

GENERAL RISK ASSESSMENT and ACTION FORM (HS1a) – always take into account the possibility of an Emergency Evacuation and all persons being able to vacate the room quickly

Location: Creche/Parkshot

Reason for assessment: Reopening of site for Children.

Name of Assessor (print name): Jill Sigamoney/Joanna Procyszyn

Date of Assessment: 24/08/2020 (last updated 08 09 20)

Hazards identified from the Work Activities being carried out by students and tutors - including the use of COSHH, Machines, equipment etc	Who is at risk/ affected?	List Existing Controls – are they adequate, is risk reduced as far as possible?	Likelihood of accident (1 – 5)	Severity (1 – 5)	Overall Risk Rating = (LxS=R)	Is Risk Acceptable Yes/No	State any immediate ACTIONS taken by assessor AND list further Controls and Actions to be taken and Prioritise	New risk rating LxS=R (RR)	Where and Who each Action reported to for each new Control/ Action (e.g. HELP-desk + Ticket No., Line Manager, Tech.etc	Monitor new controls – if they are not effective. re-rate risk and REVIEW Risk Assessment
Space limitations and number of children/ Staff required.	Staff and Children	Current max of 24 Children at one time	2	2	4	Yes	Reduced capacity to 15 children per 3 hour session to allow for reduced staff numbers for maximise social distancing. If unable to secure a place, learners will be given information how childcare off-site can be supported by the College.	2	Creche Supervisor	
Risk of virus being brought into Creche	Creche Staff, Parents/carers, Children,	The current Government advice is that the transmission rate is low and it is therefore acceptable with continued social distancing measures in place (where possible) for people to return to work where they cannot work from home. The advice is that public transport is safe and available to use but people are still being	2	3	6	No	Public transport to be avoided if possible. This is included in guidance to staff/learners/parents/carers. If used on public transport, single use masks to be disposed of using controls on arrival before entering the creche - placed in plastic bag and tied, discard in waste bin. Refer to: WHO how to use face mask guidance. Parents/staff to be responsible for storing multi-use masks in their belongings safely	3	Staff members and parents/carers.	Continued review of Government guidance.

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		<p>encouraged to use other modes of transport where possible.</p> <p>The Government measures for social distancing on public transport have been implemented.</p> <p>Cleaning in place</p>					<p>Parents will sign a new learning agreement that includes a declaration that they do not have Covid-19 symptoms or their child/children attending creche.</p> <p>Signage installed to advise all coming onto site: frequency handwashing/sanitising, avoid touching face, maintain social distance, go home and isolate if feeling unwell with Covid19 symptoms.</p> <p>Children encouraged as appropriate to wash hands at regular intervals during the day</p> <p>A record will be taken of the contact details all visitors/enquirers to site to enable the government’s Track and Trace system to be utilised in the event of an outbreak. All speculative visits to the creche to be booked out of creche hours.</p> <p>Buggies to remain outside, unless child is asleep when a staff member will take child and buggy into crèche. Staff will park buggies to prevent parent entrance to garden.</p>		<p>Creche Supervisor</p> <p>Facilities and Estates Manager</p> <p>Creche staff</p> <p>Creche staff</p> <p>Creche staff</p>	

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							Anyone who enters the creche must wash and sanitise their hands.			
Settling Parents, Drop Offs and Picking up	Staff, children and parents/carers	No existing controls in place	2	3	6	No	<p>Social distancing to be observed. Included in signage and instructions to those coming into creche (adults only –children will not be required to social distance due to their age)</p> <p>Face coverings to be worn by parents/carers (unless exempt, for example people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability, or are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate). Appropriate signage in place.</p> <p>Drop off for new and settling children parents; allowed to enter garden and crèche building, must wash and sanitise hands. Garden settling encouraged (weather permitting).</p> <p>Drop off for all other parents/carers: child will be collected by staff from garden gate, bell to be moved from door to gate.</p>	3	Staff and parents/ carers	

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							All children to be picked up from garden gate only.			
<p>Risk of transmission in high use part of site.</p> <ul style="list-style-type: none"> Toilets/changing room Creche room Front entrance Kitchen 	All persons in creche	<p>Reduce amount of toys</p> <p>Remove any toys that cannot be cleaned e.g</p> <ul style="list-style-type: none"> Playdough Teddies 	2	2	4	Yes	<p>Additional controls:</p> <p>Enhanced cleaning service implemented at the end of each day.</p> <p>Frequent clean by staff of high touch hard surfaces, cleaning throughout the day, enhanced antibac products.</p> <p>Single use of kitchens only – one staff member use at a time. No parent access.</p> <p>Signage to be placed in kitchen advising need to clean pre and post use. Cleaning products will be provided.</p> <p>Increased cleaning of toilets/changing area.</p> <p>Signage in toilets reminding users to wash hands for 20 seconds. Hand sanitiser will be provided in toilets/changing area</p> <p>Windows/doors to be kept open to increase ventilation where possible.</p>	2	Estates and Facilities Manager	Continued monitoring of government guidance. Ongoing monitoring of cleaning, signage, flow by ED. Commercial.

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Child or staff member taken ill on site			2	3	6	No	<p>If a child is taken ill a member of staff will take sick child to a quiet place in creche and stay with them and another member of staff will contact the parent to collect. Any facilities the child uses (e.g toilets toys) before going home will be deep cleaned. Staff to use PPE (Masks, gloves, apron) when dealing with sick child.</p> <p>All sickness symptoms to be treated as above – regardless if a Covid-19 symptom or not. Will keep a record to ensure quarantine periods are kept to.</p> <p>If Covid-19 suspected, parents/carers to be advised to seek a test and inform RHACC of the results, and then follow NHS advice as to when the child can return to the creche.</p> <p>If a staff member is taken ill they will be removed from the creche and isolated before being sent home (and advised to seek a test, as per the staffing risk assessment).. Creche Supervisor to review staff/child ratio to ascertain if the creche can remain open.</p>	4	<p>Creche staff</p> <p>Creche Supervisor</p> <p>Creche Supervisor</p> <p>Creche Supervisor</p>	

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							use. Cleaning products will be provided.			
Fire evacuation procedure does not require for social distancing.	Everyone in the creche	Fire evacuation procedures in place and tested on termly basis.	1	3	3	Yes	Follow creche evacuation policy. A record will be taken	3	Estates and Facilities Manager	Continued monitoring of government guidance. Ongoing monitoring of cleaning, signage, flow by ED. Commercial.
Current first aid protocols include risk of covid19 transmission.	First aiders and anyone requiring first aid.	No specific additional controls in place.	2	3	6	No	Protective equipment to be provided to first aiders. Including masks, gloves, aprons. Instructions to be provided to first aiders on how to deal with first aid incidents during the pandemic. Appointed staff have completed first aid training	4	Estates and Facilities Manager HR	
Risk of visitors and contractors bringing virus onto site.	Creche	All repairs carried out by internal caretaker team.	1	2	2	Yes	Social distancing required for all visitors/contractors. Unless an emergency will be done out of hours. Enhanced Hygiene – see above	2	Estates and Facilities Manager	

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Assessment approved by (eg Line Manager) :	Who: Jo Procyszyn When: 04 September 2020					Proposed Review – state date and/or Review Conditions	24 September 2020 by Executive			

Review

Date of Review and Findings:	Assessor signature:
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RISK RATING

L = Likelihood	(5)-Frequent; (4)-Probable; (3)-Occasional; (2)-Remote; (1)-Improbable
S = Severity	(5)-Fatal; (4)-Major; (3)-Serious; (2)-Minor; (1)-Low
R = Risk Rating	(LxS)-Likelihood x Severity
RR = Residual Risk Rating	Risk Rating following application of Additional Controls: 15 to 25 – Unacceptable and/or 10 to 14 – High (Remove hazard or consider re-deployment immediately); 6 to 9 – Medium (Adapt working practices and review in 2–4 weeks); 4 to 5 – Low (Review in 4–8 weeks); 1 to 3 – Negligible.

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COMMENTS AND INFORMATION

Use this section to record how the risk assessment & control measures have been communicated, and any other comments and information

This Risk Assessment will be displayed on the wall of the creche. Creche Supervisor draw attention to the Risk Assessment at beginning of child's first session with parent/carer. By signing the learning agreement, learners are accepting the control measures in this risk assessment, and are agreeing to comply. Any learners who do not follow the control measures in the assessment will be asked to leave.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Attendance at College

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-children-and-young-people>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

Returning to work/college

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

Hand hygiene

<https://new.brighton-hove.gov.uk/sites/default/files/campaigns/Coronavirus/Coronavirus%20handwashing%20landscape%20and%20portrait%20A4%20Poster.pdf>

Cleaning

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Windows in corridors and ventilation

https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_ver2_20200403_1.pdf

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Controls declaration poster

<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>

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