

# RISK ASSESSMENT FORM

<b>Task / Activity</b> <i>Describe what activity this assessment covers</i>	<b>Covid contingency plan and risk assessment from Sept 2021</b> <i>This is in addition to all other risk assessments to use of the building, garden etc. at this time.</i>		
<b>Workplace</b> <i>Describe where this activity takes place</i>	Croft playgroup		
<b>Date</b>	September 2021	<b>Review Date</b>	**As and when necessary**
<b>Assessor</b>	Helen Dearlove/Michelle Barrow/ Anna Mayne	<b>Signature</b>	
<b>Staff involved in assessment</b>	Helen Dearlove/Michelle Barrow/Anna Mayne	<b>Version</b>	1

Likelihood		Severity
Very unlikely	1	Minor injury – no time off (bruises, scratches, discomfort)
Unlikely	2	Injury – up to three days off (injury requires first aid. i.e. more serious cuts, sprains)
Likely	3	Reportable condition (injury or disease which keeps staff absent for more than 3 days/requires child/adult to be taken to hospital)
Very likely	4	Major injury/ long-term absence (broken bones)
Certain	5	Death
<b>Risk rating</b>		
Likelihood X Severity		
Low = 1- 8	Medium = 9 – 15	High = 16 - 25

DESCRIPTION OF HAZARD	CONSEQUENCE OF HAZARD	PERSONS AT RISK	CURRENT CONTROL MEASURES	RISK LxS= ,M,OR L
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<p><b>Transmission of Covid-19 within the setting.</b></p>	<p>Virus can easily spread between people – people become ill with Covid-19.</p>	<p>Staff Parents Children</p>	<ul style="list-style-type: none"> <li>• Parents will only be allowed into the building when settling their child, to attend parent meetings, bring a family member to playgroup or reading sessions.</li> <li>• Parents will be asked to wear masks indoors. This will be reviewed at October half term.</li> <li>• Willow room children to be met by one member of staff from Willow room and be taken through the gate to the garden.</li> <li>• Gate to be closed and locked in between to ensure that no one can enter or leave unsupervised.</li> <li>• Oak room children to be met by one member of staff at the top of the stair to the main entrance and be taken in to their room by a member of staff from the Oak room.</li> <li>• Rooms will continue to be well ventilated.</li> <li>• Parents and carers will be asked to keep their children at home when they are unwell and to take them for PCR tests if they display a high temperature, new continuous cough or loss of taste or smell.</li> <li>• Staff will continue ensure that children are not allowed to come into the setting if they are unwell.</li> <li>• Staff and children will continue to follow hygiene measures including hand washing on arrival, before lunch and after playing outside and use of hand sanitiser.</li> <li>• Staff will continue to take LFD tests twice weekly to identify any asymptomatic cases early.</li> <li>• Appropriate cleaning regimes will continue to be implemented on a daily basis.</li> <li>• Where a member of staff is not double vaccinated and is identified as a close contact of someone with Covid-19 they should isolate following government guidelines for the full period.</li> <li>• Where a member of staff is double vaccinated and awaiting the result of a PCR test, where possible we ask them to isolate while they await the result of the test.</li> <li>• Where double vaccinated members of staff are identified as a close contact but are able to return to work they must wear a mask inside the building, to further reduce the risk of</li> </ul>	<p><b>3x3=9</b> <b>Medium</b></p>
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			transmitting Covid to other members of staff or children, while they await the result of the PCR test and during the isolation period of the person with whom they are a close contact. This is not government guidance but may reduce the risk of transmission.	
<p><b>5 children or staff who are likely to have mixed closely test positive for Covid-19 within a 10 day period.</b></p> <p><b>10% of children and/or staff who are likely to have mixed closely test positive for Covid-19 within a 10 day period.</b></p>	Virus spreads rapidly within the setting affecting capacity to run and health and well-being of children and wider family members who may be more vulnerable.	Staff Parents Children Wider family members	<p><b>Additional control measures will be introduced:</b></p> <ul style="list-style-type: none"> <li>• Strengthened communications with families to ask parents and carers to consider twice weekly rapid asymptomatic testing.</li> <li>• Rooms will cease free flow so that children do not mix between rooms.</li> <li>• Reduction of parent and other visitors to the setting unless where absolutely necessary e.g. for Early Help Meetings.</li> <li>• Suspension of any additional activities which would involve additional mixing.</li> <li>• Increase in outdoor activities as much as possible and within the comfort levels of the children (i.e. children will not be forced to play outside if it causes distress).</li> <li>• Managers will contact Public Health England to seek advice about effective management of an outbreak.</li> <li>• Where staff are not fully vaccinated or vaccinated at all they will have to isolate and Management will seek bank staff or redeployment of other staff to ensure playgroup can continue to operate as usual.</li> </ul>	<b>3x3=9 Medium</b>

RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.

***All staff to read and sign risk assessment***