GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | | | **The Maples Day Nursery** | | **Department** | | | **The Maples 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** | | | | **Heather Bench** | | **Assessment Date** | | | **12/06/2020** | | | | **Date of Assessment Review** | **Constant** | | | | | | | | | | | |
| **Academic / Manager Name** | | | | **Paula 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 keeping a social distance of 2 metres will be applied whilst recognising this is impossible in a nursery  Staff have been instructed and are regularly reminded to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand sanitiser ensuring that all parts of the hands are covered  Ensure good respiratory hygiene by promoting the ‘*catch it, bin it, kill it’* approach , posters will be in place to remind everyone.  Ensure water flushing is carried out weekly prior to reopening or in areas which may not be used during restricted operations.  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 organised in groups called bubbles with reduced occupancy currently 50%  Offices, staff rooms and rest areas have been re-organised to ensure social distancing~~.~~ Managers will not work in the same office initially.  Consideration has been given to which activities could take place outdoors  Staggered drop off and collections with one parent only implemented. Parents to collect and wait in the marked area. Parents to wait at designated area and maintain 2m distance marked on the ground. One entry and exit path marked.  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 an at the end of the day, 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 is avoided (Double bagged) | | 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 | |  | | |  | |  |  | |  | |  | |
| Biological  Environmental | Staffing | Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | | An audit of staffing to enable groups to be safely managed has been completed.  Following the guidance:  Actions for educational and childcare settings to prepare for wider opening from 1 June 2020.  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. | | 5 | 2 | | 10 | | Yes | The UK government has introduced a Coronavirus alert level – currently 3. | |  | | |  | |  |  | |  | |  | |
| 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 are briefed on the following. If any member of staff is displaying symptoms (fever of 38 or higher/ new continuous cough or loss or change to your sense of smell or taste) they must not attend work for 7 days  If any household member or 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 be sent home immediately. If a child becomes unwell then they will be taken into the Daisy room to self-isolate with a member of staff who is not BAME or “at risk” who should wear PPE (masks/visors and gloves) until parent arrives to collect, all emergency details have been checked before reopening. 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 would remain closed.  Once the child has been collected the member of staff must change into their clean spare uniform before returning to their room.  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 will ensure careful monitoring of the health of the children and staff.  Testing has now been made available for any staff member wishing to access a test. | | 5 | 5 | | 2 | | Yes | The UK government has introduced a Coronavirus alert level – currently 3 | |  | | |  | |  |  | |  | |  | |
| 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 1+ metres apart as per government advice where practically possible, bearing in mind government advice for Early Years.  One-way system has been considered in ‘communal areas’, however due to building layout this is not effective inside. Groups will not use the same corridor areas or bathrooms at the same time. Knock before entry signs will be in place on bathrooms.  Staff will be carefully deployed within the nursery and will only work in one room as far as reasonably possible. Staff will be mostly on a rota of 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 who will collect and drop children to them.  All arrivals and departures of children will take place outside the rear entrance which will be marked as a one way system and social distancing signs. These drop off and collections will be undertaken as quickly as possible.  Where parent and children queues are likely, a member of the management team will be assigned to ensure social distancing is adhered to.  Where a 1+ 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-trav el-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 and wear masks throughout the journey as per Government guidance.  All staff instructed at induction that a clean uniform is to be 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 front entrance will be the entry point for all staff and expectations for hand washing on entry set.  The staff room has been reorganised to ensure that the advised social distancing will be maintained. Microwave, kettle, toaster, fridge has been removed or taped off to ensure non-use. Staff can also take their break outdoors  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.  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 deliverers will be taken to the rear entrance 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. | | Updates to working practices will be communicated to staff as soon as possible via virtual zoom meeting if 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.) Introduction of one use plastics for PPE.  Face visors are available for staff to use in exceptional circumstances.  Enhanced cleaning regime of frequently touched objects and surfaces are carried out.  Hand sanitiser is readily available in the entrance hall and on office tables.  Posters are displayed in the toilets reminding staff and children to wash their hands for 20 seconds.  All staff and children are to handwash 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 tasks. 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.  Staff instructed that Any shared office 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 clean this before being stored away.  All staff will be issued with their own pen which will be labelled to reduce the sharing of equipment.  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.  Where possible separate bathrooms are used for different age groups to avoid sharing spaces. All changing surfaces will be cleaned before and after each use  Nappies/soiled items to be disposed of in yellow bags  Staff to follow specific intimate care procedures  Any soiled clothes are put into a plastic bag (double bagged) and sent home. Children will attend the bathroom in bubbles  Restrict numbers of children using the toilets to ensure one bubble at a time use.  Paper towels and/or hot air dryers are available  Internal doors which are not signed as fire doors will be propped open to prevent multiple persons touching 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 after use. | | 5 | 1 | | 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.  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. | | SLA in place with UOB cleaning team  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 disposable gloves, masks and aprons will be worn. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish 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  Response plan in place in the event a confirmed or suspected case of COVID-19 and communicated and includes:  If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>  The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and includes. | |  | | |  | |  |  | |  | |  | |
| 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)  Designated staff are on site every day for staff to share concerns with.  Staff to be included with the decision making, risk assessments. 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 will be supported by staff as they would be normally.  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. | | 3 | 3 | | 9 | | Yes | The UK government has introduced a Coronavirus alert level – currently 3  Regular communication is in place (individual and group) via team meeting*,* 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 their team and look at ways to reduce causes of stress.  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. 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-checklist.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/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 have been reviewed so that social distancing can be maintained where possible Practice fire drill completed as required.  H&S reps will communicate procedures to all staff.    As a result, social distancing is maintained in the event of an emergency evacuation.  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 via line managers, Internal Comms and shared with staff via socially distanced or zoom *team 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 via email prior to zoom meeting. Option to discuss will be provided in meeting.  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 | The UK government has introduced a Coronavirus alert level – currently 3  Emergency Procedures reviewed and revised including:  **Communication: people have been made aware that in an** emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.  Fire procedures: number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. | |  | | |  | |  |  | |  | |  | |
| 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 will wear PPE when administering non-emergency first aid. The children’s requirements and emotional state need to be considered.  Waste should be disposed of in the usual way. | | 5 | 1 | | 5 | | Yes | The UK government has introduced a Coronavirus alert level – currently 3  **First Aid:** First aid needs assessment reviewed to take into account any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date.  **Hygiene:** Washing facilities with soap/gel available (see Cleaning). People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.  The taking of PPE home is not permitted.  Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed: | |  | | |  | |  |  | |  | |  | |
| 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 and contractors will enter through the main door and go straight to their specified area of work  Visitors / contractors will use the hand sanitiser located in the entrance of nursery.  The number of visitors at any one time will be monitored by the management team.  Visitor/ contractor times will be limited to a specific time window and restricting access to required visitors only.  Schedules for essential services and contractor visits will be revised to reduce interaction and overlap between people, for example, carrying out services at night.  All key fobs will be deactivated for parents through the period of social distancing expectation to control the flow of footfall and restrict entry to unauthorised personnel.  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  These measures are monitored by the local supervising staff member and where necessary concerns fed back to the third party manager e.g. LEV inspections and test – Estates Manager, Cleaner – Campus Services Domestic Manager.  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and inductions.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s guidance. University managers will follow the NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | |  | | |  | |  |  | |  | |  | |

**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)**

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| --- | --- | --- | --- | --- | --- |
|  | **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.