**GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM**

| **Site** | | **The Elms Day Nursery** | | | **Department** | **Campus Services** | | | | | | **Version / Ref No.** | | | **4** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | | **Phased return after restricted campus operations (COVID19)** | | | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment for staff, children and contracted visitors**  **(Monday-Friday 7:30-5:55, two storey buildings. 40 staff members and up to 114 children each day)** | | | | | | | | | | | | |
| **Assessor** | | **Sarah Perrott** | | | **Assessment Date** | **28/05/2020** | | | | | **Date of Assessment Review** | Reviewed on 19/06/20, 08/07/20, 07/08/20, 19/08/20, 27/08/20, 04/09/20, 08/09/20, 23/09/20, 23/10/20, 30/10/20, 15/12/20, 04/01/21, 12/01/21, 22/01/21 08/03/21, 16/04/21, 20/05/21, 23/07/21 13/08/21 | | | | | | |
| **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 to continue to social distance is advisable 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, when leaving and entering rooms immediately etc. Alcohol hand sanitiser is available in play rooms, corridor areas and communal areas where handwashing may not be possible or as an additional measure ensuring that all parts of the hands are covered.  Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around in playrooms.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded on induction and posters are displayed .  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  Clean frequently touched surfaces often using standard products, such as detergents with COSHH standards in place. Enhanced cleaning is carried out on touch points.  Contact and mixing has been minimised by altering, as much as possible, the environment such as room layout and staggered outdoor play.  Adult to adult contact has been minimised where possible for feedback using communication via Ipads (cleaned before and after use daily)  Sharing of equipment will be avoided. Face coverings are not PPE and are not normally required to be worn in the workplace but the University strongly encourages staff, students, contractors and visitors to continue to wear face coverings inside buildings and where people choose to wear them they are supported.  Where face coverings may reduce the risk of transmission from one person to another e.g. in congested areas, crowded enclosed spaces and where people may come into contact with people they do not normally meet, signs are displayed requesting individuals to wear a face covering with the expectation that individuals will wear a face covering in these areas.  Individuals have been reminded to use face coverings safely including the following:  When wearing a face covering you should:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and before and after removing it * avoid wearing on your neck or forehead * avoid touching the face covering or your face, as it could contaminate it with germs from your hands * change the face covering if it becomes damp or if you’ve touched it * continue to wash your hands regularly * change or wash your face coverings daily * if the material is washable, wash it in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in their usual waste   All staff are advised to wear face coverings when:   * In communal areas * When handing over to parents | | | 5 | 2 | 10 | Yes |  | |  |  |  |  |  |  |
| Biological  Environmental | Staffing | Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Where agency staff are used within rooms to cover annual leave or absence then nursery has requested that, where possible, a consistent member of staff from one agency will be used. Before the member of staff starts with us then an induction will be completed.  Staff will be carefully deployed within the nursery and to work in base room as far as reasonably possible. Staff may be redeployed to other rooms to cover holiday or annual leave. Staff shifts will work around the arrival and departure times of the children. | | | 5 | 2 | 10 | Yes |  | |  |  |  |  |  |  |
| 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 an on-site 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 37.8 degrees) they must not attend nursery for 10 days and are advised to get a test.  Upon receiving a negative result they will be able to return to work.  Response plan in place in the event of 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. If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * 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) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.   Employees to follow the Government advice: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>   * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation. * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance and follow outbreak plan. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus and the staff member has not received 2 doses of either Moderna, Oxford/AstraZeneca, Pfizer/BioNTech vaccine or have had the 2nd dose within the last 14 days   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  Business continuity and disaster recovery plans updated based on COVID-19 implications including contingency plan in place for possible switch back to national or local lockdown.  Managers ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid-19.  Managers keep track of when staff can return to work after the symptom free period.  Line managers and staff will carefully monitor the health of the children and staff.  The Department for Education has published a new guidance document for early years providers which outlines what to do if a child at a setting or provision displays symptoms of Covid-19. The guidance includes an immediate action list, plus advice on what steps to take if the child tests positive for the virus.  Regular access to the Lateral Flow Device tests and kits are available to staff and students who are coming onto campus. Staff and students are strongly encouraged to test twice a week and to record their results on the Government’s reporting website site:  <https://www.gov.uk/report-covid19-result>  Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | | | 5 | 1 | 5 | Yes | . | |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace - Interaction of staff at work leading to spread of COVID19  Virus transmission in the workplace due to lack of social distancing | Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Schedules for essential services and contractor visits revised to reduce interaction and overlap between people and building managers and occupants informed of when the visits will take place and which services are being maintained e.g., *work being undertaken at the weekend*  Un-essential trips within buildings and sites discouraged and reduced, e.g. *playrooms have internal phones to use to communicate any messages.*  All other departments entering the building will be required to sign in and out recording a telephone contact number, asking to confirm that they are not displaying any symptoms and requesting that they wash/sanitize their hands on arrival.  Only work authorised and approved by the Government and University is permitted in University buildings.  Workplace routines changed to reduce the risk of transmission:   * Staff will work within their base rooms where reasonably possible. When working elsewhere within the nursery they are advised to wear a face covering and practice good personal hygiene measures to reduce the likelihood of virus transmission.   To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams is kept following GDPR guidance.  Visits from people outside of the building are managed via remote connection/working where this is not an option and only if the visit is essential. Where this is not an option including visitor arrangements have been revised. These measures are monitored by the nursery management team and where necessary concerns fed back to the third party manager e.g. Cleaner – Campus Services Domestic Manager.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  Social distancing is advised but where cannot be followed in full in relation to a particular activity for example *in the event of a major accident relating to a child,* consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include:   * Further increasing the frequency of hand washing and provision of hand sanitiser and surface cleaning. * Keeping the activity time involved as short as possible. * Using screens or barriers to separate people from each other. * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). * Improving ventilation by re-organising the indoor space to optimise the ventilation available. * Re-organising pedestrian flows * PPE consisting of face masks and/or a clear visor that covers the face, and provides a barrier between the wearer and others, provided for staff working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day). Re-usable visors are cleaned and sanitised regularly using normal cleaning products. * Air purifier’s have been installed in all the playrooms. * Individuals (including staff, students, visitors and contractors), unless except, are encouraged to wear face coverings, in enclosed public spaces where 2m social distancing isn’t possible or where people come into contact with others they would not normally meet.   Hygiene guidance given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.  COVID19 updates will be included in all staff meetings  Areas where people directly pass things to each other, for example ipads, medicine keys are stored in the reception area of nursery for staff to collect to remove direct contact.  Public Transport-Staff should follow the Government advice:  [*https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers*](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)  [*https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx*](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx)  Staff are advised not car share with colleagues to and from nursery.  All staff instructed at on-site 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 where possible.  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 or just inside doorway of the room for staff to collect apart from the Deer room. This will minimise the contact within the room | | | 5 | 1 | 5 | Yes |  | |  |  |  |  |  |  |
| 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.  Staff have been informed, via this risk assessment of the following steps which they can take to make sure their workplace is adequately ventilated whilst maintaining a comfortable temperature:   * Opening windows to provide acceptable ventilation * Use natural ventilation alongside heating system to maintain a reasonable temperature in the workplace   All playrooms have been fitted with air purifiers.  Ventilation systems are maintained in line with planned and preventative maintenance schedules including filter changes.  Rooms should still be aired throughout the day with at least one window opened  .  Where possible all deliveries are stripped of all packaging (which is disposed of).    Strict hand washing procedure in place after handling all deliveries.  Appropriate personal protective equipment (PPE) is available where required when handling bodily fluids and preparing food. (Including aprons, gloves etc.)  Hand sanitiser is readily available throughout the nursery, including corridors, playrooms and main entrance. Staff have all been issued with individual hand sanitisers. Supplies of hand sanitiser are stored in metal storage cupboard outside kitchen area.  Posters are displayed in the toilets reminding staff and children to wash their hands for 20 seconds.  Parents are now allowed into the building or drop off and collections of their children. Parents are asked to wear masks on arrival and sanitiser before entering using the dispensers at the front door or in reception area. Parents are to knock their child’s room door and wait for member of staff to collect child from room door only to minimise contact with staff, all daily information is shared on iconnect to ensure that handovers can be done as quickly as possible. The fob system has been limited to 7:30-9:45 and 3:45 to 5:55 this then minimises parents entering the building. Visitors are kept to a minimum. On arrival they will be asked to wash their hands or sanitise 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 be cleaned before and after use.  Where possible staff will be given own ipad to use to upload iconnect information and this will stay with them for the duration of the day. However where staff are unable to use their own ipad then antibacterial wipes will be used to clean the ipad after each member of staff has used it.  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 discouraged from bring any toys from home 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 with sanitiser  Nappies/soiled items to be disposed of in yellow bags (Clinical Waste)  Staff to follow specific intimate care procedures.  Paper towels and/or hand dryers are available.  Any soiled clothes are put into a plastic bag (double bagged) and sent home.  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.  Sensory room has been reintroduced for all rooms to use however once the group have finished, the equipment must be cleaned down with bactericidal cleaner and blue roll. Once the room has vacated the management team will sanitiser the area using the sanitising sprayer and not used for 30 minutes.  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). | | | 5  5 | 1  1 | 5  5 | Yes  Yes |  | |  |  |  |  |  |  |
| 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 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 after cleaning is finished and taken straight into outside clinical waste bins. 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)  Nursery will be cleaned each day by the University cleaning team SLA in place.  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. | | | 5 | 1 | 5 | Yes |  | |  |  |  |  |  |  |
| Organisational | Psychological wellbeing Mental Health And Well  Being Emotional distress of staff | Staff  Children | Anxiety and stress caused by concerns around returning to nursery. | 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 *staff inductions, one to one meetings with staff* (i.e. line managers, Internal Comms) and shared with staff via and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment shared with staff and an electronic copy is available on *The Elms Day Nursery Ndrive*.  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 and individuals have been made aware via *team meeting, one to one meetings,* of guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx>  Managers held regular informal discussions, *both* *prior to their return both via phone conversations and during staff inductions* with their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager *when they arise and support is offered on an individual basis.*  Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage  Employees who have concerns about either working on Campus or working from home/remotely have discussed these with their line manager or supervisor either using the [University’s Covid-19 Return to Campus Discussion Form](https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx) or an alternative method whereby concerns have been formally recorded and where necessary they have been signposted to the [EAP](https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/employee-assistance-programme-eap.aspx) for support and / or a referral to occupational health has been made using a standard Management Referral available via the HR Portal.  Employees are made aware of support 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>  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in and disseminated to employees through Line Managers.  These include:   * ***Local induction materials*** * ***COVID-19: Building Risk Assessment* (This completed Risk Assessment)**   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 and to attend an on-site induction before they return to work  Staff have 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 room 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 students and they 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 *team meeting, one to one meetings, health and safety meetings* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Risk assessment shared with staff regularly via meetings and memos to update of any changes made. 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  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>  Risk Assessment shared with staff on on-site induction upon return to campus and a copy is available from the nursery office. When risk assessment reviews take place these are then shared with staff team | | | 5 | 1 | 5 | Yes |  | |  |  |  |  |  |  |
| 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. | H&S coordinators will communicate procedures to all staff  Emergency Procedures reviewed and revised including:   * **Fire procedures:** 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. * **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and 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. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands. | | | 5 | 1 | 5 | Yes |  | |  |  |  |  |  |  |
| 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.  Whilst CPR in adults is now recommended as chest compressions only with a defib if available, it is important that rescue breaths continue for children and infants if they stop breathing. The risk of transferring/receiving COVID is lower than the risk of a child fatality. | | | 5 | 1 | 5 | Yes |  | |  |  |  |  |  |  |
| 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. | 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.  Visitors will enter through the main door and go straight to their specified area of work  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.  Parent tours with prospective parents are undertaken during the day however parents are asked to wear face coverings and sanitise on arrival and parents are unable to enter fully and only shown from room door . A virtual tour is available on the nursery website.  External children have started to undertake 45 minute visits as a means to settle into nursery. | | | 5 | 1 | 5 | Yes |  | |  |  |  |  |  |  |

**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.