

8.4a - Risk assessment for prioritised places and staff shortages during the coronavirus (COVID-19) outbreak

This risk assessment has been devised to support providers in maintaining the safety and well-being of all children and staff as they offer prioritised places. It acknowledges that some of those places will be for vulnerable children who already have additional needs and who will require their existing risk assessment to be updated. The list of examples given here is not exhaustive and should be added to with any specific considerations for an individual setting. Additions and amendments should be added to this form and a new form completed and attached to this original form as required. A separate form should be used for individual children, whole groups and specific areas.

Room/area/group of children referred to in this risk assessment: Group 1 Tue/Wed Group 2 Thu/Fri

Assessment carried out by: Katharine Yarwood

Assessment date: 2nd June 2020 Reviewed 4th May 2021

Manager's signature: Katharine Yarwood

Hazard (What are the risks you have identified?)	People (Who might be harmed)	Severity (How badly could they be harmed, in a worst case scenario?)	Likelihood (of harm with present controls)	Risk Level	Controls (What controls can be put in place?)	Further Action (What needs to be changed, by whom and by what date?)	Likelihood (of harm with extra controls)
Examples Maintaining adequate ratios Working with mixed age groups in one area Staff shortages Child becomes ill Practitioner becomes ill Maintaining allergy information Providing meals Children's emotional well-being Disruption of key person system	Examples Staff Children Student/s Volunteers Children with additional needs Staff with additional needs	Choose one option: Death; Major injury (Hospital/A&E/GP treatment required); Minor injury or Illness (First-aid required); Superficial injury or Discomfort (No first-aid); Emotional well-being.	Choose from Very likely; Likely; Remote.	Choose from: High Medium Low Insignificant	Examples Additional procedures Personal Protective Equipment Closing off unused rooms/areas in setting Children bringing own lunch	Examples Increased Supervision Changes to existing procedures Local Authority guidance Personal Protective Equipment Others as identified	Choose from: Very likely Likely Remote
Maintaining adequate ratios	Staff Children	Minor injury	Remote	insignificant	Close setting if necessary.	Use staff to cover or agency staff	Remote
Staff shortages	Staff Children	Minor injury	Remote	Insignificant	Close off hall if necessary	Use staff to cover or agency staff	Remote

Child becomes ill	Staff Children	Major injury/Death	Remote	High	Hand washing controls Social distancing Small groups Isolating ill child Wearing PPE Parents to collect immediately Parents understanding children say home if poorly Extra cleaning	Talk to the children about social distancing and hygiene.	Remote
Practitioner becomes ill	Staff Children	Major injury/Death	Remote	High	Lateral flow testing Hand washing controls Social distancing Small groups Isolating ill child Wearing PPE Parents to collect immediately Parents understanding children say home if poorly Extra cleaning	Staff training.	Remote
Maintaining allergy information	Child	Major injury/Death	Remote	High	Separate snack table With key person Individual risk assessment Medication on piano	Staff trained to be aware of allergy and to identify if epipen required.	Remote
Mealtimes and snack	Children	Major injury/Death	Remote	high	Separate tables Handwashing before and after eating. High staff ratio Cleaning Staff serve drinks Make sure food like grapes and tomatoes are cut in half		Remote

Children's emotional wellbeing	Children	Emotional Wellbeing	Likely	low	Staff provided with information on how to talk to the children about Covid 19. Kept with key worker as much as possible. More about me from parents to find out how they are and if they have any concerns	Kath to complete mental health training.	Remote
Disruption of key worker system	Children	Emotional Wellbeing	Remote	Low	Small setting so children know all staff well. Most children are with their key person. More about me gives staff idea of where the children are at. Staff able to look at Tapestry to see ' next steps	Share more about me. Staff team in close contact.	Remote

If following risk assessment and control measures the level of risk remains high and the risk of harm remains very likely then the place should not be offered.