



## Risk Assessment Form – Managing Health and Safety

Ref. No:

	Completed by: Juliet Levingstone	
<b>Activity and workplace:</b> Use of Treehouse C/C rooms & facilities by Bentilee nursery school and Tiny ToeZ		Updated Jan 21

What are the hazards? (i.e. what might cause harm)	Who is affected and how?	What are you already doing to control the hazards?	Risk		Further action required?	By whom	By when	Done
			No.	L/M/H				
Infection of Corona Virus – to staff, parents, outside agencies.	All staff and children in Treehouse- Bentilee Nursery school and Tiny ToeZ. Families outside the centre in the community after having been in Treehouse	<p>Treehouse Children is closed to the public.</p> <p>Local Authority cleaners to deep clean C/C staffroom and MR1 and MR2 upstairs, crèche and C/C office</p> <p>Staff to sanitise chairs and tables after use</p> <p>Tiny ToeZ to use C/C staff room for lunches.</p> <p>Bentilee Nursery school to use crèche for staff lunches</p> <p>Room booking system set up- located on Tiny Toes laundry door for all rooms</p> <p>Staff to log names of all persons, addresses and contact numbers using rooms daily for purposes of track and trace</p>	8	M	<p>Cleaners to clean again in the evening or very early morning, before nurseries open</p> <p>After each person has eaten/ session - chairs and tables to be sanitized so the room can be used for other meetings. Also kettle / microwave, work surface used</p> <p>Social distancing measures to be adhered to.</p> <p>Meetings of 1 to 1 or 1 to 2 with parents- masks to be worn by visitors. Staff are advised to wear either mask or visor-</p> <p>Social distancing to be adhered to.</p> <p>Sanitisers and cloths to be put in each room for use</p> <p>Staff to sanitise hands again before using facilities and again before entering nursery / office staff- office</p> <p>Janitor the collect records daily and secure in file as evidence base</p>	Cleaners	immediately	yes

**Injury Severity**

1. Minor injury (first aid only)
2. Serious injury (medical attention, time off work)
3. Major injury (broken bones etc)
4. Death

**X Likelihood**

1. Rare
2. Unlikely
3. Likely
4. Very likely

**=**

**Risk rating**

- 1-3. Low : no further action needed – keep under review  
 4-8. Medium: implement reasonable measures as per action plan  
 9-16. High: work cannot start until risk has been reduced

**Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.**

Review 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial



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