

Risk Assessment

Risk Rating: 6 Adequate

Company: LC

Risk area: Athelstaneford Primary School Athelstaneford, EH39 5BE [Asset No 0064] (HoE Vacant)

Risk Assessment Id: 418800

Date created: 12 August 2020

What is being assessed?

Please enter the description of the activity being assessed.
Nursery- Re-Opening and Covid-19 Response

Hazards and Risk Ratings

Task	Initial risk rating	Revised risk rating	Further actions
Snack Arrangements	6 - Adequate	3 - Acceptable	0
Physical Distancing	6 - Adequate	6 - Adequate	0
Writing and Drawing Table	3 - Acceptable	3 - Acceptable	0
Handwashing	6 - Adequate	6 - Adequate	0
Management of Resources and Loose Parts	6 - Adequate	6 - Adequate	0
Computer and Interactive Board	6 - Adequate	3 - Acceptable	0
Listening Center and Story Corner	6 - Adequate	3 - Acceptable	0
Dressing up	6 - Adequate	6 - Adequate	0
Wooden Blocks	6 - Adequate	6 - Adequate	0
Learning Stories	6 - Adequate	6 - Adequate	0
Junk and Art	6 - Adequate	6 - Adequate	0
Floorbook	6 - Adequate	6 - Adequate	0
Water tray	6 - Adequate	6 - Adequate	0
Toilets	6 - Adequate	6 - Adequate	0
Paints	6 - Adequate	6 - Adequate	0
"Welly Station"	6 - Adequate	6 - Adequate	0
Outdoor activities (Sand, Wendy House, Mudkitchen and bikes)	6 - Adequate	6 - Adequate	0
Parents entering the nursery	6 - Adequate	6 - Adequate	0
Provision and use of PPE	6 - Adequate	6 - Adequate	0
Pupils/ Parents becoming symptomatic	6 - Adequate	6 - Adequate	0
Fire Evacuation	6 - Adequate	6 - Adequate	0
First Aid/ Administration of Medicine	6 - Adequate	6 - Adequate	0
Personal Care e.g. changing or cleaning	6 - Adequate	6 - Adequate	0
Split Placements	6 - Adequate	6 - Adequate	0
Use of Playdoh	6 - Adequate	6 - Adequate	0

Related documents

None uploaded

Review and sign off

Current status: Requires first review.

Safe Working Procedures

Is a safe system of work required?
None selected

Step 1 – Identify the hazard and risks

Snack Arrangements

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Staff
 - Pupil
-

E : Existing control measures

F - H: Additional control measures

Snack handed directly to children. No communal foods accessed. Water jug used with lid on. Individual cups used for drinking. Once used they are placed directly in the dishwasher. All plates or cutlery used go directly in the dishwasher after use. Adults to avoid eating with the children. Adults to maintain physical distancing as much as possible during this time.

I: Revised risk rating (after additional control measure are in place)

3 Acceptable

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Physical Distancing

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Staff
-

E : Existing control measures

Children do not need to socially distance from each other. Adults should attempt to maintain 2 metres distance from children when possible. Staff may use PPE if that makes them feel safer. Adults to maintain 2 metres distance from other adults.

F - H: Additional control measures

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Writing and Drawing Table

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Staff
 - Pupil
-

E : Existing control measures

F - H: Additional control measures

Washing hands is encourage before accessing this activity.Pots are swapped between cohorts of children.If children are observed to place resource in their mouth this is to be removed and cleaned.Any art work will be stored or displayed. Major reduction of art being sent home with none doing so initially.

I: Revised risk rating (after additional control measure are in place)

3 Acceptable

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Handwashing

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Staff
 - Pupil
-

E : Existing control measures

Adults to wash and sanitize hands regularly. Everyone to clean hands when they enter the nursery, before and after toilet, before and after snack and before leaving the nursery. They will also be supported to this more frequently. Steps in place for small children to access water. Adult will supervise and support process at key times. Encourage hand cleaning when moving from indoors to outdoors. Daily teaching of hand washing technique.

F - H: Additional control measures

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Management of Resources and Loose Parts

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Pupil
-

E : Existing control measures

F - H: Additional control measures

Blue crosses or Smiley faces used to identify which resources can be accessed. Staff will support children to understand this. Resources rotated in and out between cohorts. Resources are cleaned after a cohort uses it. All difficult to clean resources have been removed. Milton to be used to clean resources. Any resources observed to have been touched by my mouths are removed and cleaned.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Computer and Interactive Board

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Staff
 - Pupil
-

E : Existing control measures

F - H: Additional control measures

Hand sanitizer used before and after interacting with these.Board is wiped three times a day at regular intervals.

I: Revised risk rating (after additional control measure are in place)

3 Acceptable

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Listening Center and Story Corner

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Staff
 - Pupil
-

E : Existing control measures

F - H: Additional control measures

Headphones have been removed.Center is regularly wiped.Books stored in poly-pockets and rotated between cohorts.Once removed the will be stored safely for 72 hours.All books will be changed weekly

I: Revised risk rating (after additional control measure are in place)

3 Acceptable

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Dressing up

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Pupil
-

E : Existing control measures

F - H: Additional control measures

Washed and rotated between cohorts. Stored safely and boxed to help with rotation in and out.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Wooden Blocks

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Pupil
-

E : Existing control measures

F - H: Additional control measures

Children are encouraged to wash their hands before using the blocks.Blocks to be left out to allow them to be sprayed with the fogging machine.Blocks are to be kept inside and within a close area as much as possible.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Learning Stories

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Pupil
-

E : Existing control measures

F - H: Additional control measures

Only the children attending each session have these available to them. Photos to be placed on the spine to avoid children touching those of other children.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Junk and Art

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Pupil
-

E : Existing control measures

F - H: Additional control measures

Junk to be split between both groups. Junk to be donated on a Friday and quarantined for 72 hours before use. Resources and Glue to be kept to only one cohort.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Floorbook

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Pupil
-

E : Existing control measures

F - H: Additional control measures

Specific pages to be used with specific groups. Staff to wash their hands before and after usage.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Water tray

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Pupil
-

E : Existing control measures

F - H: Additional control measures

Water to be changed every day and the tray wiped between cohorts. Toys cleaned daily.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Toilets

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Pupil
-

E : Existing control measures

F - H: Additional control measures

Handles and doors, seats, sinks, taps and floors to be wiped three times daily. Thorough clean to take place at the end of each day.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Paints

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Staff
-

E : Existing control measures

F - H: Additional control measures

Paint pots in use.Sets swapped between cohorts.Paintings not to be sent home.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

"Welly Station"

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Pupil
-

E : Existing control measures

F - H: Additional control measures

Wellies to be removed in the outside area before entering the nursery building. Appropriate clothing to be encouraged from home to allow children to freely access the outdoors. Wet-suits available if needed. Wet-suits to be labelled with the child using it. Wet-suits to be washed between cohorts and spaced away from each other.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Outdoor activities (Sand, Wendy House, Mudkitchen and bikes)

B: Risks

None specified

C: Risk rating

D: Who may be harmed?

- Pupil
-

E : Existing control measures

F - H: Additional control measures

Children to clean hands before and after entering the outdoor area. Hand cleaning materials available outside and children encouraged to use these. Activities rotated each week to avoid cohorts using the same areas. Bikes to be wiped or cleaned daily.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Parents entering the nursery

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Member of the public
 - Staff
 - Visitor
 - Pupil
-

E : Existing control measures

F - H: Additional control measures

Specific drop off and pick up times identified. Parents to drop off the children in the nursery garden and then leave via the one-way system. Parents are being reminded to keep 2 metres apart. If this is not followed with the first 4 days, markings are to be installed to clearly display two metres. If specific parents are still not following this, arrangements to be made for an individual time slot.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Provision and use of PPE

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Staff
-

E : Existing control measures

F - H: Additional control measures

PPE should be used in accordance with the Education Dept PPE Guidance, including staff training.

PPE requirements for working with individual pupils is identified within their own risk assessments.

Staff may choose to wear a mask more than the compulsory if it helps them to feel safe at school.

PPE is stored partially in the quiet room and partially in the office. It should be reported when these are being used to the business support administrator to allow for stock to be monitored.

Used PPE must be placed in a bin bag and placed in the outdoor store. It will then be disposed of within 72 hours.

Schools will be provided with a monthly supply of PPE (gloves, masks and aprons), including Hand Sanitiser. The Business Support Administrator will monitor stocks and liaise with Judith Wood if additional stocks are required.

Requirements for other PPE eg Visors should be identified through Risk Assessments and obtained through liaison with Judith Wood. Initially this will be in the guise of two visors for specific children. If we find that spitting is a continued issue the school will organise more of these.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Pupils/ Parents becoming symptomatic

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Staff
 - Pupil
-

E : Existing control measures

F - H: Additional control measures

People consider symptomatic if they have:

·continuous cough

fever/high temperature (37.8C or greater)

loss of, or change in, sense of smell or taste (anosmia)

Quiet room identified for a pupils who become symptomatic to wait to be collected. Windows/ door to be open. 2 metre distancing to be in place with symptomatic person sitting beside the door. Staff should wear a face mask if they are in the same room supervising. Suitable activity should be provided for the pupil such as a book or some music playing. Other PPE to be used as appropriate. Used PPE should be stored within the outdoor storage until it can be safely disposed of.

If a member of staff becomes symptomatic they should leave the school promptly and travel home. This should be done through private transportation.

The person should then arrange a test to take place. If negative they should return to school. If positive they should self-isolate for 10 days. The tracing element will then be completed by a team make those who have been in close contact aware. These people should isolate form 14 days.

If there are two confirmed cases the HT will liaise with QIOs and raise the issues to the local health protection team.

Education Department Guidance for Symptomatic Pupil should be followed.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Fire Evacuation

B: Risks

- infection
-

C: Risk rating

D: Who may be harmed?

- Staff
-

E : Existing control measures

F - H: Additional control measures

Current Evacuation Procedures to be amended to meeting outside the village hall.
2 metre distancing to be encouraged.
One way system no longer in use in case of fire.
Drills to take place weekly to help support this.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

First Aid/ Administration of Medicine

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Staff
 - Pupil
-

E : Existing control measures

F - H: Additional control measures

Standard first aid/managing healthcare needs infection control procedures should be followed.

First aid to take place in a spacious area in the nursery or front entrance. This should ensure space to maintain Physical Distancing and with good ventilation.

Where possible staff should maintain distance and encourage the pupils/staff to do as much for themselves as possible. If there is a chance of sneezing, coughing, spitting etc. then a mask should be used. Gloves should be used if there are bodily fluids involved.

PPE Equipment is stored in the main office, disable toilets, staff room and quiet room.

As part of individual pupil risk assessment Care Plans/Health Care Needs will be considered.

First Aiders should be aware of the ELC Guidance on First Aid during COVID.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Personal Care e.g. changing or cleaning

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Staff
 - Pupil
-

E : Existing control measures

F - H: Additional control measures

Personal care activities to be undertaken using gloves/aprons as currently required and in accordance with ELC guidance on Personal Care. Gloves and apron must be worn in all cases. Generally a face mask will be worn. Additional PPE may be identified in an individuals risk assessment.

The young person should be encouraged to carry out as much themselves as is possible.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Split Placements

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Staff
 - Pupil
-

E : Existing control measures

F - H: Additional control measures

Nursery to have a clear understanding of which children are on split placement and who the other settings are. This information to be utilized in case of a positive testing for covid-19

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Step 1 – Identify the hazard and risks

Use of Playdoh

B: Risks

- Infection
-

C: Risk rating

D: Who may be harmed?

- Pupil
-

E : Existing control measures

F - H: Additional control measures

Playdoh to be kept to a single cohort. After the cohort has used the playdoh this should be removed until the group next attend the nursery. Where possible the children should wash their hands before and after use. Playdoh to be kept to a single area and not moved around the setting.

I: Revised risk rating (after additional control measure are in place)

6 Adequate

J - K: Allocate tasks to responsible persons with target completion dates

None

Declaration

I have received a copy of this risk assessment, read and understood its contents.

Name	Signature	Date