

Responsible Person or person having control of the premises:

Address of premises:

Izzy Island Ltd T/A as Smile Day Nursery
The old Diary
High Biggins
Kirkby Lonsdale
Carnforth
Lancashire
LA6 2NP

Assessor:

Tracey Wyatt

Date of risk assessment:

14/05/2020

Date of previous risk assessment:

Date of assessment review:

Ongoing and ever changing

Level of risk on day of assessment:

Medium

Signed by assessor:

T.WYATT

| 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 | |
| Likelihood | 1 | 1 | 2 | 3 | 4 | 5 |
| | 2 | 2 | 4 | 6 | 8 | 10 |
| | 3 | 3 | 6 | 9 | 12 | 15 |
| | 4 | 4 | 8 | 12 | 16 | 20 |
| | 5 | 5 | 10 | 15 | 20 | 25 |

| Risk Ranking | |
|--------------|---|
| 1 - 5 | Low risk - acceptable, monitor |
| 6 - 15 | Medium risk - acceptable, subject to guidance |
| 16 - 25 | High risk - unacceptable, activity must not proceed |

| Hazards | Who is at Risk | Existing Control Measures | Risk Rating | | | Additional Control Measures | New Risk Rating | | |
|---------|----------------|---------------------------|-------------|----------|-------|-----------------------------|-----------------|----------|-------|
| | | | Likelihood | Severity | Total | | Likelihood | Severity | Total |

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|---|----------------|---|-------------|----------|-------|-----------------------------|-----------------|----------|-------|
| | | | Likelihood | Severity | Total | | Likelihood | Severity | Total |
| COVID-19 Children on site | A, B, C, D, E | <ul style="list-style-type: none"> • UK Government guidance being followed • The DFE guidance “Early years and childcare COVID-19 guidance is being followed • Only key worker and vulnerable children attending site • Record kept of all attendees and given to B&NES weekly • All children wash hands regularly singing happy birthday twice • Parents do not enter classrooms • Parents wash children’s hands on entry before handing over to staff • Always in line with staff to children ratios • Information posters are present across site on hygiene • Regular cleaning of frequently touched areas • Early Years Foundation Stage Coronavirus disapplication’s can be implemented if and when needed | 3 | 5 | 15 | | | | |
| COVID-19 Someone who is infected entering the premises | A, B, C, D, E | <ul style="list-style-type: none"> • UK Government guidance being followed • Visitors are not permitted • Deliveries are left at front porch • Information posters are present at entrances • Only necessary maintenance carried | 3 | 5 | 15 | | | | |

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|--|----------------|---|-------------|----------|-------|-----------------------------|-----------------|----------|-------|
| | | | Likelihood | Severity | Total | | Likelihood | Severity | Total |
| | | <p>out by external contractors e.g. yearly gas service or emergencies.</p> <ul style="list-style-type: none"> • Best practice hygiene requirements are being followed. Frequently touched areas cleaned at the start and end of every day. • All classes, meetings events ceased until further notice. • Manager communicates daily with staff to assess and evaluate the risks • Parents wash hands of their own children as they enter the building. | | | | | | | |
| COVID-19 Someone becomes ill in the workplace | A, B, C, D, E | <ul style="list-style-type: none"> • UK Government guidance being followed • Persons showing signs of COVID-19 are sent home immediately and advised to follow NHS guidelines online • Workplace will be decontaminated following UK Government guidelines • Best practice hygiene requirements are being followed. • Managers communicating daily to assess and evaluate the risks • Best practice social distancing of 2 meters is being followed as best as possible • Information posters on hygiene are present on notice board and toilets • Regular cleaning of frequently | 3 | 5 | 15 | | | | |

| Hazards | Who is at Risk | Existing Control Measures | Risk Rating | | | Additional Control Measures | New Risk Rating | | |
|---------------------------------|----------------|--|-------------|----------|-------|-----------------------------|-----------------|----------|-------|
| | | | Likelihood | Severity | Total | | Likelihood | Severity | Total |
| | | <ul style="list-style-type: none"> touched areas take place Parents to be informed immediately | | | | | | | |
| COVID-19 Contaminated workplace | A, B, C, D, E | <ul style="list-style-type: none"> UK Government guidance being followed Workplace will be decontaminated following UK Government guidelines Cleaning company to be called to do deep clean Best practice hygiene requirements are being followed. Best practice social distancing of 2 meters is being followed as best as possible Information posters are present across site on hygiene Regular cleaning of frequently touched areas Visitors not permitted Information posters are present at notice board Only necessary maintenance carried out by external contractors Extra hygiene by staff encouraged Wash hands on arrival No soft furnishings and toys that are hard to clean. Cleaning, toys furniture regular | 3 | 5 | 15 | | | | |

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|--|----------------|---|-------------|----------|-------|-----------------------------|-----------------|----------|-------|
| | | | Likelihood | Severity | Total | | Likelihood | Severity | Total |
| COVID-19 Workplace gatherings | A, B, C, D, E | <ul style="list-style-type: none"> UK Government guidance being followed Social distancing has been implemented No meetings take place Customer meetings are cancelled No handshaking Social distancing of 2 meters for remaining staff where practicable | 3 | 5 | 15 | | | | |
| COVID-19 Vulnerable Employees | A, B, C, D, E | <ul style="list-style-type: none"> UK Government guidance being followed Managers have identified certain vulnerable employees Vulnerable employees may be required to stay at home | 3 | 5 | 15 | | | | |
| COVID-19 Employees who have contracted COVID-19 outside of work | A, B, C, D, E | <ul style="list-style-type: none"> UK Government guidance being followed 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. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidelines Employees with COVID-19 or suspected COVID-19 will self – | 3 | 5 | 15 | | | | |

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|--|----------------|---|-------------|----------|-------|-----------------------------|-----------------|----------|-------|
| | | | Likelihood | Severity | Total | | Likelihood | Severity | Total |
| | | isolate as per Government guidelines <ul style="list-style-type: none"> The workplace of employee who has contracted COVID-19 will be decontaminated in line with Government guidelines by Cleaning company | | | | | | | |
| COVID-19 Symptomatic or exposed employees remaining in workplace | A, B, C, D, E | <ul style="list-style-type: none"> UK Government guidance being followed Employees are advised to follow NHS Guidance online Symptomatic employees will be instructed to go home Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS online guidance The workplace will be decontaminated following Government guidance | 3 | 5 | 15 | | | | |
| COVID-19 Self isolation and wellbeing | A, B, C, D, E | <ul style="list-style-type: none"> UK Government guidance being followed NHS 111 online provides advice on | 3 | 3 | 9 | | | | |

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|---------------------------------------|----------------|--|-------------|----------|-------|-----------------------------|-----------------|----------|-------|
| | | | Likelihood | Severity | Total | | Likelihood | Severity | Total |
| | | <p>when to self-isolate and access to an online interactive and personal checklist ({{ HYPERLINK "https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/" }}))</p> <ul style="list-style-type: none"> Managers & Colleagues are advised to keep in regular contact with individual, team calls or by Group Messenger. | | | | | | | |
| COVID-19 Travel | A, B, C, D, E | <ul style="list-style-type: none"> UK Government guidance being followed Currently there is no foreign travel across the UK but the FCO provides foreign travel advice for travellers 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 Employees are advised to limit the use of public transport Employees are advised to keep Social distancing whilst traveling Employees advised not to travel unless absolutely necessary | 3 | 5 | 15 | | | | |
| COVID-19 Visiting other sites or home | A, B, C, D, E | <ul style="list-style-type: none"> All visits to other sites such as | 3 | 5 | 15 | | | | |

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|----------------------------------|----------------|--|-------------|----------|-------|-----------------------------|-----------------|----------|-------|
| | | | Likelihood | Severity | Total | | Likelihood | Severity | Total |
| visits | | training courses have ceased <ul style="list-style-type: none"> All additional classes have ceased. All visits from external agencies have ceased. | | | | | | | |
| COVID-19 Other building users | A, B, C, D, E | <ul style="list-style-type: none"> The building is not in use outside of opening hours Car park will not be used outside of nursery hours. | 2 | 5 | 10 | | | | |
| COVID-19 Staff Meetings | A, B, C, D, E | <ul style="list-style-type: none"> UK Government guidance being followed Staff meetings ceased Zoom meeting, telephone calls if required. | 2 | 5 | 10 | | | | |