GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **The Elms Day Nursery** | | | **Department** | | | | **The Elms Day Nursery** | | | **Version / Ref No.** | | |  | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | | **Phased return after restricted campus operations (COVID19)** | | | **Activity Description** | | | | **Return to Campus COVID-19: Building Risk Assessment** | | | | | | | | | |
| **Assessor** | | **Sarah Perrott** | | | **Assessment Date** | | | | **28/05/2020** | | **Date of Assessment Review** | **19/06/2020** | | | | | | |
| **Academic / Manager Name** | | **Selina Hunt** | | | **Academic / Manager Signature** | | | |  | | | | | | | | | |
| Hazard Assessment | | | | Control Assessment | | | | | | | | | | | | Actions | | |
| Hazard Category | Hazards Identified | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | | Initial Risk Rating | | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
| S | L | R | | S | L | R |
|  |  |  |  |  | |  |  |  | |  |  | |  |  |  |  |  |  |
| Biological | Catching or spreading coronavirus General considerations | All | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Contact with individuals who are unwell will be minimised by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend.  Where possible a social distance of 2 metres will be applied between staff whilst recognising this is impossible for children under 5 years.  Staff have been instructed to frequently wash their hands thoroughly for 20 seconds using soap, hot running water and dry them thoroughly using paper towels /hand dryer. Hands are to be washed immediately on arrival, after using the toilet, before serving any food, after wiping a child’s nose or mouth, after changing a child etc. Alcohol hand sanitiser is available in play rooms and communal areas where handwashing may not be possible or as an additional measure r ensuring that all parts of the hands are covered.  Ensure good respiratory hygiene by promoting the ‘*catch it, bin it, kill it’* approach and posters are displayed to remind everyone.  Clean frequently touched surfaces often using standard products, such as detergents with COSHH standards in place.  Contact and mixing has been minimised by altering, as much as possible, the environment such as room layout and staggered outdoor play.  Fire safety arrangements including emergency evacuation routes have been reviewed to maintain social distancing where practicable.  Children will be reorganised small groups called bubbles with reduced occupancy of 50%  Offices, staff rooms and rest areas have been re-organised to ensure 2 metre social distancing where possible  Consideration has been given to which activities could take place outdoors.  Staggered drop off and collections implemented with one parent only encouraged to collect and wait in the marked area. Parents to wait at designated area and maintain 2m distance marked on the ground.  Adult to adult contact has been minimised where possible for feedback using communication via Ipads (one per person cleaned before and after use daily.  Sharing of equipment will be avoided and outdoor equipment staff will ensure it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously  Anything that children need to bring in from home is restricted or minimised if it cannot be cleaned on arrival and sending anything home except soiled washing (Double bagged) is avoided. | | 5 | 2 | 10 | | Yes | The UK government has introduced a Coronavirus alert level – currently 3  Managers keep track of when staff can return to work after the symptom free period or negative test result  I metre plus can be used from 4/07/20  Priority is to evacuate staff and children safely which makes social distancing impossible however both staircases can be used to exit the building and staff will social distance at the rendezvous point with their age bubble/s | |  |  |  |  |  |  |
| Biological  Environmental | Staffing | Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | An audit staffing to enable groups to be safely managed has been undertaken.   Follow the guidance*:  Actions for educational and childcare settings to prepare for wider opening from 1 June 2020.* | | 5 | 2 | 10 | | Yes | The UK government has introduced a Coronavirus alert level – currently 3  Line managers hold discussions with their staff to identify those considered in ‘at risk’ groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups and will ensure additional measures are put in place to protect them including working from home. | |  |  |  |  |  |  |
| Biological | Staff or household member displaying COVID19 symptoms  (Fever or new continuous cough or change or loss or change to your sense of smell or taste) | Staff/Children | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Staff have been briefed on the following at induction, if any member of staff is displaying symptoms (fever/ new continuous cough or loss or change to your sense of smell or taste or temperature of 38 degrees) they must not attend for 7 days.  If any household member of a member of staff or child is displaying symptoms, they must not attend nursery for 14 days, or 7 days after they have displayed symptoms. They would be advised to seek a Covid-19 test and if results are negative, they may return earlier.  If a member of staff becomes unwell in the workplace, they will leave the room immediately. If a child becomes unwell then they will be taken into the Hedgehog room to self-isolate with their key person who should wear PPE (Visor, mask, apron and gloves) until parent arrives to collect, all emergency details have been checked before reopening. **If their keyworker is from the BAME or vulnerable category then a member of the management team will substitute the keyworker** Once the child has left the nursery the room will be closed off and cleaning services will be notified to clean the room until this has happened the room will remain closed.  If is there a confirmed case within or connected with nursery, parents and staff will be notified and where a child/staff member tests positive for COVID19 the rest of group will be sent home and advised to self-isolate for 14 days. The other household members of that wider group do not need to self-isolate unless their child develops symptoms.  Line managers and staff will carefully monitor the health of the children and staff.  Testing has now been made available for any staff member wishing to access a test. | | 5 | 1 | 5 | | Yes | The UK government has introduced a Coronavirus alert level – currently 3  Staff must comply with providing details of their contacts as requested by track and trace operatives  Once the child has been collected the member of staff must change into their clean spare uniform before returning to their room. | |  |  |  |  |  |  |
| Biological | Interaction of staff at work leading to spread of COVID19 (Social distancing) | Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | COVID19 updates will be included in all virtual staff meetings  Staff must remain 2 metres apart as per government advice  Posters are displayed reminding staff of the 2-metre social distancing requirements.  One-way system has been considered in ‘communal areas’, however due to building layout this is not be effective inside. Groups will use the same corridor areas due to access to and from the building being through the rooms free flow gardens.  Staff will be carefully deployed within the nursery and will only work in one room as far as reasonably possible. Staff will be rota a 3/2-day week and will be allocated in a bubble group of children. Their shifts will work around the arrival and departure times of those children and will work consecutive days whilst those children are at nursery. Those bubbles groups will stay together throughout the day and will only leave the room for the use of the bathroom or outside play. We will be working on reduced occupancy in each room for this duration.  All resources and equipment in each room must remain in age groups and not shared.  Parents will be allocated a drop off and collection time to ensure that they are staggered during the day. These will also match the shift times of the staff.  All arrivals and departures of children will take place outside either within the Squirrels playground for under two age children and the main playgroup for over twos. These drop off and collections will be undertaken as quickly as possible.  The car park is clearly marked to adhere to 2 metre social distancing guidelines.  Where parent and children queues are likely, a member of the management team will be assigned to ensure social distancing is adhered to. Posters are displayed where parents are queuing to remind them of social distancing.  Where a 2 metre separation cannot be maintained, consideration has been given to whether the task needs to be carried out at all.  Public Transport-Staff should follow the Government advice:  *https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers*  Staff are encouraged not to travel on public transport, particularly during rush hour and staff that are travelling via public transport will change into their uniform once they have arrived at nursery.  All staff instructed at induction to ensure that a clean uniform is worn on a daily basis.  The start and finish time of staff will be staggered to avoid everyone arriving and finishing at the same time.  The staff room has been reorganised to ensure that the advised social distancing and that it can be maintained. Microwave, kettle, toaster, water machine and fridge will be removed or taped off to ensure non-use.  The start and finish times of breaks for staff are staggered to avoid gatherings and a second rest room has been made available for staff to use for breaks. Staff can also take their break outdoors  Flexible working hours for staff are considered where appropriate and nursery management will continue to work from home when not scheduled on work rota.  All kitchen deliveries will be taken to the playground gate where they will be collected by kitchen staff.  Kitchen staff will be serving out the children’s meals within the kitchen and deliver to each age group leaving them outside the room for staff to collect. This will minimise the contact within the room, these will then be left outside the room for collection after each mealtime. | | 5 | 1 | 5 | | Yes | The UK government has introduced a Coronavirus alert level – currently 3  There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers. | |  |  |  |  |  |  |
| Environmental  Biological  Environmental  Biological | Unsuitable working practices leading to the spread of COVID19  Hygiene practices leading to the spread of COVID19  Toilet/changing facilities​ | Staff/Children  Staff/Children | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | SLA in place with UOB cleaning team  Updates to working practices will be communicated to staff as soon as reasonably possible.  Working practices will be monitored constantly and altered as appropriate to adhere to social distancing principles.  Physical meetings are limited to only essential people and social distancing guidelines adhered to.  All windows will be opened on arrival to improve ventilation and where rooms have garden areas adjacent to them doors will be left open (bearing in mind safeguarding and fire safety).  Outside play will be encouraged as much as possible within bubbles and age groups will not be mixed together whilst outside.  Appropriate personal protective equipment (PPE) is available where required when handling bodily fluids and preparing food. (Including aprons, gloves etc.)  Face visors are available for staff to use in exceptional circumstances. E.g. when in the isolation area with child displaying symptoms or where social distancing may not be possible if need to talk to parents  Enhanced cleaning regime of frequently touched objects and surfaces are carried out.  Hand sanitiser is readily available throughout the nursery.  Posters are displayed in the toilets reminding staff and children to wash their hands for 20 seconds.  All staff and children are to hand wash on arrival and throughout the day.  Parents will not be allowed to enter the building. Visitors are kept to a minimum and will only be allowed to complete business critical. On arrival they will be asked to wash their hands and will be required to follow our procedures.  All office computer telephones desk surfaces are cleaned at the start and end of the day.  Any shared equipment will need to cleaned before and after use.  All staff will be given their own ipad to use to upload iconnect information and this will stay with them for the duration of the day. Before returning them to the office at the end of their shift the member of staff will be asked to clean this using anti bac wipe before being stored away.  All staff will be issued with their own pen which will have to be labelled to reduce the sharing of equipment.  All play equipment/resources will be cleaned after each morning and afternoon session.  Children will be unable to bring any toys from home and buggies car seats etc must not be left on site Comforters will be allowed for sleep provision. Bags and coats will remain at nursery as much as possible.  Separate bathrooms are used for different age groups to avoid sharing spaces. All changing surfaces will be cleaned before and after each use with sanitiser  Nappies/soiled items to be disposed of in yellow bags (Clinical Waste)  Staff to follow specific intimate care procedures  Any soiled clothes are put into a plastic bag (double bagged) and sent home. Numbers of children using the toilets at any one time reduced.  Restrict numbers of children using the toilets at any one time.  Paper towels and/or hot air dryers are available  Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.    Soft furnishing including cushions, teddies, dressing up have all been removed from rooms as well as malleable play resources.  Outdoor play equipment will need to be cleaned with sanitiser after use. | | 5  5 | 1  1 | 5  5 | | Yes  Yes | The UK government has introduced a Coronavirus alert level – currently 3  Where possible all deliveries are stripped of all packaging (which is disposed of).  Strict hand washing procedure in place after handling all deliveries.  Where possible deliveries to remain isolated and untouched for a minimum of 48 hours.  The UK government has introduced a Coronavirus alert level – currently 3  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements  Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). | |  |  |  |  |  |  |
| Biological  Chemical | Cleaning nursery where there are suspected or confirmed cases of COVID-19 | Staff/Children | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Cleaning services will be notified should a room need cleaning if nursery have a suspected case.  Cleaning an area with sanitiser after someone with suspected COVID-19 has left will reduce the risk of passing the infection on to other people  When cleaning wear disposable gloves, masks and aprons. These should be double bagged, straight into outside clinical bins after cleaning is finished. Once symptomatic, all surfaces that the person has come into contact with must be cleaned (including touchpoints)  Nursery will be cleaned each day by the University cleaning team. | | 5 | 1 | 5 | | Yes | The UK government has introduced a Coronavirus alert level – currently 3 | |  |  |  |  |  |  |
| Organisational | Psychological wellbeing Mental Health And Well  Being Emotional distress of staff | Staff  Children | Anxiety and stress caused by concerns around returning to nursery. | Staff are reminded to refer to the mental health and wellbeing boards located in each staff room and ensure there is a well-being coordinator available every day. UOB wellbeing services)  Ensure designated staff are on site every day for staff to share concerns with.  Staff to be included with the decision making, risk assessments and to attend an induction on 26/06/20. A record of each staff members induction will be kept, their suitability reconfirmed and signed. This will also include the UOB online information where an e mail is provided as evidence of completion  Staff have had the opportunities to speak to a member of the management team about their concern’s details of counselling available on wellbeing board  Children to be supported by staff as they would be normally.  Key staff in each bubble will be available for children to talk to  Staff will use their discretion and experience as to the best way to support the children  Some PSHE resources to ensure children have the opportunity to discuss feelings and are supported within the curriculum  SEND children – assess each child according to their specific needs and act appropriately, providing support to assist children who will not understand the changes.  Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i,e line managers, Internal Comms) and shared with staff via staff inductions, one – one with staff and parents, virtual staff meetings and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  **Return to Campus COVID-19: Building Risk Assessment (This completed Risk Assessment)**  Risk assessment shared with staff  All staff have completed the University online Canvas course and read the COVID-19 Guidance <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx> | | 5 | 1 | 5 | | Yes | Regular communication is in place (individual and group) via team staff inductions, one to one meetings with staff to ensure staff and parents are not ill-informed about returning to work safely.  Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs  Managers hold regular informal discussions with each age group staff fortnightly and look at ways to reduce causes of stress. Practice reminders will be discussed as well as any operational changes as they evolve  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers and nursery management teams These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building checklist*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and->  .aspx  Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing. | |  |  |  |  |  |  |
| Biological | Emergency evacuation due to fire | Staff/Children | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained where possible Practice fire drill completed in first week  H&S reps to communicate procedures to all staff.    As a result, social distancing is maintained in the event of an emergency evacuation. | | 5 | 1 | 5 | | Yes | The UK government has introduced a Coronavirus alert level – currently 3 | |  |  |  |  |  |  |
| Biological  Physical | First Aid/ accidents and incidents | Staff/children | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | First aiders should wear PPE when administering first aid. The children’s requirements and emotional state need to be considered.  Waste should be disposed of as per pre-COVID-19. | | 5 | 1 | 5 | | Yes | The UK government has introduced a Coronavirus alert level – currently 3 | |  |  |  |  |  |  |
| Biological | Managing Contractors and visitors | Staff/Visitors/Children | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Where possible work will be carried out remotely  Where site visits are required, site guidance on social distancing and hygiene will be explained to contractors/visitors on or before arrival by a member of the nursery management  Visitors will enter through the main door and go straight to their specified area of work  Visitors should use the hand sanitiser located in the entrance of nursery.  Limit the number of visitors at any one time.  Limit visitor times to a specific time window and restricting access to required visitors only.  Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.  Contractors / companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. | | 5 | 1 | 5 | | Yes | The UK government has introduced a Coronavirus alert level – currently 3 | |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors** | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Domains** | **Negligible** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Impact on the safety of staff, students or public (physical / psychological harm)** | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment.  No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.  Requiring time off work for <3 days | Moderate injury requiring professional intervention  Requiring time off work for 4-14 days  RIDDOR / MHRA / agency reportable incident | Major injury leading to long-term incapacity/ disability (loss of limb)  Requiring time off work for >14 days | Incident leading to death  Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
| **Frequency** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **Broad descriptor** | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occur  for years | Expected to occur  at least annually | Expected to occur at  least monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability**  Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

The overall ***level of risk*** is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Likelihood** | | | | |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **5 Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 Major** | 4 | 8 | 12 | 16 | 20 |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2 Minor** | 2 | 4 | 6 | 8 | 10 |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.