



GENERAL RISK ASSESSMENT FORM Version 2.4 (27.11.20)

a. Dept assessment no. Childcare Centre	b. Overall Assessment number – not applicable	c. Initially prepared by Robert Worsley using the following publications 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 And https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19 And https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures . And https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term
c. Date first prepared: May 2020		
e. Dates of previous reviews four previous reviews – 21/05/20, 28/05/20 and 08/06/20, 03/08/20		
f. Date of this current reviewed version: Ongoing		g. Prepared by: Robert Worsley
h. Date next review due (Must not exceed one year from date of previous assessment) (Note: Date might be sooner if circumstances change and assessment therefore no longer valid)		November 2021
i. Manager approval of current version	Name: Julie Davison Department: Childcare Centre	Date: November 2020
Note: The line manager is accountable for the risk assessment and is responsible for monitoring any related action plan. He/she must inform the Health & Safety Officer when the action plan has been completed		
j. H&S Officer approval of current version	Name: Robert Worsley	Date: 27/11/20
k. Has a Further Control Measures Action Plan been prepared in relation to this Risk Assessment		Yes / No (If Yes, see 8. Below)
l. Completion confirmed by manager:	Name:	Date:
m. Completion confirmed by H&S Officer:	Name:	Date:

1. Operations covered by this assessment – Childcare Centre -
- whilst travelling into Work
 - Entering the Childcare via the front entrance,
 - using the Staffroom/ Canteen Area/Office/ Reception Office

- Moving around building/ leaving site etc.
- Using the care rooms (currently restricted to the use of two Blue Room/ Red Room)
- Using the Childcare Toilet Facilities.
- Carrying out First Aid
- Evacuating the building in the event of a fire evacuation procedure
- Allowing visitors onto the Childcare site
- Poor Mental Health issues

Please note: - that this risk assessment has been written to ensure that everyone working in the Childcare Centre or using the Childcare Centre's facilities are treated fairly and are not subjected to discrimination on the basis of their age, disability, gender identity, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

2. Details of any person(s) specifically at risk

- Key Staff
- Babies and Toddlers
- Visitors
- Cleaners
- Contractors
- Vulnerable groups – *Elderly, Pregnant workers, those with existing underlying health conditions*
- Anyone else who physically comes in contact with you in relation to your business

Currently persons in the following categories cannot attend College :-

- Clinically extremely vulnerable young people and adults

3. Hazards	4. Nature of risks	5. Existing control measures				
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
1) The spread of Covid-19 Coronavirus whilst travelling into College	<p>Close contact with others that may carry the virus.</p> <p>Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation which may be unknown.</p>	<ul style="list-style-type: none"> • Encourage staff to avoid the use of public transport if they can if they have to, inform them to travel off-peak, by allowing them onto at staggered times (convenient to them <u>if possible</u>). And use contactless payments if possible. Wear face covering – 3 ply mask and stand away from other passengers. To facilitate travel by bikes, reduction in the price of Bicycle Pods at the College (currently £10) is being considered and the Cycle to work purchase scheme is being relaunched by the College – see:- 	5	2	5 x 2	10

<https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance>

- **Encourage staff to cycle into College –** reminding them to try to maintain maintaining a minimum 2-metre (6.5 foot) gap between adjacent persons whilst when approaching or passing other pedestrians or waiting at crossings and traffic lights.
- **Reminding staff** to wash hands before and after cycling, travelling by public transport etc. Ensuring they wash for at least 20 seconds with warm water and soap and the remind them of the importance of proper drying.
- **Encourage staff to avoid travelling by** car with other passengers (outside of their household it is recommended that only two people per medium sized car with passenger in the rear kerb side seat) if possible and keep the car well ventilated.
- **On arrival at the College park away from other vehicles if possible**, and the use of the car parking ticket machine has been suspended (as a temporary measure until the start of the new academic year) to prevent cross contamination.
- **At the start of the new Academic Year when the car parking management company (CP Plus Ltd) restart their contract at college**, they will be required to periodically clean keyboards using antiseptic wipes. Additionally staff will be encouraged to register for annual passes, and College students (who have no access to the annual pass scheme) will be encouraged to purchase multiple tickets at start of week.

3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
2) The spread of Covid-19 Coronavirus between staff and parents whilst entering the Nursery via the front entrance to drop off the toddlers/babies/ children	Close contact with others increases risk of virus transmission through lack of social distancing or coming into contact with surfaces that have not been cleaned.	<ul style="list-style-type: none"> • Member of staff meeting the parent kitted out with – face mask (min F2 filter), Face Shield is now optional, Disposable Gloves and Apron. • Social Distancing –maintaining a minimum 2-metre (6.5 foot) gap between adjacent persons whilst queuing (distance recommended by the Public Health England (PHE). • Temperature Checks – carried out on Baby/Toddler/ Pre-School Children entering the Centre (held by parent carried out by member of staff) If Childs temperature is 37.8°C or above child is considered to be feverish and is sent home. Temperature checks carried out using handheld device. All temperature results recorded. • Antibacterial hand gel station at reception (continuously topped up by KGB cleaners and ready for use.) Situated in the entrance for staff entering the Childcare Centre and parents dropping off their children. • All KGB Cleaners – have been briefed on cleaning methods post COVID -19 in a non-healthcare setting from the Government Advice Link found at:- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Cleaning by KGB Cleaners – Daily clean and disinfection of objects and surfaces that are touched regularly particularly in this area of high use. Items such as door handles, door bell and light switches in entrance and reception area using appropriate using appropriate cleaning products (Including Selden, Selgiene Extreme Viricidal, Antibacterial Disinfectant 	5	2	5 x 2	10

		<p>and Selden spray and wipe with bleach) and methods, for example by altering the cleaners shift patterns to give greater overall cover.</p> <ul style="list-style-type: none">• All Cleaning Recorded.• Staggering children arrival/ drop off times as much as practicable – to minimise contact between parents in the Reception Area.• 2m gap markings of the floors inside the reception area and outside it - to ensure that parents waiting with their toddlers/babies/ children to drop off the child comply with the 2-metre (6.5 foot) gap recommended by the Public Health England (PHE).• <u>Clear pre-communication with all parents about the guidelines and control measures</u>				
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3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p>3) The spread of Covid-19 Coronavirus between Staff whilst using the Staffroom/ Canteen Area/Office/ Reception Office</p>	<p>Mixing with others increases risk of transmission between asymptomatic carriers.</p> <p>Failure to clean and disinfect surfaces & equipment / ventilate rooms.</p> <p>Certain areas within the staffrooms such as welfare areas are small and seating is predominantly soft furnished.</p> <p>Sharing of resources may transfer virus.</p> <p>Poor hand hygiene causes increased risk of contracting virus.</p>	<ul style="list-style-type: none"> All staff to follow the Governments HANDS, FACE and SPACE key behaviours guidance (Issued 9th September 2020) https://www.gov.uk/government/news/new-campaign-to-prevent-spread-of-coronavirus-indoors-this-winter. All staff to wear face coverings at all times <u>when practical</u> when in the Staffroom and out of the careroms.. Staggering break times - to minimise unnecessary close contact between staff. Social Distancing - reducing the number of persons in the staffroom whilst still maintaining 2m where possible or 1 m + mitigations ie. Separate tables, sitting back to back or side to side <u>not</u> facing anyone else as recommended by the Public Health England (PHE). All KGB Cleaners – have been briefed on cleaning methods post COVID -19 in a non-healthcare setting from the Government Advice Link found at:- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Cleaning by KGB Cleaners – Daily clean and disinfection of objects and surfaces that are touched regularly particularly in this area of high use. Items such as door handles, light switches in entrance and reception area using appropriate cleaning products using appropriate cleaning products (Including Selden, Selgiene Extreme Viricidal, Antibacterial Disinfectant and Selden spray and wipe with bleach) and methods, for example by altering the cleaners shift patterns to give greater overall cover. 	5	2	5 x 2	10

		<ul style="list-style-type: none"> • All Cleaning Recorded. • Hand Washing - hand washing facilities with soap and hot water in place for Childcare Staff. Stringent hand washing taking place using paper towels for drying of hands. Employees reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. • Antibacterial hand gel station located in staffroom canteen for people using the Catering Facilities. • Ensuring suitable staffroom ventilation – making sure that all rooms with Air conditioning (AC) or air handling units (AHU) are working at nominal speed at least 2 hours before the rooms become occupied and that the units remain switched on at lower speed continually. When rooms are occupied ensuring a minimum five air changes per hour. All AHU's using 100% external air source (not recycling staffroom air) • All rooms with or without mechanical ventilation 'aired' with by opening external windows daily. All rooms without mechanical ventilation ventilated by opening windows if possible, and window trickle vents in every room open all of the time. • Cleaning by staff as they enter and leave the Staffroom – especially the frequent cleaning and disinfection of handles of catering equipment such as kettles, microwaves, refrigerators and the telephone (which is present in the reception office). • Antibacterial wipes have been provided to allow all staff in Staffroom/Reception area to clean shared devices before and after use • Staff to be reminded to catch coughs and sneezes in tissues – Follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands whilst using Office/ Staffroom facilities. https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf. 				
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		<ul style="list-style-type: none">• All College Staff issued with ID Badge Door Pulls– to eliminate the requirement for them to touch door handles whilst opening doors• Keeping Fire doors open (using Dorguards and magnets) – to reduce continual hand contact.• Prevention of the use of the Small Meeting room by more than one person at a time.• Use of outdoor space during the day as much as possible, weather permitting• Clear pre-communication with parents regarding guidelines and control measures• The use of contactless waste bins situated in all staffroom and office areas – in order to minimise the risk of cross contamination by having to touch bin surfaces.				
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3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
4) The spread of Covid-19 Coronavirus by staff toddlers/babies/ children whilst moving around building/ leaving site etc.	<p>Mixing with others increases risk of transmission between asymptomatic carriers at times of high footfall or overcrowding at any pinch points.</p> <p>Contamination of surfaces that college users may touch such as window sills, door handles, bannisters could cause virus to be transferred.</p> <p>Poor hand hygiene increases risk of transference.</p>	<ul style="list-style-type: none"> • Social Distancing - reducing the number of persons in corridors and walkways to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England (PHE). • Staggering break times/ children's pick up times - to minimise crowding on corridors to reduce crowding and reduction of possible 'pinch points'. • Antibacterial hand gel stations sited in specific locations around the building outside care rooms/ staffrooms. • Carers moving between care rooms (to the children) – to reduce pedestrian's movement as much as possible. • Keeping Fire doors open (using Dorguards and magnets) – to reduce continual hand contact. • All KGB Cleaners – have been briefed on cleaning methods post COVID -19 in a non-healthcare setting from the Government Advice Link found at:- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Daily Cleaning of corridors by KGB Cleaning Staff - the frequent cleaning and disinfection of objects and surfaces that are touched regularly particularly in this area of high use. Items such as door handles, light switches, using appropriate cleaning products using appropriate cleaning products (Including Selden, Selgiene Extreme Viricidal, Antibacterial Disinfectant and Selden spray and wipe with bleach) and methods, for example by altering the cleaners shift patterns to give greater overall cover. 	5	2	5 x 2	10

All Cleaning Recorded

- **Member of staff handing toddlers/babies/ children to the parent kitted out with** – face mask (min F2 filter), Face Shield (optional), Disposable Gloves and Aprons.
- **The prevention of non-essential trips by carers** within the building and between care rooms

3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p>5) The spread of Covid-19 Coronavirus by staff toddlers/babies/ children whilst using the care rooms (currently restricted to the use of two Blue Room/ Red Room)</p>	<p>Mixing with others increases risk of transmission between asymptomatic carriers.</p> <p>Failure to clean and disinfect surfaces & equipment / ventilate rooms.</p> <p>Certain areas within the care rooms such as kitchen areas are small and may cause physical contact between carers and children .</p> <p>Sharing of resources may transfer virus.</p> <p>Poor hand hygiene causes increased risk of transference of the virus.</p> <p>Mixing with others increases risk of transmission between asymptomatic carriers .</p> <p>Learning activities may require close contact, sometimes physical contact between carers and children.</p> <p>Close personal care may require close contact, sometimes physical contact between carers and children.</p> <p>Room set ups may not allow required social distancing.</p>	<ul style="list-style-type: none"> • Social Distancing – ensuring that staff in care rooms, currently restricted to 3 staff per room, to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England (PHE). • Carers if required moving between care rooms (to their children) – to reduce pedestrian movement on corridors as much as possible. • Low care room occupancy rate maximum 10 children capacity per room complies with the 2-metre (6.5 foot) gap recommended by the Public Health England (PHE). • All KGB Cleaners – have been briefed on cleaning methods post COVID -19 in a non-healthcare setting from the Government Advice Link found at:- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Cleaning by KGB Cleaning Staff - the frequent cleaning and disinfection of objects and surfaces that are touched regularly particularly in this area of high use. Items such as door handles, light switches, using appropriate cleaning products using appropriate cleaning products (Including Selden, Selgiene Extreme Viricidal, Antibacterial Disinfectant and Selden spray and wipe with bleach) and methods, for example by altering the cleaners shift patterns to give greater overall cover. • All Cleaning Recorded • Ongoing cleaning of equipment by staff as they leave the work in classroom – 	5	2	5 x 2	10

		<p>especially the frequent cleaning and disinfection of objects and surfaces that are touched regularly such as table surfaces, toys etc. using appropriate cleaning products and methods.</p> <ul style="list-style-type: none"> • Continual promotion of Hand Washing - hand washing facilities with soap and hot water in place for Care Team and for use by Children. Stringent hand washing taking place and using paper towels for the drying of hands. Employees and children reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. • Antibacterial hand gel stations sited at the side of the care rooms. Reminding all staff to clean hands both on entry and exit from the classrooms. • Ensuring suitable care room ventilation – ensuring all rooms with Air conditioning (AC) or air handling units (AHU) are working at nominal speed at least 2 hours before the rooms become occupied and remain switched on at lower speed continually. When occupied ensuring a minimum five air changes per hour. All AHU's using 100% external air source (not recycling classroom air) • All rooms with or without mechanical ventilation 'aired' with by opening external windows daily. All rooms without mechanical ventilation ventilated by opening windows if practical, and trickle vents in every room open all of the time. • All College Staff issued with ID Badge Door Pulls – to eliminate the requirement for them to touch door handles whilst opening doors • Students and Staff to be reminded to catch coughs and sneezes in tissues – Follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands whilst using classroom facilities. 				
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		<ul style="list-style-type: none">• Removal of all soft furnishings and ‘soft toys’ where thorough cleaning and sanitising can not be achieved – and anything which can harbour virus particles and they cannot easily be cleaned and disinfected.• Members of staff carrying out personal care (nappy changing etc.) having the option to use the following PPE – face mask (min F2 filter), Face Shield (Optional), Disposable Gloves and a Apron.• External Activities encouraged as frequently as possible – to reduce risk of viral infections• Children to be spaced out safely different tables (as far as is practicable) at Lunch and Break times – and kept in a bubble of friends.• Staff and Children to be reminded to catch coughs and sneezes in tissues – Follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands whilst using Office/ Staffroom facilities. https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf• The use of contactless waste bins situated in the area – in order to minimise the risk of cross contamination.				
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3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p>6) The spread of Covid-19 Coronavirus by staff toddlers/children whilst using Childcare Toilet Facilities.</p>	<p>Close contact with others that may be carrying the virus without showing symptoms or poor personal hygiene.</p> <p>Exposure to virus is increased unless appropriate standards of cleaning & disinfection are in operation.</p> <p>Transference from contaminated surfaces within washrooms such as handles, taps and sinks. Aerosolised fluids and/or liquids can be circulated by flushing toilets and electric hand dryers.</p> <p>Safe disposal of contaminated waste and PPE products.</p> <p>Overcrowding of facilities at peak times will impact on social distancing.</p>	<ul style="list-style-type: none"> • Staff told to use toilets nearest to their Care room – to keep usage numbers of the toilets (especially in high foot areas) to a minimum. • Staggering Break Times – therefore reducing demand on toilet usage • Social Distancing - reducing the number of persons in offices and staffrooms in order to comply with the 2-metre (6.5 foot) gap or 1 m + mitigations where possible as recommended by the Public Health England (PHE). • All KGB Cleaners – have been briefed on cleaning methods post COVID -19 in a non-healthcare setting from the Government Advice Link found at:- https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Cleaning by KGB Cleaning Staff the frequent cleaning and disinfection of objects and surfaces that are touched regularly particularly in this area of high use. Items such as door handles, light switches, using appropriate cleaning products using appropriate cleaning products (Including Selden, Selgiene Extreme Viricidal, Antibacterial Disinfectant and Selden spray and wipe with bleach) and methods, for example by altering the cleaners shift patterns to give greater overall cover. Also ensuring the restocking of Handtowels in dispensers. All Cleaning Recorded • Ensuring suitable toilet ventilation is operating – making sure that all toilets with Air conditioning (AC) or air handling units (AHU) are working at nominal speed and working constantly. 	5	2	5 x 2	10

		<ul style="list-style-type: none"> • All College Staff issued with ID Badge Door Pulls – to eliminate the requirement for them to touch door handles whilst opening doors to vacate the toilet. • Screening off every second hand wash sink where applicable to ensure social distancing. • Instructing Staff and Students to flush toilets with a closed toilet lid – to prevent the release of water droplets into the air. <i>Signage present to remind all users to flush toilet with the lid closed.</i> • Antibacterial hand gel stations sited at the side of the toilets. Reminding all students to clean hands both on entry and exit from the toilets. • Hand Washing - hand washing facilities with soap and hot water in place for all Staff and Students. Stringent hand washing taking place and paper towels/hand dyers for drying of hands. Employees/Students reminded on a regular basis (and by signage) to wash their hands for 20 seconds with warm water and soap and the importance of proper drying ideally using hand towels. • The use of contactless waste bins situated in the toilet area – in order to minimise the risk of cross contamination. 				
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3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p>7) The spread of Covid-19 Coronavirus by staff/students whilst carrying out First Aid or using the First aid facilities</p>	<p>Coming into close proximity to a person requiring first aid treatment that may also be carrying the virus asymptotically or actually showing the recognised symptoms.</p> <p>Supply of required PPE and disposal of contaminated products.</p>	<ul style="list-style-type: none"> • All first Aiders – made aware of the St Johns Ambulance Guidance for dealing with a casualty during COVID 19 pandemic – found at https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ • All first aiders questioned to ensure that they are – confident and happy to be in the role in the current climate. • Duty First Aider kitted out with – face mask (min F2 filter), Face Shield, Disposable Gloves and Apron. And given guidance on putting on and removing PPE from the following link: - https://www.youtube.com/watch?v=quwzg7Vixsw • Duty First Aider – supplied with antiseptic gel sanitizer and first aid kit – following documented first aid procedure HES2PP. • No CPR – mouth to mouth resuscitation unless using a CPR Faceguard provided (CPR procedure is still discretionary to the individual first aider). • Any waste originating from suspected COVID-19 patient disposed of into clinical waste nappy bin. • Ensuring Effective Hand Washing before and after dealing with a casualty - hand washing facilities with soap and hot water in place for all Staff and Students. Stringent hand washing taking place and paper towels/hand dyers for drying of hands. Employees/Students reminded on a regular basis (and by signage) to wash their hands for 20 seconds with warm water and soap and the importance of proper drying ideally using hand towels. • Use of Designated isolation room for anyone (Child or Adult) suspected of having Covid-19, Anyone exhibiting the symptoms when on the 	5	2	5 x 2	10

		<p>Childcare site. Symptoms include:-</p> <ul style="list-style-type: none">• a high temperature• a new, continuous cough• skin rashes,• loss or change to their sense of smell or taste. <p>• Procedure is to isolate person immediately into Isolation Room, Call NHS111 for guidance and possibly for Covid-19 testing advice. Do not allow anyone to enter room, find out who that person has been in contact with straightway. Use TRACK and TRACE if available. Any waste originating from suspected COVID-19 patient disposed of into clinical waste bin provided.</p> <p>• All Accidents and incidents (including RIDDOR) reported through the intranet system – documented and investigated by the Health and Safety Officer using normal procedures.</p>				
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3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
8) The spread of Covid-19 Coronavirus by staff/Children/toddlers and babies whilst evacuating the building in the event of a fire evacuation procedure	<p>Overcrowding and mixing of students and staff during evacuation and at muster points.</p> <p>Reduction in the number of Fire Marshals due to various absences.</p> <p>One way system due to social distancing may confuse staff and students.</p> <p>Overcrowding when re-entering the building following evacuation.</p>	<ul style="list-style-type: none"> • Postponement of any fire evacuation drills – for the next six month (minimum) • Ensuring new starting staff are explained fully the fire evacuation procedures via a 'desktop' exercise during induction. • In the case of a 'live' fire alarm – staff and children to be reminded to socially distance (as far as is reasonably practicable) at the fire assembly points. And if an all-clear staff and students allowed to re-enter the building in a slow and controlled manner to ensure social distancing. 	5	2	5 x 2	10

3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
9) The spread of Covid-19 Coronavirus by visitors onto the Childcare site	<p>Unknown details of visitor transport. May not have been able to socially isolate.</p> <p>Visitor may have had virus, showing symptoms or be asymptomatic.</p>	<ul style="list-style-type: none"> • Visitors to enter site – only if essential – none essential visitors discouraged from coming into College • Visitors to enter college via one way system – as all other persons coming onto site. • Visitors – must sign in via reception and must be greeted by person who is accompanying them whilst on site. • Social Distancing requirements at all time - in order to comply with the 2-metre (6.5 foot) gap recommended by the Public Health England (PHE). • Visitor asked to use Antibacterial hand gel station sited at the reception area. • Authorisation by Childcare Manager/ Deputy Childcare Manager sought prior to any visit taking place. • All visitors/contractors from outside the college – to sign acceptance of the COVID -19 VISITOR NOTIFICATION form, failure to agree and refusal to sign will lead to prevention of access into the Childcare site. 	5	2	5 x 2	10

3. Hazards	4. Nature of risks	5. Existing control measures	6. Risk calculation			
			A Severity	B Probability	C Risk rating (=A x B)	Action priority
<p>10) Poor Mental Health leading to Confusion, solitude, lack of communication, poor or incorrect procedures and possible transmission of Covid-19 Coronavirus by staff/students</p>	<p>Anxiety about returning to work after a significant period of time away from site or periods of social isolation.</p>	<ul style="list-style-type: none"> • Regular communication – to staff working from home, furloughed staff. • Return to work questionnaire/ screening - to assess staff mental wellbeing. • Human Resources support and Counselling services in place for students and staff to access. • Mental health first aiders available within to offer support and guidance to persons who are struggling via email or college phones. • Signpost staff to online support from the Hub of Hope https://hubofhope.co.uk/ or Mind • https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/ 	5	2	5 x 2	10

7. Activities identified as requiring more specific assessments:

NOTES: Calculation of risk rating factor

Severity is based on there being no control measures in place.

Probability is calculated on basis of existing control measures in place.

A: Severity of incident

Insignificant	1
Minor	2
Significant	3
Major	4
Fatality	5

B: Probability of occurrence

Very unlikely	1
Unlikely	2
Possible	3
Likely	4
Very likely	5

Determining action priority

1 – 10	Low priority (Action if reasonably practicable; otherwise, acceptable)
11 – 15	Medium priority (Must take action)
16 – 25	High priority (Must take action)

8. FURTHER CONTROL MEASURES TO BE ACTIONED (if applicable)

(Timescale to take account of action priority)

a. Further control measures to be actioned	b. Action by	c. Target date	d. Further control measures checked	e. Revised risk rating (A x B = C)
<p>Information and training needs</p>				