person, equipment and surfaces</p> <p>Limited activities cleaned daily. Changed weekly inc books Any blankets used are per person and washed daily. We encourage parents to ensure coats, water bottles and lunchboxes are sanitised daily before and after Preschool. Please do not bring any unnecessary 'kit' to Preschool. Use of large, difficult to clean boxed construction such as duplo, farm, mobilio will be limited to ensure decontamination time. No show & tell. No playdough (daily fresh salt dough instead). Limited dressing up (children can wear their own) One day use activities to use and throw daily to include salt dough, soapy sand, soapy water play, foam play, junk & straws modelling, glue, paper, crafts & materials, painting, chalk, colouring, mache, media mixing.. Healthy outdoors play activities and walks encouraged. Hall to be kept well ventilated. Staff have supplies of gloves & aprons. Staff may use their own (single use or washable) face mask for close care or comforting of unwell or hurt children. DA will endeavour to source a small stock of face masks. Tables, taps & handles to be cleaned regularly throughout the day. DA ensure stock of tissues, soap, sanitiser, wipes, antibac wipes, anti bac spray. DG to source additional gloves. Fresh, hot soapy water will be used to regularly clean surfaces. Daily COVID-19 risk assessed standards followed.</p>

9	Visitors, show rounds and parents settling upset children	X	X	X	X	X	Limiting unnecessary numbers and contamination sources within preschool.	<p>Show rounds- visiting adults are asked to wear a mask. Show rounds pre- arranged and outside opening hours where possible. Unarranged visits may be accommodated at the discretion of the duty supervisor. Preferably one adult only and no additional siblings over 2years old.</p> <p>Visitors/trades – unexpected visitors may only gain access to preschool at the supervisor’s discretion. Visitors will be asked to wear a mask.</p> <p>Settling children – We are accepting new starters. All children have a key person to help and to comfort them when upset. Often children upset at separating from a parent do settle very quickly. We understand that this can be wrenching for parents and all these feeling are quite natural. Parents may wait for a short time outside preschool and a staff member will let them know how quickly their child settles. We reassure parents that should your child struggle to settle into play we will contact you for an earlier collection time. New starters may be invited to a Friday, pre-arranged 1 or 1/2hour stay and play session. There will be no “open, drop in” toddlers’ sessions until further notice.</p> <p>All the above may be further restricted or suspended if the local/national alert level rises.</p>
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10	<p>Persons with higher clinical vulnerability</p> <p>Staff who are clinically vulnerable and extremely clinically vulnerable.</p>	X	X	X		<p>Risk of becoming very ill if they catch COVID 19</p>	<p>Clinically vulnerable staff can return to settings. While in settings they should follow the risk assessed guidance to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distance from other staff in settings. This provides that ideally, adults should maintain a 2-metre distance from others. Where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Clinically vulnerable staff are encouraged to follow guidance given and or mailed to them by medical professionals and or Government and the Dept of Health & Social Care.</p> <p>Our assessed risk for anyone clinically vulnerable or extremely clinically vulnerable rises when the local / national alert level rises.</p> <p>All clinically vulnerable and extremely vulnerable children should follow the advice of the medical professionals responsible for their care. Their parents/carers should seek further updated advice if local/national alert levels change.</p> <p>Pregnant mothers should follow the advice of their midwife. Further info: guidance and advice on coronavirus (COVID-19) and pregnancy From the Royal College of Gynaecologists. All pregnant women should take particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in the home and/or workplace.</p>
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LOW RISK = 1 – 8

MEDIUM RISK = 9 – 15

HIGH RISK = 16 = 25

HA Z	DEGREE OF RISK										RISK SCORE		RECOMMENDED FURTHER ACTION/S	ACTION by RATE by DATE	NEW RISK S x L	NAME
	No	1	2	3	4	5	1	2	3	4	5	SCORE TOTAL				
1			x					x				6	L	From 5 th Jan 2021 children to attend only one setting. Support child handwashing and sanitiser use. Current Childminders and nannies must be included in your bubble.	Jan & Feb 2021	m-H I =
			x					x				6	L			
			x					x				6	L			
			x					x				6	L			
			x					x				6	L			
7			x					x				6	L	Jan-Feb 2021 spring half term -Parents and carers to wear masks at drop off and collect times	Jan – Feb spring half term	M-H
8			x					x				6	L	Jan-Feb 2021 spring half term- staff and families advised to change to fresh clothes when arriving home after preschool sessions.	Jan – Feb spring half term	M-H
9			x					x				6	L	5 Nov-2 Dec national alert level higher= no visits or new admissions during this time		M
9			x					x				12	L	From 5 th Jan 2021, individual transition & settling appointments only for new new starters managed by preschool supervisor only	Jan – Feb spring half term	M-H
10				x						X		12	L	5 th nov-2 Dec national alert level higher = high risk therefore 4 wks shield at home for Clinically extremely vulnerable. Re young females of childbearing age? Check workplace for new risks, be they chemical, physical or biological.	05/11- 02/12	H
10				x						x		12	M	5 th January2020 local level at tier 3 plus national level tier 5. Preschool remains open minus children attending 2 nd settings, families choosing to stay at home and or families shielding and or family or bubble member isolating. Preschool to maintain covid safe procedures. Preschool to also monitor Yorkshire regional infection data including the R rate of the new variant C-19 virus.	05/01/21 Ongoing throughout jan – feb spring half term.	M-H
<p>created 14/05/2020 Assessor Name ...Delphine Greenwood</p> <p>Assessor Signature</p> <p>Check/Reviewed Dates29/05/2020 21/08/2020. 28/08/20. 23/09/20, 13/10/20, 05/11/20 02/12/20, 05/01/21</p>																

Injury
Causes

Accident

Root Causes

Unsafe

Actions

Unsafe

Condition

