**Risk Assessment for safe return to school in September 2020, dealing with the current Covid-19 situation.**

**Version Control**

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| Issue Date | Version Number | Changes | Issued by |
| 14 May 2020 | 1 | RA completed for partial opening of school on 1 June 2020 | Mona van Wyk and Jaap van Wyk |
| 17 July 2020 | 2 | RA Reviewed for full opening of school in September 2020 | Mona van Wyk and Jaap van Wyk |
| 2 September 2020 | 3 | RA reviewed following Gov. Guidance for full opening schools, Updated 28 August 2020 | Mona van Wyk and Jaap van Wyk |

Employers must protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

Carmel Christian School has remained open to some pupils since 23 March, welcoming more pupils back from 1 June. The school therefore have already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

As part of planning for full return in the autumn term, it is a legal requirement that the school should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term.

**Hazards considered here:**

1. Transmission of COVID-19 due to:
   * + People become infected with COVID-19 due to lack of social distancing
     + Spread of the virus due to insufficient/frequency of cleaning of the facilities and surfaces Insufficient access to personal hygiene facilities (e.g. handwashing or hand sanitising)
     + Failure/ unable to maintain 2m social distancing
     + Excessive movement by people inside and around the building
2. Hazards arising from the temporary closure of the school over the summer holidays.
3. Hazards arising from now using the school in a different ways.

Essential measures that has to be in place all the time include:

1. a requirement that people who are ill stay at home
2. Where recommended, use face coverings in school
3. robust hand hygiene more often than usual
4. Ensure good respiratory hygiene, promoting ‘catch it, bin it, kill it’
5. Enhanced cleaning arrangements including cleaning frequently touched surfaces often.

Properly consider and put the following measures in place that suit our particular circumstances:,

1. Minimising contact between individuals and social distancing wherever possible.
2. Where necessary. Wear appropriate personal protective equipment (PPE)
3. active engagement with NHS Test and Trace

How contacts are reduced will (as much as possible) include:

* grouping children together in bubbles
* avoiding contact between groups
* arranging classrooms with forward facing desks
* staff maintaining distance from pupils and other staff as much as possible

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| **Risk / Areas of focus** | **Who might be harmed** | **Controls Required** | **What is the risk rating BEFORE controls?**  **severity of harm x Likelihood= risk rating** | **Additional Controls**  **Page 2 of 12** | **What is the risk rating AFTER controls?**  **severity of harm x Likelihood= risk rating** | **Action by who?** | **Action by when?** |
| People become infected with Covid 19 due to lack of Preparation of the school for access by staff, pupils, parents and members of the public. |  | Review HSE guide on cleaning buildings. Complete the ‘cleaning’ section of this risk assessment. | 3x5= 15  Medium |  | 3x3= 9  Medium | Mona van Wyk/ Alex Smith |  |
| Choose one point of entry into the school to manage flow of people and indicate this with notices, keeping emergency exits available at all times. | Note floor plan indication of entry and exit points.  Order signs and notices to indicate a one way flow | Jaap van Wyk  Teachers |  |
| Make any temporary arrangements (markings on the tarred areas) for people to wait or queue outside the building (taking into account any consequential risks arising from people gathering outside). | Identify staff to ensure social distancing are adhered to whilst people are waiting outside. | Andy Elmer  Jaap van Wyk |  |
| **Ventilation:**  Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or doors. | Where possible, doors should be temporarily opened(with due consideration to fire and safeguarding requirements) during events to improve ventilation. | Teaching staff |  |
| Cordon off or remove from public access any objects or items that are liable to be touched or closely breathed on. |  | Alex Smith  Andy Elmer |  |
| Ensure more frequent cleaning of children’s resources and play areas |  | Jaap van Wyk |  |
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| Clearly mark out flow of movement for people entering and leaving the building to maintain physical distancing requirements. | Demarcate floor areas with arrows to indicate one way flow. | Andy Elmer  Jaap van Wyk |  |
| Limit access to places were the public does not need go, maybe with a temporary cordon if needed. |  | Jaap van Wyk |  |
| Determine placement of hand sanitisers available for visitors to use. | Indicate positions for sanitisers on the floorplan. | Mona van Wyk |  |
| Put up notices to remind visitors about important safe practices e.g. no physical contact, practice hand washing etc. |  | Mona van Wyk |  |
| Ensure all waste receptacles have disposable liners (e.g. polythene bin bags) to reduce the risk to those responsible for removing them. |  | Alex Smith |  |
| Give due notice of the resumption of use of the building to parents and wider community, ensuring that parents and visitors will know what to expect when they come. |  | Jaap van Wyk |  |
| Unsafe or contaminated buildings and premises safety |  | Check for animal waste and general cleanliness. | 3x4=12  Medium |  | 3x3=9  Medium | Andy Elmer |  |
|  | Ensure water systems are flushed through before use as per the Legionella Policy. | See [Government Guidance for organisations on supplying safe water supplies](https://www.gov.uk/government/publications/guidance-for-organisations-on-supplying-safe-water-supplies?utm_source=a85cd421-5f76-4767-95f7-da69aa76fe3d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) | Andy Elmer |  |
| Switch on and check electrical, ventilation l and heating systems if needed. Commission system checks as necessary. |  | Andy Elmer |  |
| Re-institute twice weekly waste removal by Suez |  | Andy Elmer | Completed |
| Do a Health and Safety Audit of the whole building to identify risks and maintenance and repairs required. |  | Andy Elmer | Before opening of school |
| Draft a maintenance log and prioritise works to be done before opening facilities. |  | Andy Elmer | Before opening 0f school |
| Deep Clean of buildings and Premises |  | Review HSE guide on cleaning buildings. Complete the ‘cleaning’ section of this risk assessment (below). | 3x4=12  Medium | Advice on cleaning the buildings can be found here:  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  <https://www.hse.gov.uk/coronavirus/cleaning/index.htm> | 3x3= 9  Medium | Alex Smith  Andy Elmer |  |
| Ensure high-risk surfaces and touch points have been wiped with appropriate sanitiser spray or disposable wipes | Part of deep clean. To provide gloves and wipes to ushers to ensure continuous cleaning of frequently touch points. | Alex Smith/  Teachers |  |
| Check that handwashing and toilet facilities have adequate soap provision and paper towels, and a bin for the paper towels. | Ensure the toilets are frequently checked, cleaned and stock topped up before during and after services | Alex Smith/  Teachers |  |
|  |  | Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products. |  | Put in place a cleaning schedule that includes:   * more frequent cleaning of shared areas and rooms * Frequently touched surfaces * Toilets |  | Teachers |  |
| Spread of Covid 19 due to inability to track people attending/ visiting the school. |  | Provide a safe means for parents and visitors to record their name and contact details; retain each day’s record for 21 days | 4x5=20  High | Allocate a teacher to obtain names of attendees and contact number of visitors and the public. | 3x4= 12  Medium | Jaap van Wyk |  |
| Provide support to Public Health England with the tracking of people following a positive Covid 19 case or outbreak. |  | Mona van Wyk  Jaap van Wyk |  |
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| Spread of Covid 19 due to lack of Social Distancing |  | **Minimise contact between individuals and maintain Social Distancing wherever possible**.  -Reducing the number of persons in any classroom.  Aim to reduce the number of face-to-face contacts between adults and adults and children.  Comply with the 2 meter gap recommended by the Public Heah Agency.  Minimise time spend within 1 meter of anyone.  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Reduce the number of contacts between children and staff.  Keep children in distinct, consistent groups (bubbles)./ Juniors LC is a bubble and ABC’s and EYFS is a bubble. Keep numbers in the group at ideally no more than 10.  Children (Juniors and ABCs) to be supported not to touch staff where possible.  Redesigning spaces and processes to ensure social distancing in place.  In classroom situations, children should sit facing forward.  Ensuring sufficient rest breaks for staff and pupils.  Social distancing also to be adhered to in canteen area (Bean)and toilets.  All classrooms to plan for physical distancing in seats, desks, including safe flow of visitors.  Remember 2m in all directions from each person (or 1m with risk mitigation if absolutely necessary).  Clearly mark out seating/ desk areas including exclusion zones to maintain distancing.  Create ‘bubbles’ with groups of pupils – to keep Juniors, ABCs and EYFS pupils in separate groups.  All afternoon lessons to be held in the senior classroom and Computer centre. Junior learning centre to be used only for PACE work and 121 pupil support. | 4x5=20  High | Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Staff to educate pupils and monitor that social distancing is applied throughout.  Management checks to ensure this is adhered to.  Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible  Create one-way flow in the school corridors.  Refresh the timetable:   * decide which lessons or activities will be delivered * consider which lessons or classroom activities could take place outdoors   Mark with an X all chairs/ desks not to be used with demarcating tape.  Remove some of the tables and chairs from the junior LC to create more floor space for walking. | 3x5= 15  Medium | Jaap van Wyk  Teachers |  |
| Drop off and collection of pupils |  | * Inform the parents and pupils of allocated drop off and collection areas and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) * Make clear to the parents that they cannot gather at entrance gates or doors. * Only one family at a time allowed in reception to drop of the children. The same applies for collection after school. * Coming onto the site without an appointment will not be allowed. | 3x3=9  Medium | Allocate sufficient staff to manage drop off and collection of pupils AM and PM.   * + In the parking area   + In reception | 2x3=6  Low | Jaap van Wyk/  Teachers |  |
| Spread of Covid 19 due to insufficient hygiene. |  | **Hand Washing**   * **Staff will ensure that pupils clean their hands regularly.** * **Various hand sanitiser stations are in place to ensure easy access to alcohol gel and skin cleaning wipes.** * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * See hand washing guidance. * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Drying of hands with disposable paper towels. * <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/> * Staff encouraged to protect the skin by applying emollient cream regularly * <https://www.nhs.uk/conditions/emollients/> * Gel sanitisers in any area where washing facilities not readily available. Also available in every classroom. | 3x5=15  Medium | Staff, teachers and pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.   * Schedule for every classroom whereby children will be taken to wash their hands. * ensure that help is available for children and young people who have trouble cleaning their hands independently   consider how to encourage young children to learn and Antibacterial wipes on every child’s desk.  Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.  Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <https://www.hse.gov.uk/skin/professional/health-surveillance.htm> | 3x4= 12  Medium | Jaap van Wyk/  Teachers |  |
| Inappropriate/ insufficient cleaning of surfaces, resulting in people becoming infected. |  | **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.  More frequent cleaning of shared rooms such as Hall B. | 3x4=12  Medium | To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  Posters, leaflets and other materials are available for display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>   * Rigorous checks will be carried out by teachers and HS Coordinator to ensure that the necessary procedures are being followed. * clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal using standard products, such as detergents and bleach * ensure that bins for tissues are emptied throughout the day | 3x3=9  Medium |  |  |
| People at risk due to inadequate supply or inappropriate use of PPE |  | **Face coverings:**  **Due to the average age of the children, Face coverings will not be required in the school.**  **In corridors and communal areas, staff have to ensure that social distancing are adhered to.**  **Visitors will be required to wear masks at all times.**  **If local lockdown or restrictions are in place, face coverings will be worn by staff and pupils in year 7 and above.**  **Masks:**  Where face masks is a requirement for risks associated with the work undertaken in maintenance, these will be provided.  If the Gov guidance requires the wearing of face masks, it will be the responsibility of parents to provide for children and staff to provide their own.  Teachers to provide appropriate support to children when face masks need replacement.  The school will have a small stock of masks available if these are required  **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:   * children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way * if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. * A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn   **RPE**  *Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours* | 3x3=9  Medium | Staff to be reminded that wearing of gloves is not a substitute for good hand washing.  To minimise the risk of transmission of COVID-19 during facial masks the following additional measures should be carried out –  wash their hands before and after the wearing face masks.  Discard disposable masks immediately in the bins and clean hands using a suitable disinfectant or cleaning wipe.  Test face pieces that cannot be fitted adequately  Reference <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm> | 2x3=6  Low |  |  |
| Spread of Covid 19 due to sharing of resourcing/insufficient cleaning of resources. |  | **Shared Resources:**  Reduce the use of shared resources:   * Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff * Prevent the sharing of stationery and other equipment where possible. * Shared materials and surfaces should be cleaned and disinfected more frequently * Classroom based resources such as books and games can be used and shared within the bubble. * Practical lessons can go ahead if equipment such as sports, art and science can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts | 3x4=12  Medium | * consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing * consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously * remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere * remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) | 3x3=9  Medium |  |  |
| A member of staff or pupil becomes unwell and display symptoms of Covid 19. |  | **Minimise contact with individuals who are unwell.**  **Symptoms of Covid-19**   * If anyone (staff, volunteer, pupil, visitor) becomes unwell with a new continuous cough or a high temperature or loss of taste or smell, in the workplace they will be sent home and advised to follow the stay at home guidance. * A child awaithing collection, will be moved to the existing sick bay where they will be isolated behind the closed door, with appropriate adult supervision. * The staff will wear PPE (Mask, gloves) if the distance of 2 metres cannot be maintained. * In case of an emergency, 999 will be called. * Staff and pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms or if requested to do so by NHS Test and trace. * Temperatures will not be routinely tested.   Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>  **Test and trace**  The School will understand the NHS Tets and Trace process and how to contact their local Public Health England Health Protection Team.  Staff and Parents need to understand they will need to be ready and willing to :   * + Book a test if they or theoir child display symptoms   + Provide details of anyone they/ their child has been in close contact with   + Self-isolate if they have been in contact with someone who tests positive or if anyone in their household develops symptoms of coronavirus.   The school has a small number of home testing kits to give to parents collecting the child who has developed symptoms at school; or staff who have developed symptoms at school.  **Manage confirmed cases of Coronavirus amongst the school community.**   * Take swift action when the school becomes aware that a pupil/staff has tested positive for coronavirus. * The Principal/ DSL should contact the local health Protection Team. * The school will work with the local HPT to guide us through actions they need to take. * People who have been in closed contact with the person who has tested positive, will be send home to self-isolate for 14 days. * A daily attendance record of staff and pupils will be kept in each group/ bubble to enable easy identification of contacts. * The school principal will refuse to take a child into the school ifm, in their reasonable judgment it is necessary to protect other pupils and staff from possible infection. * The school will work with the local HPTeam if the school have two or more confirmed cases within 14 days or where an outbreak is suspected. | 4x5=20  High | Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.  Line managers will offer support to staff, parents and pupils who are affected by Coronavirus or has a family member affected. | 3x4= 12  Medium | Jaap van Wyk  Teachers  Jaap van Wyk  Mona van Wyk |  |
| High risk, vulnerable and shielded pupils and staff. |  | **Shielding advice for all adults and children was paused on 1 August 2020.**  **Shielded and clinically vulnerable children.**  For the vast majority of children and young people, coronavirus is a mild illness. Children and young people (0 to 18 years of age) who have been [classed as clinically extremely vulnerable due to pre-existing medical conditions](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) who have been advised to shield. can now return to school.. As can those who have family members who were shielding.  Where children are not able to attend school as parents and carers are following public health advice, the absence will not be penalised.  The school will provide support to children and staff who are anxious to return to school.  **Shielded and Clinically extremely vulnerable staff**  Shielded and Clinically extremely vulnerable individuals are now advised to work outside the home. Staff in this position are advised to attend. School provided the shool has implemnented the required controls. Adults should maintain 2 meter distance from others and where this is not possible, minimise the time spent within 1 metre of others.  **Living with a** s**hielded and Clinically extremely vulnerable person**  **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](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19), it is advised they now attend the school and social distancing must be adhered to.  Staff who are pregnant are in the clinically vulnerable group amnd the school should conduct a risk assessment in line with the MHSW Regulations 1999. | 4x5=20  High | Advise will be taken from Government Guidance and the GPs of pupils and staff. | 3x4=12  Medium | Jaap van Wyk  HR |  |
| Spread of coronavirus due to lack of planning and social distancing |  | **Educational Visits**  **The school will resume educational day visits.**   * **Staff will liaise with liaise with the place to be visited to ensure appropriate measures are in place at the destination** * **A risk assessment will be undertaken to ensure the visit can be done safely** * **Control measures will be put in place for indoor and outdoor visits** * **Children will be attending in their consistent group (bubble).** |  |  |  |  |  |
| Lack of social distancing during transport of children. |  | **Carmel will be using dedicated school transport and not public transport.**   * + **Children will be transported in their groups/ bubbles only.**   + **Social distancing will be maximised within vehicles.**   + **Children will clean their hands before boarding and upon disembarking the vehicle.**   + **Organised queening and boarding will be supervised.**   + **As far as reasonable, windows and ceiling vents will be opened.**   + **Children aged 11 and over will be required to wear a face covering.** | 3x4=12 |  | 3x3=9 Medium |  |  |
| Increased mental health issues in staff and pupils due to impact of lockdown and shielding. |  | **Mental Health**  Management will promote mental health & wellbeing awareness to staff and pupils during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress)  **Supporting staff:**   * + **Pastoral support is available to staff at all times.**   + **The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.** | 3x4=12 | Regular communication of mental health information and open door policy for those who need additional support.  Greater support through PSHE | 3x3=9  Medium |  |  |
| Exposure to Covid 19 due to lack of/ insufficient communication |  | **Communication with parents:**   * Children, young people, parents, carers or any visitors, such as suppliers, not to enter the school or church if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)) * If a child needs to be accompanied to the school, only one parent should attend * tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) * make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) * ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)   **Communication with staff:**   * talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful   **Communication with contractors**   * communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers * discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this | 3x4=12  Medium |  | 3x3=9  Medium |  |  |
| Lack of care towards delivery drivers and contractors |  | **Delivery drivers**  Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference  <https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm>  COVID-19-guidance on freight transport.  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. | 2x3=6  Low | Communicate with companies who deliver supplies to ensure welfare facilities will be available for drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities. | 2x2=4  low |  |  |

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| **Overall Risk Grading before measures** |  | **Overall Risk grading after measures** |
| 21 High Risk |  | 10 Medium Risk |

**References:**

* Guidance: Covid 19: Implementing protective measures in schools and childcare settings May 2020, July 2020
* [Guidance for education and childcare settings](https://nga.us4.list-manage.com/track/click?u=61b50c958d6d8bdc66ca58bbd&id=d6da3935f3&e=f93f390fba)
* <https://www.hseni.gov.uk/topic/covid-19-advice-and-guidance-places-work>

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| **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 |

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| **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. |

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|  |  | **Severity** | | | | | |  |  | |  |
|  |  | **1** | **2** | **3** | **4** | **5** |  | **Risk Ranking** | | |
|  | **Likelihood** | **1** | 1 | 2 | 3 | 4 | 5 |  | 1 - 5 | Low risk - acceptable, monitor | |
|  | **2** | 2 | 4 | 6 | 8 | 10 |  | 6 - 15 | Medium risk - acceptable, subject to guidance | |
|  | **3** | 3 | 6 | 9 | 12 | 15 |  | 16 - 25 | High risk - unacceptable, activity must not proceed | |
|  | **4** | 4 | 8 | 12 | 16 | 20 |  |  |  |  |
|  | **5** | 5 | 10 | 15 | 20 | 25 |  |  |  |  |