

**COVID-19**

**RISK ASSESSMENTS**

**June 2020**

## **GENERAL INFECTION CONTROL RISK ASSESSMENT**

### **MANAGER'S MORNING CHECK**

(enhanced for COVID-19)

### **DAILY RISK CHECK OUTDOORS**

(enhanced for COVID-19)

### **DAILY RISK CHECK SANITARY AREA**

(enhanced for COVID-19)

### **DAILY RISK CHECK SLEEP ROOM**

(enhanced for COVID-19)

### **DAILY RISK CHECK CARE ROOM/CLASSROOM**

(enhanced for COVID-19)

## INFECTION CONTROL RISK ASSESSMENT

In accordance with *Section 19 of the Safety Health and Welfare at Work Act 2005*, an identification of hazards and assessment of risks has been carried out.

Section 5 contains these detailed Assessments. Employers are responsible for assigning timeframes and responsible persons to each recommended improvement and then ensuring that these persons implement the improvements, in respect of all activities and levels of the place of work, within the agreed timeframes.

Employees will be made aware of the risk assessments relevant to their work activities. Section 3.12 of the Safety Statement addresses instruction and training of employees.

### Risk Assessment Process

Review all areas of your business for **Hazards**. Once identified, assess how likely staff, children, parents or others are likely to come in contact with these hazards, and what the consequences of contact with these hazards are likely to be. This is the **Risk**

CONSEQUENCE (C)		LIKELIHOOD (L)	
Severity	Description	Category	Description
5	Extreme unacceptable risk - fatality, serious injury, permanent disablement or serious occupational illness.	5	Extremely likely an incident, injury or illness will occur.
4	High risk - Serious injury or occupational illness.	4	Highly likely an incident, injury or illness will occur.
3	Moderate risk of injury, ill health or occupational illness	3	Likely an incident, injury or illness will occur.
2	Low risk of minor injury or ill health.	2	Unlikely an incident, injury or illness will occur.
1	Very low risk of injury or ill health.	1	Extremely unlikely an incident, injury or illness will occur.

### Risk Assessment Matrix

		CONSEQUENCE (C)					Risk Acceptance Criteria	
		1	2	3	4	5		
L I K E L I H	5	5	10	15	20	25	20 - 25	<b>Extreme unacceptable risk.</b> Task should not proceed until risk eliminated / reduced.
	4	4	8	12	16	20	12-16	<b>High risk.</b> Only proceed if individuals at risk are fully aware and additional controls have been considered/ implemented.

D O O F	3	3	6	9	12	15		6-10	<b>Medium risk.</b> Do all that is reasonably practicable to reduce risk further.
	2	2	4	6	8	10		1-5	<b>Low / acceptable risk.</b>
	1	1	2	3	4	5			



# Manager's Morning Checks

The Daily Checklist has been enhanced in light of COVID-19. Employees must report to the Owner/Manager without reasonable delay any defect in the building, equipment, materials, place of work or system of work which might endanger the safety, health and welfare of children and employees. **During the COVID-19 Emergency any infection control risk should be reported immediately**

Week Beginning	M	T	W	T	F	Yes/No/Comment
Access and Egress routes are safe with no tripping/slipping hazards Sanitiser available at entrance						
All communal areas are clear, clean and dry with no tripping hazards						
All doors are secured and in working order						
All fire doors clear						
Fire equipment in working order						
No trailing cables or wires						
Kitchen door is closed. No access for children						
Staff equipped with enhanced COVID-19 daily risk assessments to be completed in each room						
Entry/Exit Gates Secure and outdoor area secure. Social distancing signage in place						
Correct number of staff on duty to meet ratios and children assigned to pods						
All rooms equipped with cleaning and disinfecting products						
All rooms with access to access to handwashing and/or hand sanitising facilities						

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# DAILY RISK CHECKLIST – OUTDOOR

This checklist has been enhanced in light of COVID-19. Employees must report to the Owner/Manager without reasonable delay any defect in the building, equipment, materials, place of work or system of work which might endanger the safety, health and welfare of children and employees. **During the COVID-19 Emergency any infection control risk should be reported immediately**

Week Beginning	M	T	W	T	F	Yes/No/Comment
Drain and manhole covers secured						
Area secure with no means of escape						
Waste bins inaccessible						
Garden and general maintenance equipment stored and out of reach of children						
Area free of animal waste						
Water/Sandpits covered when not in use						
Outside play equipment clean and in good repair						
Equipment securely anchored in accordance with manufacturer's guidelines or as necessary						
Leaves cleaned up						
Area free of tripping and falling hazards evident						
Area free of vermin						
Area free of small stones and gravel (age dependent) or risk managed						
Bikes/scooters, tractors in working order						
Shrubs and plants child friendly and area free of weeds						
Room Register brought outside						
First Aid box available outside						
Cleaning facilities available outside						
Hand washing and/or hand sanitisation available outside						
Social distancing signage available outside						
Emergency Contact Numbers Available Outside						
Ratios Correct						

Cleaning sheets available outside						
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## DAILY RISK CHECKLIST – SANITARY AREA

This Checklist has been enhanced in light of COVID-19 .Employees must report to the Owner/Manager without reasonable delay any defect in the building, equipment, materials, place of work or system of work which might endanger the safety, health and welfare of children and employees. **During the COVID-19 Emergency any infection control risk should be reported immediately**

Week Beginning	M	T	W	T	F	Yes/No/Comment
Sinks clean and taps working						
Toilets cleaned and flushed						
Floors clean and dry with no tripping and falling hazards						
Toilet area is fully equipped with hand-washing facility, hand-drying facility, toilet paper and anti-bacterial soap						
No Dangerous substances within reach of children						
Ventilation working						
Nappy bins with covers and not overflowing						
Mirrors/tiles safe with no sharp edges						
Hot water available (43 degrees)						
Disposable gloves and aprons available						
Handwashing signs in place						
Toileting and Nappy Changing Policies displayed						
Creams and wipes labelled						
Sanitary Area not used for storage of spare clothes or resources						
Pedal operated closed bin available						
Cleaning/disinfecting schedule in place						



Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# DAILY RISK CHECKLIST – SLEEP ROOM

This Checklist has been enhanced in light of COVID-19. Employees must report to the Owner/Manager without reasonable delay any defect in the building, equipment, materials, place of work or system of work which might endanger the safety, health and welfare of children and employees. **During the COVID-19 Emergency any infection control risk should be reported immediately**

Week Beginning	M	T	W	T	F	Yes/No/Comment
Staff on duty know position baby to be placed in and how to monitor						
PODs separated						
COVID-19 cleaning and disinfecting schedule in place						
Equipment like bouncers, buggies not used for sleeping infants						
Ensure temperature is controlled at 16 to 20 degrees C						
Bedding clean						
Floors clean and dry with no tripping and falling hazards or trailing wires.						
Cot sides are in upward position and secure						
No duvets, toys or pillows in cot to avoid footholds, suffocation, overheating						
Monitors checked and are working						
Cots positioned away from blinds, heat and no hanging cords						
Sockets covered						
No bibs or dribblers to be worn						
No bottles in cot						
Sleep record available						
Room uncluttered						

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# DAILY RISK CHECKLIST – CARE ROOM

This form has been enhanced in light of COVID-19. Employees must report to the Manager without reasonable delay any defect in the building, equipment, toys, materials, place of work or system of work which might endanger the safety, health and welfare of children and employees. Employees must report any infection control risk immediately and without delay

Week Beginning	M	T	W	T	F	Yes/No/Comment
Enhanced COVID-19 Cleaning/ disinfecting schedules in place						
All equipment, furniture, lighting is safe and sockets covered						
Toys and equipment separated for pod. No sharing with another pod . Mouthing toys that cannot be washed easily will not be present						
Lunches stored to minimise risk of contamination						
Room is clean and tidy						
Drinking water available						
Floors clean and dry with no tripping and falling hazards						
Temperature of room controlled to 18 – 22 degrees						
No dangerous substances within reach of children						
No trailing cables or wires						
Furniture safe with no sharp edges						
No means for child to escape						
Windows up high or restrictors in place						
Hot water available (43 degrees)						
Hand sanitiser available						
Registers accurate and recorded according to pod formation						
Staff have own pens, water bottles and other personal items						
Fire exits clear						

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

