

## HEALTH AND SAFETY RISK ASSESSMENTS

### Guidance Notes

Each risk assessment details the task(s) to be undertaken and identifies the main risks and the people who will be most at risk. The tables at the foot of the page indicate the numerical values assigned to:

- L = Likelihood of causing harm
- S = Severity of the harm should it occur
- R = the calculated risk factor of  $R = L \times S$



The risk assessment indicates the individual tasks needed to be carried out to complete the overall task, the potential hazards which could be encountered, the risk rating factors, control measures advised and any legislation which may be applicable in undertaking the task.

The assessment using  $R = L \times S$  indicates risk value obtained by the introduction of control measures to reduce the probability of the hazard causing harm and this consequently reduces the risk factor to the person(s) carrying out the task and to those around them.

The Risk Assessments are of a generic nature and are intended to cover the majority of tasks undertaken within our industry. They have been carried out by a "competent person" and as such are endorsed by Little Stars Nursery for use.

### Risk Rating = Likelihood x Severity

<b>S e v e r i t y</b>	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			<b>Likelihood</b>				

  

Catastrophic	<span style="color: red;">■</span>	STOP
Unacceptable	<span style="color: orange;">■</span>	URGENT ACTION
Undesirable	<span style="color: yellow;">■</span>	ACTION
Acceptable	<span style="color: lightgreen;">■</span>	MONITOR
Desirable	<span style="color: green;">■</span>	NO ACTION

<b>HEALTH &amp; SAFETY RISK ASSESSMENT</b>										
Risk Assessment No: <b>HS 021</b>  Activity: <b>COVID-19 infection risks</b> Location: Little Star Nursery locations			Person conducting assessment.....KELLY FIRTH .....  Date.....27/05/2020.....REVIEWED 19/3/2021.....							
<b>Persons Exposed:</b> Employees <input checked="" type="checkbox"/> Other Workers <input checked="" type="checkbox"/> Public/visitors <input checked="" type="checkbox"/> Vulnerable persons <input checked="" type="checkbox"/>  Total no. of persons at risk:.....20..... (Estimated)			Person supervising work.....Manager in charge .....  Review Date...27/05/2021..... Issue No. ....1.....							
<b>Hazards</b>  Lighting Levels <input type="checkbox"/> Falls of material <input type="checkbox"/> Fire/explosion <input type="checkbox"/> Virus transmission <input checked="" type="checkbox"/> Noise/vibration <input type="checkbox"/> Asbestos <input type="checkbox"/> Dust <input type="checkbox"/> Manual Handling <input type="checkbox"/> Falls from height <input type="checkbox"/> Heat <input type="checkbox"/> Falls on level <input type="checkbox"/> Others <input type="checkbox"/>			Notes 1. Control measures are to ensure that residual risks are reduced to a minimum. Where controls fail to reduce from high refer assessment to your line manager. 2. If the operations are likely to affect the public or the safe operation of a public transport system, the control measures must reduce the likelihood of significant harm to the level that existed before our work commenced.							
<b>N.B. Tick boxes for hazard and risk factors – All significant hazards are to be assessed.</b> <b>C.O.S.H.H Assessments required for all hazardous substances.</b>			<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%; text-align: center;">LIKELIHOOD</th> <th style="width:33%; text-align: center;">SEVERITY OF HARM</th> <th style="width:33%; text-align: center;">RISK RATING</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">                             1 = Very unlikely                              5 = Almost certain                         </td> <td style="vertical-align: top;">                             1 = Negligible Injuries                              5 = Catastrophic Injuries/Death                         </td> <td style="vertical-align: top;">                             1 – 6 Low: No Action Required                              7-16 Medium: Take action(s) to reduce risk                              17-25 High: Take immediate action(s) to reduce risk                         </td> </tr> </tbody> </table>		LIKELIHOOD	SEVERITY OF HARM	RISK RATING	1 = Very unlikely 5 = Almost certain	1 = Negligible Injuries 5 = Catastrophic Injuries/Death	1 – 6 Low: No Action Required 7-16 Medium: Take action(s) to reduce risk 17-25 High: Take immediate action(s) to reduce risk
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Hazard	Likely Harm	Risk Rating			Control Measures Required	By Who	Residual Risk Rating		
		S	L	R			S	L	R
Covid-19 infection to nursery staff & children from contact outside of nursery premises.	Infection leading to various degrees of illness depending on the person infected. Transmission of the virus to others.	5	4	20	As of September 2021 we accept that restrictions surrounding social distancing and wearing face masks have been relaxed, however we acknowledge that there is still a risk of infection. To this end we make the following stipulations:  All staff now have had their relevant Covid vaccines to protect them. We do not require parents to wear face masks on arrival to the setting. We do allow visitors inside the building without PPE (however parents still drop and collect from the dorr)  If children develop a new and persistent cough whilst at the setting the parent will be contacted and asked to seek further clarification as to its cause if it persists Staff are following government advice regarding the virus. Staff have PPE, including aprons, face masks and protective eye wear to wear to protect themselves whilst waiting with children who may be presenting virus	All affected	4	3	12

				<p>symptoms. Anyone displaying any symptoms of Covid-19 are being asked to seek testing and self-isolate as <b>per government advice</b>. Nursery staff who are showing covid-19 symptoms are encouraged to book themselves in for a test to assist with tracing if required. Sneezing/coughing (non-symptomatic) into a tissue/elbow or tissue (not into hand). As of Sept 2021 it is up to individual staff as to whether they wish to carry out routine lateral flow tests at home.</p>					
<p>Covid-19 transmission to children attending nursery or nursery staff, from contact with each other and visitors to the building.</p>	<p>Infection leading to various degrees of illness depending on the person infected. Transmission of the virus to others.</p>	5	4	20	<p>All children will be asked to wash their hands on entering the building and on frequent times throughout the day (after using the toilet, coming in from the garden, before eating or cooking).</p> <p>Whilst inside the nursery children will be in 2 separate cohort groups, with the relevant staff caring for them, as of Sept 2021 they will not be expected to remain in these exclusive groupings for the whole day.</p> <p>All standard ratios as per EYFS guidelines will be followed.</p> <p>Toilets, sinks and garden will remain as communal areas with Covid-19 recommended cleanliness guidelines are being thoroughly upheld. Children may also mix groups when on off site visits (eg to the woods). This is in recognition of the reduced risk of cross infection whilst outside.</p> <p>Children will wash hands when coming into the nursery and throughout the day (e.g: before eating, returning from communal areas). Hand washing will be supervised. Cleaning will be in line with Covid-19 government advice. Children will be asked to bring their own named water bottle each day. Cutlery/ plates etc will be washed with Milton sterilising solution each week. If a child shows any symptoms of Covid-19, a member of staff will be given PPE to sit with them (away from all other children) and the parent/carer will be asked to collect them immediately.</p> <p>. Outdoor play will be encouraged where possible due to the lower transmission rate outdoors.</p> <p>Ventilation will be encouraged with the window being opened as far as possible.</p>	Nursery Staff, Managers	4	3	12

What we CANNOT guarantee:

- That children will be distanced from each other within their groups. They will all be allowed free play and free use of the available resources, equipment and environment.
- Staff will continue to give the same levels of personal care to the children as they did pre Covid-19.
- Staff will not be wearing PPE other than the conditions outlined above.
- That the children from other groups will not at some time come into contact with each other (e.g. out in the garden, although play in the open is a better place for the risk of transmission)

OUR RESPONSE TO THE COVID-19 PANDEMIC IS IN LINE WITH CURRENT GOVERNMENT ADVICE AND OUR RISKS HAVE BEEN CAREFULLY CONSIDERED AND REDUCED AS LOW AS REASONABLY PRACTICABLE, AS REQUIRED BY THE HEALTH AND SAFETY AT WORK ETC. ACT 1974. AS ALWAYS, THE NEEDS OF THE

CHILDREN REMAIN OUR FOREMOST CONCERN AT ALL TIMES.