GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **The Elms Day Nursery** | | | **Department** | **Campus Services** | | | | | | **Version / Ref No.** | | | **3** | | | |
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| **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 | | | | | | |
| **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 |
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| 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 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 of touch points 4 times per day.  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. 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.  Please follow the steps below:  Leave the building by the nearest exit – ignore one way systems  If safe to do so maintain 2m social distances  Wear face coverings/masks  Advise other staff to evacuate  Check rooms as you are leaving to make sure they are empty  Go direct to the assembly point and report to the Fire Warden or Facilities Team [in orange fluorescent jacket] or other person who may be in charge and inform them if you have any concerns including if someone refuses to leave the building.  Offices, staff rooms and rest areas have been re-organised to ensure social distancing  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 and outdoor equipment staff will ensure it is appropriately cleaned between groups of children using it and 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 (double bagged) is avoided  All staff are required to wear face coverings when:  Moving around corridors  Entering and exiting the building  Working in other rooms/areas that aren’t your bubble  When seated in staff room/parents lounge and not eating  When handing over to parents  Staff are informed of this when completing their return to campus inductions and posters are displayed around the buildings.  Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except for in single occupancy rooms.  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 * avoid wearing on your neck or forehead * avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus * change the face covering if it becomes damp or if you’ve touched it * avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering buildings)   When removing a face covering:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing * only handle the straps, ties or clips * do not give it to someone else to use * if single-use, dispose of it carefully in a residual waste bin and do not recycle * if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed   For staff who are exempt from wearing face covering a sunflower land yard are available for staff to wear. | | | 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. | An audit staffing to enable groups to be safely managed has been undertaken.   Follow the guidance*:  Actions for early years and childcare providers during the corona virus outbreak & Education and childcare settings: national lockdown from 5 January 2021.*  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.  Line managers have held discussions with their staff to identify those considered in ‘clinically extremely vulnerable’ groups and will ensure additional measures are put in place to protect them including working from home or using the furlough scheme  .  Staff will be carefully deployed within the nursery and to work in base / bubble room as far as reasonably possible. Staff may be redeployed to other rooms to cover holiday or annual leave however they will only work in one other bubble. Staff shifts will work around the arrival and departure times of the children. Those bubbles groups will stay together throughout the day and will only leave the room for the use of the bathroom or outside play. Whilst groups are using outside areas they are kept separate from other groups. | | | 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.  Staff must comply with providing details of their contacts as requested by track and trace operatives  If any household member of a member of staff or child is displaying symptoms, they must not attend nursery for 10 days, if not symptomatic can return to work after 10 days or 10 days after they have displayed symptoms.  **Member of staff displays symptoms following self-isolation** if staff develop symptoms during that 10 days, for example on day 10, they would need to then isolate for a further 10 days. This example would mean remaining away from work for a total of 20 days. Again staff advised to book test. If comes back negative they would return to work once the initial 10 days were over. 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 to an outside area if this is not possible then the Hedgehog room can be used 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.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 10 days. The other household members of that wider group do not need to self-isolate unless their child develops symptoms.  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. Nursery would follow this guidance below:  [The guidance is available here.](https://earlyyearsalliance.cmail19.com/t/d-l-cyklllk-yhiiuhirjj-r/)  If there is a positive COVID-19 case then this would also be reported to the University.  Testing has now been made available for any staff member and child wishing to access a test. Regular access to the Lateral Flow Device screening tests provided to staff and students who are coming onto campus. For University staff who test 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). Ofsted would also be informed.  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>  Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff.  <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>  (Section 3.3 – system of controls: protective measures | | | 5 | 1 | 5 | Yes | . | |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace - Interaction of staff at work leading to spread of COVID19 (Social distancing)  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. | ***Social distancing: The Elms Day Nursery Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff returning to work and working in University buildings*.*  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.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people.  Un-essential trips within buildings and sites discouraged and reduced, e.g. *playrooms have internal phones to use to communicate any messages. Staff are working within one room only keeping bubbles separate. Communal rooms i.e. bathrooms are cleaned down between each room. Ipads are cleaned between each use.*  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 ensure room/building capacity calculated to maintain social distancing is not exceeded including:   * Change to peak staff entry and exit times. *Allocating drop off and collection times for parents. We currently have 3 time slots for drop off and collection offered to parents. These are 7:30-4:30, 8:30-5:30 and extended day for NHS workers from 7:30-5:55.* Parents to collect and wait in the designated areas maintaining 2m distance. Face coverings to be worn by both parent and member of staff on handover. * All arrivals and departures of children will take place outside either within the Squirrels playground for under two age children and the main playground for over twos. 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 and parents can be asked to wait in their car until the queue has reduced . * Posters are displayed where parents are queuing to remind them of social distancing. * Amended shift routines, staff handovers and team briefings. *Staff are working different shift patterns* * Fixed teams have been introduced * Rooms are now classed as whole bubbles and are not mixed during the day. * Staff will work within their base rooms where reasonably possible. When working elsewhere within the nursery they will be required to wear a face covering and practice good personal hygiene measures to reduce the likelihood of virus transmission and will only work within 2 bubble groups.   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.  Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: The Elms Day nursery Building checklist***  (The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)).  One-way flow systems implemented on staircases within building and visual aids, such as signage are used for maintaining social distancing throughout the building/workplace.  Staff activities are segregated to promote the social distancing rules including:   * Workstations moved or staff relocated. * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. nursery office, staff room * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas, staff rooms etc * Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Where available safe outside areas used for break and staff can use cars for breaks but only themselves. * Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance and tables/seating from welfare areas moved to create social distancing separation and avoid large groups congregating. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hand after use. Additional signage for the correct method for handwashing displayed. * Smaller WC facilities has a one out one in policy. Additional signage has been placed to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.   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 to ensure social distancing and hygiene at all times. 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.  Additional signage in corridors reminding staff about 2 meter social distancing  There are designated stairwell for going up and a designated stairwell for coming down, this system will be enforced.  Additional signage in stairwells reminding staff about social distancing.  Wash hand / use hand sanitiser on exit from stairwell.  Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings between nurseries.  Large gatherings including events in public outdoor spaces that are organised by the University that are unable to be provided by alternative IT solutions are only permitted with steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment.  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  Managers perform frequent evaluation against social distances controls. *During daily checks of communal areas and on review of risk assessments.* Staff are reminded on a daily basis of the importance of social distancing and Hands, Face and Space both in the workplace and outside of it.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  Where 2 metre social distancing 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 legally required 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. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering in specific areas within the building   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.  Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons). Government advice is followed:  <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  COVID19 updates will be included in all virtual staff meetings  One-way system has been considered in ‘communal areas’, however due to building layout this is not be effective inside.  All resources and equipment in each room must remain in age groups and not shared.  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 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.  Staff should 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.  The staff room has been reorganised to ensure that the advised social distancing and that it can be maintained. Toaster has been removed to ensure non-use. Staff are advised not to use the fridge. Microwave is recommended not to be used however if staff do want to use it then after each use they should clean down the handle, door, inside of the machine and wash the glass plate.  The start and finish times of breaks for staff are staggered where possible 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 and use their cars by themselves.  Flexible working hours for staff are considered where appropriate.  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 apart from the Deer room. 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 |  | |  |  |  |  |  |  |
| 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.  Physical meetings are limited to only essential people and social distancing guidelines adhered to.  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.  Where possible deliveries to remain isolated and untouched for a minimum of 48 hours.  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 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 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 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.  Paper towels and/or hand dryers are available.  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.  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.  Outdoor play equipment will need to be cleaned with sanitiser after use.  Playdough can be used in the playrooms if each child is given their own ball of playdough, and this is then stored individually for that child it can be re-used.  Water play is fine as long as soap is used in the water. Sand paly can resume and food play has been reintroduced.  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.  Soft furnishing including cushions, teddies, dressing up have all been removed from rooms.  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).  The pushchair shelter will be opened to store a limited amount of pushchairs and car seats. Areas will be marked and it will be a one out one in policy which is detailed on the shelter. | | | 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 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 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*.  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 team*. These include:   * ***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>  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 *staff inductions, one to one meetings with staff* 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>  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 invited to return back to work on Campus who have concerns have discussed these with their line manager or supervisor using the University’s Covid-19 Return to Campus Discussion Form and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>  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>  ***Return to Campus 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 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).  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  Staff who are clinically vulnerable (any of the conditions detailed on the Government’s guidance page, available [here](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people)) have discussed their working arrangements and the requirement for on campus presence, with their line manager to consider how they can continue to work safely including working from home. Where people cannot work from home previous returning to working on campus assessments undertaken in Autumn 2020 have been reviewed to ensure that no significant factors have changed in the intervening period. If there have been any changes then a new review has been undertaken. If there have been no significant change in factors, the previous assessment and any prior mitigating actions agreed (where they are still relevant) have been applied.  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable> | | | 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:   * **Communication**: people have been made aware *during their inductions before returning to work* that in an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** policy and procedure reviewed fire muster point confirmed and PEEP requirements defined. Practice fire drills completed during first month of reopening to ensure all staff are re-familiarised with expectations.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. | 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  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  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.  Limit the number of visitors / contractors at any one time  Limit visitor / contractors times to a specific time window and restricting access to required visitors only  Schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night or over the weekend.  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.  Only external show around visits are being undertaken with prospective parents during the nursery day. A virtual tour is available on the nursery website.  External children have started to undertake 45 minute visits as a means to settle the child before their start date. | | | 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.