


## Risk assessment for : The Rocking Horse Ltd



therockinghorse-nursery.com  
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<b>Risk assessment name</b>	Covid Secure Risk Assessment - Nurseries & Early Years Provisions	<b>Assessment type</b>	 General
<b>Assessor name</b>	Louise Thorn Quesada	<b>Affected site(s)</b>	The Rocking Horse Ltd (N3 1BD)
<b>Assessment date</b>	24/02/2022	<b>Review period</b>	Annually
<b>Approved by</b>		<b>Review date</b>	24/02/2023
<b>Approved date</b>		<b>Reference</b>	THE1408047

### Description

The assessment considers the measures the nursery has put in place to help keep children, staff and parents safe whilst attending. It also covers the alert of suspected Coronavirus, diagnosed Coronavirus and/or contact with those who may be subsequently affected.

Symptoms to be vigilant about include a new persistent cough, fever or high temperature and the sudden loss of taste or smell.

Regular testing is no longer in place and will no longer be provided by the Government from April 1st. You may continue testing if you wish to, or if you feel unwell. Those who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) are advised to self isolate but there is no longer a legal requirement to do so.

Anyone who receives a positive LFD test result should report their result on GOV.UK and should self-isolate but will not need to take a follow-up PCR test.

Anyone who tests positive and isolates will be able to leave self-isolation 5 days after the date of their initial positive test if they receive 2 negative LFD results, 24 hours apart, on days 5 and 6.







Before travelling ensure that you understand the rules and procedures for visiting other countries, any tests you need to take and quarantine rules after entering/exiting a country.

We should continue using 'Safe Behaviours'.







Safe Behaviours:

- Wash hands frequently for at least 20 seconds
- Wear a face covering in enclosed environments
- Maintain space with anyone outside your household or bubble
- Meet with others outdoors where possible
- Minimise the number of people you meet and the duration of meetings where possible
- Let fresh air in
- Self isolate if you have symptoms or have tested positive.






Our Safe Operating Guidelines and Risk Assessment will be amended periodically to reflect any changes prudent to the running of the nursery.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>a) Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning the setting.</p>	<p>All staff, Contractors</p> <p>Visitors, Cleaners, Children, Parents</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<p> <b>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</b> Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Reusable cloths will be used and laundered regularly after use to reduce transmission.</p> <p> <b>Cleaning Regime For Personal Care In Place</b> In line with existing policies and procedures for providing personal care to the children - cleaning of changing and toileting areas will be carried out accordingly using the appropriate PPE.</p> <p> <b>Correct Guidance Will Be Followed For Cleaning Areas Of Higher Risk</b> Based on current Government Guidance for Non-clinical Settings. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> <p> <b>Increased Cleaning Frequency Of Cleaning Throughout Setting</b> Increased cleaning regime in place throughout setting.</p> <p>Particular focus on commonly touched areas, equipment, surfaces and common shared areas and food preparation areas and dining areas.</p> <p>Cleaning materials will be stored safely in line with COSHH assessment for the setting and be available for cleaning toys and equipment used by the children.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>








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		<p> <b>Increased Cleaning Of Toys And Play Equipment</b> Revision of all toys and equipment on site will be carried out.</p> <p>Toys that are hard to clean such as soft material based items or those with small parts may not be used unless they can be cleaned effectively and regularly.</p> <p>Easy-clean toys and equipment will be used and cleaned frequently - including after use and at the start/end of the day.</p> <p>Unnecessary items and equipment will be removed from the rooms where possible.</p> <p> <b>The Setting Will Be Cleared Of Waste Frequently</b> Personal items removed at the end of the day and increased waste collection in place in all rooms throughout the setting.</p>	
 <p>b) Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors</p> <p>Visitors, Children, Parents</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p> <b>Employees Advised To Wash Clothing After Work</b> Employees advised to launder clothes as soon as is possible when they return home.</p> <p> <b>Good Hand Hygiene Established With Children</b> Through use of songs, games, posters and age-appropriate resources, the children will be encouraged to carry out regular hand washing as part of the daily routines.</p> <p>All parents and children will be required to wash hands / sanitise upon arrival.</p> <p>Each time a child washes their hands, this can be logged on Family so that teachers and parents can keep track.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>




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		<p> <b>Good Respiratory Hygiene</b> Staff and children to practice good respiratory hygiene with immediate disposal of tissues into the bin with regular collections.</p> <p>Through games, songs and age-appropriate resources children will be supported to carry out good hygiene when they cough or sneeze.</p> <p> <b>High Standards Of Food Safety Standards In Place</b> In line with existing food safety and hygiene standards for the setting, there will be high standards of hygiene at all times.</p> <p>This includes hand washing, cleaning of utensils and plates etc.</p> <p>There will be limited movement of people to issue food, with the same person delivering the food to the rooms and collecting the used trays afterwards to avoid mixing with the groups and staff in the rooms.</p> <p>Food preparation and dining areas will be subject to thorough cleaning.</p> <p> <b>Increased Hand Washing Facilities Provided</b> Increased hand washing facilities provided throughout the setting.</p> <p>Where this is not possible sanitiser will be provided - at entrances, exits, in each room and in common areas.</p> <p> <b>Increased Waste Management</b> Additional waste facilities will be available throughout the setting with more frequent collections and removal - especially in changing and toileting areas for the children.</p> <p> <b>Laundering Of Items Carried Out</b> Nursery items will be laundered in accordance with NHS laundry guidelines: -Wash items in accordance with the manufacturer's instructions. -Use the warmest water setting and dry items completely. -Dirty laundry that has been in contact with an unwell person can be washed with other people's items. -Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. -Clean and disinfect anything used for transporting laundry with your usual products.</p>	

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		<p> <b>PPE Stock Managed</b> In order to maintain the correct stock for PPE for personal care, cleaning etc PPE stock will be carefully monitored and managed.</p> <p>Contingency plans will be in place for replenishing stocks, use of reusable items that can be laundered correctly such as tabbards.</p> <p> <b>Signs And Posters In Use To Remind To Practise Good Hygiene</b> Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> <p> <b>Use Of Face Coverings</b> If employees choose to wear face coverings then they will be supported in the workplace.</p> <p>HB and KF staff should wear face coverings during handover with parents when physically taking children to and from parents arms.</p> <p>Parents to wear face coverings during handovers</p>	
 <p>c) Movement Of People In The Setting (Including Employees, Parents and Children) -The attendance of people in the setting will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors, Children and Parents</p> <p>How? Increased risk of transmission of Covid-19.</p>	<p> <b>Controlled Movement Of People Throughout The Setting.</b> Use of separate entrances and exits to reduce the number of people at cross over areas and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.</p> <p>Use of signs and markings to indicate the direction of movement and advised social distances in place where appropriate.</p> <p>Parents to use face coverings during handovers.</p> <p> <b>Emergency Plans Updated And Communicated</b> People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>

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		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> <b>Information, Instruction and Training Provided To Employees</b> Employees consulted on risks and controls in the work place.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> </div> <div style="width: 45%;"> <p> <b>Pro-active Monitoring In Place</b> Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> </div> </div> <p> <b>Restrict Movement Of Employees Throughout The Setting</b> Employees discouraged from carrying out non-essential trips within the premises- use of class phones or Family to communicate with others elsewhere.</p> <p>Staff to remain working in their designated room and not mix with other bubbles and not access other areas such as office or kitchen where possible.</p> <p>Housekeeper will deliver food trays/collect dirty dishes afterwards to avoid staff leaving the room. Housekeeper to wear full PPE whilst doing this.</p> <p>Staff not to rotate between rooms where possible.</p>	







Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<p> <b>Restriction On The Movement Of Children And Parents Throughout The Site</b>  Children to be grouped in 'bubbles' who do not mix inside during the day where possible.</p> <p>Groups to remain fixed where at all possible to prevent mixing. Children are transitioning- where possible they will go straight to their new room and join that class bubble.</p> <p>Groups remain in their room and do not rotate to other rooms.</p> <p>Where possible these groups will eat and toilet in their own rooms away from the other groups.</p> <p>Outside spaces are still separated into three distinct areas, these can be shared simultaneously by the groups as follows: Secret Garden for Hummingbirds and Kingfishers, Main Garden for Toucans and Quetzals, Macaws garden for Macaws.</p> <p>Shared use of communal inside areas will be avoided where possible.</p> <p>Parents to drop off/ pick up the child at setting entrances and do not enter the setting unless are new parents settling in their child- this will occur primarily in the Secret Garden and where this isn't practical, they will occur in the Library.</p> <p>Only 1 parent to attend where possible. Parents must wear a face covering and not congregate outside the nursery but to leave the premises immediately after dropping off or collecting.</p> <p> <b>Signage And Floor Markings In Place</b>  Posters and signs to be used to remind people of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> <p>Use of games, songs and activities to encourage hand hygiene and social distancing.</p> <p> <b>Staggered Work Patterns</b>  Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts. Shifts arranged to prevent too many staff in the break room at one time.</p>	









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		<p> <b>Touch-based Devices Restricted</b>  Staff only to use the fingerprint scanners- these must be cleaned regularly throughout the day and hands washed immediately upon entering the building.  Parents are to ring the doorbells. Hand sanitising stations are available at all entrances .</p> <p>Touch screen devices (iPads) are to be regularly sanitised throughout the day.</p> <p> <b>Ventilation On Site Increased As Much As Possible.</b>  Windows and doors opened as much as possible to increase ventilation - where this does not increase any risks to the safety and security of the children.</p> <p>Adjustments to be made to ensure adequate ventilation remains in place.</p> <p>Carbon dioxide monitors are in place in rooms so that staff can adjust airflow if ventilation low.</p> <p>Fire doors will not be propped open.</p> <p> <b>Vulnerable Employees Proactively Supported And Protected.</b>  Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported.</p> <p>This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions.</p> <p>Appropriate individual risk assessments will be completed where required.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p>	






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 <p>d) Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity. It is recognised that it will be hard to ensure that younger children or those with additional needs may not be able to adhere to social distancing.</p>	<p>All staff</p> <p>How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p><b>Employees To Avoid Face To Face Work Where Possible</b> Where possible employees will work side by side or back to back to avoid working face to face.</p> <p>Parents to wear face coverings during handovers to protect staff.</p> </div> <div style="width: 48%;">  <p><b>Improved Ventilation</b> Workspaces will be well ventilated through natural or mechanical means to increase air changes. CO2 monitors are in place to allow staff to increase ventilation when needed.</p> </div> </div> <div style="margin-top: 20px;">  <p><b>Time Spent Within The Advised Social Distancing To Be Kept To A Minimum</b> The time where persons are within the advised social distance will be kept to as short a time as practicable possible</p> </div> <div style="margin-top: 20px;">  <p><b>Use of Personal Protective Equipment (PPE) And Face Coverings</b> PPE is advised for all staff at the handover and collection of small children, masks are worn at these times. Masks are worn more within the building to help protection against the more transmissible strain of Covid. We have asked all parents to wear masks at drop off and collection times also. Nursery continues to supply PPE.</p> </div>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>e) Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People developing on-set of symptoms within the setting.</p>	<p>All staff, Contractors</p> <p>Visitors, Children and Parents</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	<p> <b>Cases Recorded and Investigated.</b> Records maintained of those who are isolating or who develop symptoms at the setting.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p> <b>Communication With Parents</b> Setting to communicate with parents on the procedure if their child has any symptoms and cannot attend, and what the procedure is if someone develops symptoms on site.</p> <p>Return to setting communication carried out to establish why the child was not present.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed</b> Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> <b>Health Status Of People Monitored</b> Return to setting health questionnaire in place for staff who have been absent. Communication with parents of carried out</p> <p> <b>If unwell, don't come to work.</b> For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation is advised ensuring Line Management are informed. As with all other sickness, if you feel unwell please stay at home.</p> <p> <b>Person To Go Home Immediately</b> Anyone feeling unwell, particularly with the three main symptoms should be sent home immediately as they are unwell. They should remain at home until they feel better.</p> <p>Any windows will be kept open to increase ventilation.</p> <p>Persons with symptoms should not be attending the nursery to pick up or drop off children.</p>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>








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 <p>f) Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	 <p><b>Shifts Staggered</b> Where at all possible shifts will be staggered to allow employees to travel outside of rush hours as well as staggering arrival and departure times to avoid cross over at staff rooms, locker rooms and exits.</p>	<p>2 x 5</p>  <p><b>10</b></p> <p>Medium</p>










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 <p>g) Common Areas (Including Kitchen and Welfare Facilities and Entrances To The Setting). - Due to areas being frequently utilised, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas. This also includes entrance areas such as foyers, porches and hallways where people arrive and leave.</p>	<p>All staff, Contractors</p> <p>Visitors, Children and Parents</p> <p>How? Common areas may restrict the ability to maintain social distancing. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<p> <b>Access To Bathroom Areas Controlled</b> Each bubble has an allocated bathroom, bubbles are not permitted to use bathrooms outside of their designated areas.</p> <p>Staff to support the children to maintain social distancing when toileting.</p> <p>Staff to only use the staff bathroom</p> <p> <b>Break Times Staggered</b> Break times to be staggered to prevent the gathering of people.</p> <p>Macaws staff may use the outside laundry room as an area for breaks, allowing fewer staff in the staff room at any one time.</p> <p> <b>Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens.</b> Increased cleaning of the welfare facilities will be carried out on-site- including changing areas, staff toilets and children's toileting facilities.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p> <b>Numbers Of People In Common Areas Managed.</b> Individuals using common areas will be kept to a minimum at all times and social distancing will be adhered to where possible.</p> <p> <b>Regular Cleaning Of Common Area And Touch Points.</b> Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints.</p> <p>These will be cleaned more intensely/frequently.</p>	<p>2 x 5</p>  <p><b>10</b></p> <p>Medium</p>








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 <p>h) Handling Items, Materials &amp; Deliveries - Employees and the use of common items, toys, equipment and deliveries.</p>	<p>All staff, Contractors</p> <p>Visitors, Children, Parents</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<p> <b>Good Hand Washing/Hygiene Procedures Observed Before and After Use</b> All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials.</p> <p>Children to wash hands after handling shared toys and resources and discouraged from placing near the face.</p> <p> <b>Items Not Shared</b> Personal items such as blankets, flannels, towels and bedding will not be shared between children - allocated own materials for use.</p> <p>Food and utensils will not be shared, but over 2s will be encouraged to self serve meals.</p> <p> <b>Items Not Shared Between Rooms</b> Where possible each room will have its own resources, toys, equipment and items to prevent the need to share between rooms.</p> <p>When necessary to share resources, they must be thoroughly disinfected first, and then again after use.</p> <p> <b>Personal Items Not Permitted On Site</b> Where possible personal items such as prams, car seats, toys and blankets will not be brought from home and left at the setting.</p> <p>Where personal items are absolutely essential they will arrive clean and in a zip lock bag in the child's nursery bag. The child should not be aware of its presence otherwise the child may want it outside of sleep times.</p> <p> <b>Resources To Be Cleaned Regularly</b> All commonly used equipment such as laptops, tablets, toys, play equipment and resources to be cleaned regularly.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>

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 <p>i) Managing Parents, Visitors and Contractors Coming To Site. - Parents, tradespeople, couriers, deliveries, contractors and other visitors attending site.</p>	<p>All staff, Contractors</p> <p>Visitors, Children, Parents</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<p> <b>All Visitors To Site To Be Pre-Arranged And Times Staggered</b> Where possible visitors and contractors will be arranged to attend outside of setting opening times when less staff and no children will be on site.</p> <p>Where not possible, visits will be arranged and they will be chaperoned at all times</p> <p> <b>Documentation Issued Electronically Where Possible</b> To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed By Employees</b> Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible- before and after any interaction with others.</p> <p> <b>Increased Cleaning Regime In Place For Touch Points And Interfaces.</b> Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.</p> <p> <b>Managed Entry</b> The number of people permitted inside the premises will be restricted.</p> <p>There will be the use of effective queue management outside the premises where necessary,</p> <p>Parents will be advised of the procedure for pick up and drop off to avoid them congregating at the entrances. This includes markings on the floor outside each entrance.</p> <p> <b>Remote Communication Encouraged</b> Where possible remote communication with visitors, parents and contractors will be used rather than attendance on site.</p> <p> <b>Sanitiser Available At Visitor Interfaces.</b> Sanitiser available at locations where contractors / visitors will present to employees.</p>	<p>3 x 5</p> <p> 15</p> <p>Medium</p>

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		<p> <b>Supervision On Site</b> Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p> <p> <b>Visitor Records Maintained</b> Records of those who have attended site to be maintained.</p> <p>When requiring people to sign in they will use their own pens where possible, if not the pen will be disinfected before and after use.</p> <p>Cleaning and sanitising products will be located adjacent to touch screen systems.</p>	
 <p>j) Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	<p> <b>Meetings Carried Out Remotely Where Possible</b> Where possible meetings will be carried out remotely to avoid the need for people to come together.</p> <p> <b>Meetings To Be Held In Well Ventilated Locations</b> Meeting to be held outside where possible.</p> <p>If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation.</p> <p> <b>Sanitiser To Be Provided</b> As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>

## Further control measures

None required

## Operating procedures

Children and staff should not attend their education setting while they are unwell. If able to , they should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature. Testing is phasing out and so may not be available once an individua has run out of tests, so best judgement will need to be used.

They should follow the Sickness Policy guidance for the nursery.

If a child is unwell, the sickness policy applies whatever the illness. Please do not send them to nursery until they are well enough to be here. If they have had Calpol in the morning to reduce a fever, they should not be at nursery. It is not fair on the child or on the other children and staff who will potentially have the sickness spread to them.

The nursery will continue to employ Safe Behaviours and are not looking at changing any of the measures we have put in place to keep our children, staff and parents safe.

Procedures whilst working in the nursery:

- Voluntary twice weekly testing for staff until tests run out- from April 1st they are no longer being provided by the Government.
- The nursery will provide adequate hand soap, hand sanitizer and PPE.
- The nursery will follow the guidelines from Public Health England should a report or outbreak occur.
- Masks are requested to be worn by all staff and parents for drop off and collection of small children.
- Staff wear masks within the nursery in any communal areas.
- No parents or visitors to be admitted onsite unless prearranged and PPE is in use i.e. for settling in new children.

We will continue to disinfect resources after use and regular touch points throughout the day. Garden areas to remain split but can be shared at times with communication between classes.

The climbing frame will be shared between Macaws & Quetzals and Toucans, Macaws using their back half and Toucans and Quetzals using the front half.

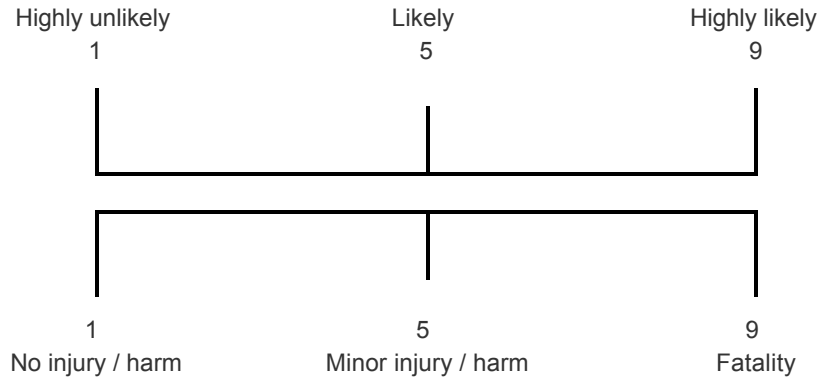
The Secret Garden is open every day to all children, but sessions must be organised between teachers. Resources to be cleaned after each visit.

All practices and procedures will be updated alongside any new guidance from the Government or from Barnet, our local authority.



**Risk rating explanation**

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

**What do your risk ratings mean?**

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Louise Thorn Quesada

Approved by signature: