

AFFNS wider reopening risk assessment

SREF NO	TASK / WORK / OPERATION	DO HAZARDS EXIST?	WHAT ARE THE HAZARDS?
01	Arrival and departure of school staff	Y	Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school
02	Drop off and collection of children	Y	Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times
03	Use of classroom space	Y	Unable to maintain social distancing
04	Movement around the building	Y	Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building
05	Use of shared equipment and resources	Y	Higher risk of contamination if pupils and staff use shared equipment and resources
06	Use of outdoor spaces and equipment	Y	Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment
07	Lunch times	Y	Mixing of children during lunch times and maintenance of social distancing measures
08	Access to toilets and hand washing facilities	Y	Mixing of pupils/staff during visits to toilets and hand washing facilities
09	Supporting clinically vulnerable pupils and staff	Y	Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice
10	Managing symptomatic pupils and staff	Y	Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance
11	Managing visitors and temporary staff	Y	Visitors spread the risk and do not adhere to social distancing guidance
12	Delivery of inbound goods	Y	Ineffective infection control and increased risk of infection
13	Cleaning	Y	Ineffective infection control and increased risk of infection
14	Staff wellbeing	Y	Staff absence due to anxiety
15	Changing children / first aid	Y	Risk of infection if appropriate PPE is not worn
16	Fire evacuation, bomb threat, lockdown	Y	Mixing of children during fire evacuation, staff and visitors and maintenance of social distancing measures

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Please see DfE guidance on:

Preparing for the wider reopening of early years and childcare settings

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

Actions for Early years and childcare providers

https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures?utm_source=10%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

HAZARDS	POTENTIAL HARM	PERSONS AT RISK (tick as appropriate?)			EXISTING CONTROL MEASURES	RISK RATING	L/M/H	MITIGATING ACTION INTRODUCED	NEW RISK RATING	RESIDUAL RISK
		STAFF	CHILDREN	VISITORS/PARENTS					L x S = RR	L/M/H
1) Mixing of staff and non-adherence to social distancing	Direct transmission of COVID-19 virus from	✓	✓		-small staff at both nurseries -staff usually arrive at different times -Nursery and daycare staff are on different shift patterns	2x3=6	M	-Staff to Stagger arrival and departure times; Additional exit door identified for staff if exit times are busy at WR -Ask staff to wash their hands on arrival (sanitiser at entrance) and prior to leaving the school	1x3	L

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<p>measures during the arrival to and departure from school</p>	<p>being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth and to body)</p> <ul style="list-style-type: none"> • Indirect transmission of COVID-19 virus from hand and hands contact with 						<p>Entry / exit protocol – follow marked entry / exit; adhere to the social distancing measures marked; and remain 2 meters apart where possible including when entering and exiting the building as per markings and signage; wear a mask from 21/9/20</p>		
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	contaminated surfaces									
2)Mixing of parents and carers / children and non-adherence of social distancing measures during the drop off and collection times	<ul style="list-style-type: none"> • Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) 		√	√		2x3 =6	M	<ul style="list-style-type: none"> -letter to parents outlining procedure -Flexible arrival and different departure times for children. Daycare avoiding these times -parents advised not to gather at any point on entry or exit to building -only one parent / carer to accompany child and to be asked to wear a face covering from 21/09/20 - children not to wear face coverings on entering the building. Any face coverings to be removed prior to drop off and taken home to dispose of / wash -parent to supervise hand gel at entrance if child arrives outside of usual session times. All children to wash hands on entry to Nursery environment - child to be left at entrance unless very upset when parent will be allowed in to comfort and settle -follow entry / exit protocol outlined in 1 	1x3 =3	L

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	<ul style="list-style-type: none"> • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 									
3)Unable to maintain social distancing measures in the Nursery	Direct transmission of COVID-19 virus from being in close proximity to people	√	√		<p>-Nursery is split into smaller areas -children are used to being part of a key group -children are used to working outside</p>	3x3 =9	H	<p>-Social distancing for young children is not expected. Groups to return to full numbers from Sept 20 Ditton – 35 children in one bubble Warrington Road – 67 children in 1 bubble. Any additional adults entering the bubble outside of normal teaching, to be recorded on proforma -WR - outside areas to be divided between Nursery and Daycare, monitoring of SEND children, to ensure that groups of children stay</p>	2x3 =6	M

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	<p>with the virus (i.e. person to person transmission, hand to hand, hand to mouth, hand to body)</p> <p>•Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>						<p>defined areas outside wherever possible.</p> <ul style="list-style-type: none"> -Children not to play next to the perimeter fence; staff to be vigilant in reinforcing this - Larger numbers require more equipment . Staff to gradually replace this through July and beginning of Sept to ensure cleaning is as manageable as possible. -Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) <p>Washing machines are available in both nurseries</p> <ul style="list-style-type: none"> -hand sanitiser and tissues in classrooms and other learning environments and to be monitored daily for stock levels to ensure good hygiene 		
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<p>4)Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building</p>	<p>Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> • Indirect transm 	<p>v</p>	<p>v</p>		<p>-children are used to being primarily in one room - Ditton – 16 children for lunch WR – 35 children for lunch in 3 rooms</p>	<p>3x3 =9</p>	<p>H</p>	<p>- key groups allocated to an area each day for 1 week and change on Friday after cleaning of surfaces and rotation of toys; daily cleaning of surfaces and touch points -children to eat lunch in own room, lunch boxes to be taken to the rooms -Staff to try remain two metres apart from children whilst moving around the building -All rooms accessed directly from outside (WR) / where possible (Dit) - children’s coat pegs to be accessed in groups – staff to monitor and control, and allow time at the end of the session</p>	<p>2x3 =6</p>	<p>M</p>
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	<p>ission of COVID-19 virus from hand and hands contact with contaminated surfaces</p>									
<p>5)Higher risk of contamination if pupils and staff use shared equipment and resources</p>	<p>Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e.</p>	√	√		<p>-children used to working in key groups -all equipment has been cleaned</p>	<p>3x3 =9</p>	H	<p>- resources available reviewed (as in No 3 -WR - resources in each room split into a 2 week rota to allow for at least 48 hours (72 hours for plastic) quarantine between use -Resources to be allocated to each room therefore shared contact reduced as much as possible during the week -Friday increased cleaning where possible - Soft play cleaned daily as per cleaning contract; only used by Nursery school children currently</p>	<p>2x3 =6</p>	M

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	<p>person to person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 						<ul style="list-style-type: none"> - increased hand washing during the day as part of practice but definitely on change of activity, going outside and coming into the building again, and lunch, after toilet -additional hand sanitisers located in corridors, office areas and in each room - No book bags/ toys to be brought from home -Clean shared materials and surfaces during the middle of the day where possible (additional 30 mins cleaning (Ditton); 1 hour (WR) daily , plus at the end of the day once 30 hour children have left where possible (additional 30- mins for each setting) -SEND children to have individual boxes of equipment / objects of reference. Staff to be vigilant and watch for shared resources being mouthed. These resources to be removed from provision until washed - isolation area – if this is used it needs to be deep cleaned and then left for 72 hours and cleaned again before any other person uses this space, via HBC cleaning contract 		
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6)Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment	Direct transmission of COVID -19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand,	v	v			3x3 =9	H	<p>-designated outdoor areas, areas to be kept for sole use of the bubble where possible then changed of use after the weekend.</p> <p>- WR - DayCare to be allocated own space within the larger play area to try to maintain bubbles</p> <p>- outside toys to be cleaned when possible with Milton spray diluted as per instructions</p> <p>- Activities set up and supervised to try and support to social distancing measures</p> <p>- equipment to be sprayed and wiped between groups where possible</p> <p>-where other groups use the outside space this needs to be confined to separate days for separate bubbles of children and all equipment touched needs to be cleaned at the end of the session.</p>	2x3 =6	M

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	hand to mouth, hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces							See cleaning guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings		
7) Mixing of children during the lunch and	Direct transmission of COVID-19 virus from being	√	√		-children used to eating in classrooms and in consistent groups -children already wash hands before lunch	2x3=6	M	-children to leave packed lunch bags on trolley (Ditton) in box (WR) on entry to the building. Box to be taken directly to the room (WR) trolley to be accessed on rota (Dit)	1x3=3	L

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<p>mainte nance of social distanc ing measu res</p>	<p>in close proximi ty to people with the virus (i.e. person to person transmi ssion - hand to hand, hand to mouth, hand to body) • Indirec t transm ission of COVID- 19 virus from hand and hands contact</p>							<p>-toilets allocated to separate bubbles -Clean tables and chairs used for lunch before and after</p>		
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	with contaminated surfaces									
8)Mixing of children /staff during visits to toilets and hand washing facilities	Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth,	√	√		WR- 4/5 rooms have sinks that are be used for handwashing Dit – 1 room has a sink -Children were being taught good handwashing techniques	3x3 =9	H	- Bathrooms to be allocated to specific groups and children supported to remember which one to use -bathrooms - midday clean: 30 minutes per day allocated for bathrooms and touch points -staff toilets to have cleaning equipment available within the bathroom areas for staff to sanitise after use - Daycare and Nursery staff to use separate toilets	2x3 =6	M

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	hand to body) • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces						<ul style="list-style-type: none"> -Staff to monitor children going to the toilet to ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time -Staggered access to toilets and hand washing facilities during peak times eg lunch -Remind children and staff to keep two metres apart where possible -Remind and reteach children to wash their hands for 20 seconds using warm water and soap and to sing 'Happy Birthday' x2) 		
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<p>9)Children and staff who are at higher risk of severe illness if they do not maintain social distancing / follow medical advice</p>	<p>Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body) <ul style="list-style-type: none"> • Indirect transmission </p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>-Children classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield until the end of June and not attend Nursery. See: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version</p> <p>-Staff considered to be clinically extremely vulnerable individuals have been advised not to work outside the home until the end of June. See https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p> <p>-Clinically vulnerable children and staff who are at higher risk of severe illness (for example,</p>	<p>2x3 =6</p>	<p>M</p>	<p>All staff returned to work June 20. SLT to maintain contact with all to ensure that any anxieties are addressed and staff are supported accordingly All staff to complete self-assessment for vulnerabilities (Aug 20). HT and staff member to then risk assess individual circumstances -SLT to talk to all staff re anxieties, how these can be best managed. - Where staff have individual specific reasons to be concerned discussions and individual plans developed to support returning to full time on site work and lessening anxieties in enabling work to be completed</p>	<p>2x3 =6</p>	<p>M</p>
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	<p>of COVID-19 virus from hand and hands contact with contaminated surfaces</p>			<p>people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing guidance) have been advised to take extra care in observing social distancing and should stay / work from home where possible.</p> <p>-If a child, or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend their education or childcare setting.</p> <p>-If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. See:</p>					
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					https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19					
10) Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line	Direct transmission of COVID-19 virus from being in close proximity to people with	√	√		-Parents already informed that children who are unwell should not come to nursery at all -Parent aware of self-isolating rules. Staff clear on checking and enforcing this this -thermometer in each school to check temperatures	2x3 =6	M	-Parents given quick reference guide to support them in knowing when children can / cannot come into Nursery -Ensure that staff are aware of the process for sending home children or staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance; to stay at home and self isolate for 14 days, and to be tested. Any person	1x3 =3	L

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<p>with the guidance</p>	<p>the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 						<p>with a positive test must inform the setting and remain at home for minimum 14 days</p> <p>See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <ul style="list-style-type: none"> - Upon receiving any information regarding positive test results SLT to immediately contact the local Public Health Team/Local Authority - 2 or more confirmed cases within 14 days or an overall rise in sickness absence with COVID-19 suspected could be considered as a local outbreak. - If a child is awaiting collection: <ul style="list-style-type: none"> - Move them to a room where they can be isolated behind a closed door (under the stairs at WR; outside bench / Pram store/ disabled toilet at Ditton) - appropriate adult supervision will be required - Open a window for ventilation - If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (upstairs disabled toilet at WR; disabled toilet at Dit). The bathroom should be deep cleaned using standard cleaning products 		
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							<p>and closed for 72 hours before being used by anyone else via cleaning contract</p> <ul style="list-style-type: none"> -PPE should be worn by staff caring for the child while they await collection – any PPE must be double bagged labelled , and stored for 72 hours in labelled rubbish bin (Dit) / bin store (WR) before disposal in the normal waste - Call 999 if they are seriously ill or injured or their life is at risk. -If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. -Clean the affected areas (classroom, waiting room, bathroom) with normal household disinfectant /Milton after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. 	
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								https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings		
								<p>If school receive information regarding a positive test result SLT must inform LA / PH team. 2 or more cases within 14 days would be considered as a local outbreak</p>		
11)Visitors to the buildings spreading the virus	Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmi	√	√		-signage re cleaning hands and social distancing in place	2x3=6	M	<p>-visitors advised to avoid peak drop off and collection times-Provide a specific time window for essential visits to school</p> <p>-Encourage potential visitors to contact the schools remotely rather than visiting the school</p> <p>-Limit the number of visitors at any one time</p> <p>- commitment to social distancing, handwashing and hygiene, not entering site if unwell/ displaying symptoms / in contact with Coronavirus, living with someone who is symptomatic</p> <p>-Maintain a record of all visitors, including personal contact details</p> <p>-All Governors meeting to be virtual; no Gov visits unless necessary (EG H and S); Head and Chair to remain in touch at least</p>	1x3=3	L

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	ssion - hand to hand, hand to mouth, hand to body) • Indirec t transm ission of COVID- 19 virus from hand and hands contact with contam inated surface s							weekly by email / phone; Governor Hub used to keep in contact with all Governors - HT, HBC staff to meet 23/9 to risk assess and plan for the wider reopening of the Children’s Centre		
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<p>12)Delivery of inbound goods - ineffective infection control and increased risk of infection</p>	<p>Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> • Indirect transmission 		<p>√</p>			<p>2x3 =6</p>		<p>-Ask deliveries to be left at the entrance where possible. Relevant department to collect -Quarantine deliveries where possible for 1 week -Ensure that incoming goods are cleaned if appropriate</p>	<p>1x3 =3</p>	<p>L</p>
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	of COVID-19 virus from hand and hands contact with contaminated surfaces									
13)Cleaning - ineffective infection control and increased risk of infection	Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to	√	√		<ul style="list-style-type: none"> -Deep clean of all areas and toys already undertaken -Additional cleaning capacity within the building directed towards most used spaces - garden doors have retainers on to keep them open enabling indoor/ outdoor flow -changing tables / mats already sanitised after each use 	2x3=3	M	<ul style="list-style-type: none"> -Additional cleaning to be undertaken each day - hot spots at lunchtime and toys on a rota as 30 hours children leave; Weekly rota of toys to allow for a quarantine period as children move rooms -Deep cleans of the building are put into place where there is a confirmed case of COVID-19 – public health to advise; HBC cleaning to support -All staff to assist with cleaning, training undertaken, appropriate PPE and appropriate cleaning products to enable cleaning to take place; HBC advised training undertaken re how to don and doff PPE 	2x3=3	M

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	<p>person transmission - hand to hand, hand to mouth, hand to body)</p> <ul style="list-style-type: none"> • Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces 					<ul style="list-style-type: none"> -Frequently touched surfaces are cleaned frequently with Milton / wipes – staff in room to manage this alongside additional staff cleaning at mid-day (1 hour WR; 30 mins Dit)key group for the week and cleaned when needed/ end of session where possible within budgetary limitations -outdoor toys during the day where possible financially - tables, chairs, doors, sinks, toilets, light switches are cleaned midway through the session; toilet seats to be closed prior to flushing to minimise spread of germs -Spaces are well ventilated using natural ventilation (opening windows) or ventilation units -Garden doors are propped open, classroom doors are open where possible to limit use of door handles and aid ventilation -parents asked to send children in clean clothes each day -staff to wear clean clothes and advised to change and shower on arriving home 		
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14) Staff absence due to anxiety	Setting unable to operate due to staff capacity		√		<ul style="list-style-type: none"> -regular wellbeing checks in place either on site/ by phone / by email -packages to support wellbeing and mindfulness sent to staff -regular updates re current position of schools sent out -Onsite staff check in at least fortnightly where possible -OH provider in place 	2x2-4	M	<ul style="list-style-type: none"> -SLT to be visible each day at each school and to speak to staff individually -SLT to offer support to staff as needed 	1x2=2	L
15) Risk of infection if appropriate PPE is not worn	Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmi	√	√		<ul style="list-style-type: none"> -PPE arrangements already in place for changing children and for administering 1st aid - changing table / mat cleaned at the end of changing process already in place 	1x3=3	L	<ul style="list-style-type: none"> -all staff reminded re the importance of continuing to be vigilant in using PPE when needed- any used PPE must be double bagged, and stored for 72 hours (in labelled bin / bin store) before disposal in the normal waste. All staff have undertaken HBC recommended training re donning and doffing PPE 	1x3=3	L

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	ssion - hand to hand, hand to mouth, hand to body) • Indirect transmission of COVID- 19 virus from hand and hands contact with contaminated surfaces									
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<p>16) Mixing of children staff and visitors during fire evacuation, lock down, bomb threat and maintenance of social distancing measures</p>	<p>Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission - hand to hand, hand to mouth, hand to body)</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>-clear fire evacuation procedures already in place</p>	<p>2x3 =6</p>	<p>M</p>	<p>-staff to gather their children on evacuation -Staff to try to maintain social distancing between groups on exiting the building and the walk to the car park where possible -WR – groups to congregate behind alternate car parking spaces to ensure some distancing between them , daycare and visitors on the LHS; Nursery School on the RHS Dit – Nursery school bubbles to congregate on path next to woodland areas socially distancing between the groups; daycare to congregate on path in front of building -fire practice to take place asap in September -Lockdown –lockdown RA to be followed regarding amber / red lockdown. Staff to try and maintain social distancing where appropriate and not to mix bubbles unless the risk is deemed to be necessary and all children need to be moved to a particular point in the building. Parents to be informed - bomb threat – policy to be followed, Staff to maintain bubble integrity where at all possible on evacuation</p>	<p>2x3 =6</p>	<p>M</p>
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Reviewed	Reviewer
21/7/20	Amanda Brown
31/08/20	Amanda Brown
16/9/20	Amanda Brown
23/9/20	Amanda Brown

Risk Assessment Key

Likelihood

Probable = 3

Possible = 2

Unlikely = 1

Severity

Fatality 3

Serious Injury/Time lost 2

Minor Injury 1

Likelihood x Severity = Risk Ranking

Actions Required based on Risk Ranking

Score	Rating	Actions Required
1	Insignificant	No action required and no records needed
2 – 3	Low	No additional controls required. Consideration may be given to a more cost-effective solution of improvement that imposes no additional cost. Monitor to ensure control measures are maintained.

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4	Medium	Efforts should be made to reduce the risk with costs taken into consideration. Give a time period and identify a person responsible.
6	Medium	Activities should not be started until the risk has been reduced. If the work is in progress, urgent action should be taken.
6 – If Fatality	High	Activities should not be started or continued.
9	High	Activities should not be started or continued.

		Consequence		
		Minor (1)	Serious Injury (2)	Fatality (3)
Likelihood	Unlikely (1)	1	2	3
	Possible (2)	2	4	6
	Probable (3)	3	6	9

	Low
	Medium
	High