GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | **The Maples Day Nursery**  | **Department** | **The Maples Day Nursery**  | **Version / Ref No.** | **Version 2** |
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| **Activity Location** | **Phased return after restricted campus operations (COVID19)** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment** |
| **Assessor** | **Heather Bench/Shelby Wells** | **Assessment Date** | **12/06/20** | **Date of Assessment Review** | **Constant – Reviewed and updated 8/7/2020 – Shelby Wels****12/8/2020, 28/8/2020,4/9/2020, 10/9/2020,****18/9/2020, 24/9/2020, 29/10/2020 ,08/12/2020,****15/12/2020, 13/01/2021, 15/1/2021, 22/1/2021** |
| **Academic / Manager Name** | **Paula Hunt** | **Academic / Manager Signature** |  |
| Hazard Assessment | Control Assessment | Actions |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors 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 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 a room 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. Staggered drop off and collections with one parent only implemented. Parents to collect and wait in the designated area and maintain 2m distance. Face coverings to be worn by both parent and member of staff on handover. The Maples is now split into two bubbles as of the 7/9/2020, one including Buttercups and Daisies staff and children, the other including Kitchen staff and Bluebells staff and children. The management team have each assigned themselves to a group. In the event that a staff member needs to support the other bubble they will wear PPE for the duration of the time in there, where they are not able to remain 2 metres apart. Adult to adult contact has been minimised where possible for feedback using communication via Ipads (kept within bubbles, 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 .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. 15/09/20 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 where 2 Metres cannot be maintained.
* When seated in staff room/parents lounge and not eating
* When handing over to parents

For staff who are exempt from wearing face covering a sunflower land yard are available for staff to wear. . 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
 | 5 | 2 | 10 | Yes | The UK government have announced a national ‘stay at home’ lockdown commencing 04/01/2021.From 14th December 2020 self-isolation has now been changed from 14 days to 10 days as in link below<https://www.gov.uk/government/news/uk-chief-medical-officers-statement-on-the-self-isolation-period-11-december-2020>Managers keep track of when staff can return to work after the symptom free period or after at least 10 days. 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 |  |  |  |  |  |  |
| BiologicalEnvironmental  | 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 a consistent member of staff from one agency. Before the member of staff starts with us then an induction will be completed.  | 5 | 2 | 10 | Yes | The UK government have announced a national ‘stay at home’ lockdown commencing 04/01/2021.Line managers hold discussions with their staff to identify those considered in ‘at risk’ groups – which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups and will ensure additional measures are put in place to protect them including working from home. |  |  |  |  |  |  |
| Biological | Staff or household member displaying COVID19 symptoms (Fever or new continuous cough or change or loss or change to your sense of smell or taste)  | Staff/Children | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Staff have been briefed on the following at an on-site induction. If any member of staff is displaying symptoms (fever of 37.8 or higher/ new continuous cough or loss or change to your sense of smell or taste) they must not attend work for 10 days and are advised to get a test. 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 into the isolation room which will be Daisies when unoccupied, or kept within their playroom at a 2 metre distance from peers and other adults to self-isolate with their key person who should wear PPE (Visor, mask, apron and gloves) until parent arrives to collect, all emergency details have been checked before reopening. **If their keyworker is from the BAME or vulnerable category then a member of the management team will substitute the keyworker**.Once the child has left the nursery the room will be closed off and cleaning services will be notified to clean the room until this has happened the room will remain closed.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. Line Managers will ensure careful monitoring of the health of the children and staff.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.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  | The UK government have announced a national ‘stay at home’ lockdown commencing 04/01/2021.Staff must comply with providing details of their contacts as requested by track and trace operativesThe 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/)University now has a testing centre on site. If there is a positive COVID-19 case then this reported to Ofsted and University. **The full guidance is available** [**here**](https://earlyyearsalliance.cmail19.com/t/d-l-cjjiukt-yhiiuhirjj-r/) |  |  |  |  |  |  |
| Biological | 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 Maples Day Nursery Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.Managers keep track of when staff can return to work after the symptom free period. 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 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 where possible. Communal rooms i.e. bathrooms are cleaned down between each room. Ipads are cleaned between each use.*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 external drop off and collection times for parents. (Currently no parents are entering the building)** From September 2020 staff will work within their base rooms/bubbles 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 where 2 metres cannot be maintained.
* The Maples are now split into two bubbles, Buttercups and Daisies are one, Bluebells and kitchen staff are the other. The Management team have assigned themselves to one bubble.
* Changes to core working hours *Nursery is currently open 7.30-5.30*

Amended shift routines, staff handovers and team briefings. . 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 Maples 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)). Signage is used for maintaining social distancing throughout the building/workplace.Staff activities are segregated to promote the social distancing rules including: * Work stations 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
* 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 outdoor areas are encouraged for breaks, own cars can be used for lunches alone.
* 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 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 an option. 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. LEV inspections and test – Estates Manager, Cleaner – Camus Services Domestic Manager.Additional signage in corridors reminding staff about social distancingSocial 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 University events organised outdoor space have been cancelled or postponed or alternative IT solutions provided *Online training wherever possible.* (Critical Training courses may still be performed but only following the Government and University Covid-19 guidance.)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 , 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.
* 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.

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. PPE is provided for individuals working in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services and for first aiders. The taking of PPE home is not permitted.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 meetingsStaff must remain 2 metres apart as per government advice.Posters are displayed reminding staff of the 2-metre social distancing requirements in corridor areas, playrooms and staff room. 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 to work in a bubble 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. 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 they are kept separate from other groups. 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.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 2 metre separation cannot be maintained, consideration has been given to whether the task needs to be carried out at all.Public Transport-Staff should follow the Government advice:  https://www.gov.uk/guidance/coronavirus-covid-19-safer-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.Staff should not car share with colleagues to and from nursery. All staff instructed at an on-site 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. Staff are discouraged from using the Microwave, kettle, toaster or fridge. Staff can also take their break outdoors.The start and finish times of breaks for staff are staggered to avoid gatherings.Flexible working hours for staff are considered where appropriate and nursery management will continue to work from home when not scheduled on work rota. Flexible working hours for staff are considered where appropriate. All kitchen deliverers will be taken to the rear entrance where they will be collected by kitchen staff.Kitchen staff will deliver/collect meal trolleys into/from the playrooms whilst adhering to social distancing. The meals are served onto plate in the kitchen. Kitchen staff support Buttercups with the clean down once the children have left the table due to allergies.As we are in a national lockdown we follow government guidance in lines with other local lockdowns, the guidance suggests that childcare facilities remain open as normal.  | 5 | 1 | 5 | Yes | The UK government have announced a national ‘stay at home’ lockdown commencing 04/01/2021There 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.\* 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. We do recommend that the microwave is not used however if staff do want to use it then after each use they should clean down the handle, buttons, door, inside of the machine and wash glass plate.   |  |  |  |  |  |  |
| Environmental BiologicalEnvironmental Biological | Unsuitable working practices leading to the spread of COVID19Hygiene practices leading to the spread of COVID19 Toilet/changing facilities​ | Staff/ChildrenStaff/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 teamUpdates to working practices will be communicated to staff as soon as 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 bubblesAppropriate personal protective equipment (PPE) is available where required when handling bodily fluids and preparing food. Enhanced cleaning regime of frequently touched objects and surfaces are carried out. Hand Sanitiser is readily available throughout the setting.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 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. Each bubble will be given their own ipads 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 use their own individual pens.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. All bathroom and changing surfaces will be cleaned before and after each use Staff to follow specific intimate care procedures Any soiled clothes are sent home. Children will attend the bathroom in their groups where possible. Restrict numbers of children using the toilets at the same time. Paper towels and/or hot air dryers are availableInternal doors which are not signed as fire doors will be propped open to prevent multiple persons touching door handles (where possible whilst adhering to safeguarding policies)Soft furnishing including cushions, teddies, dressing up have all been removed from rooms.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.Water play is fine as long as soap is used in the water. A small selection of books may be used per bubble, these books would need to be isolated for 72 hours before used by a different group.No food play. Outdoor play equipment will need to be cleaned after use with each bubble.  | 5 | 1 | 5 | YesYes | The UK government have announced a national ‘stay at home’ lockdown commencing 04/01/2021.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 arrangementsSterilising 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). .  |  |  |  |  |  |  |
| BiologicalChemical  | 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. Rooms should be left for 72 hours before a deep clean is carried out.Cleaning an area with sanitiser after someone with suspected COVID-19 has left will reduce the risk of passing the infection on to other peopleWhen 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 have announced a national ‘stay at home’ lockdown commencing 04/01/2021 |  |  |  |  |  |  |
| Environmental Biological | Reoccupation of unsafe building. | StaffChildrem | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with Covid-19 | All other risk assessments have been reviewed and take into account the new control measures introducedAny equipment that has missed statutory maintenance/inspection will not be used until said maintenance/inspection has been carried out. | 5 | 1 | 5 |  | The UK government have announced a national ‘stay at home’ lockdown commencing 04/01/2021. |  |  |  |  |  |  |
| Organisational | Psychological wellbeing Mental Health And WellBeing Emotional distress of staff  | StaffChildren | Anxiety and stress caused by concerns around returning to nursery.  | Staff are reminded to refer to the mental health and wellbeing boards located in each staff room and ensure there is a well-being coordinator available every day. UOB wellbeing services) Ensure designated staff are on site every day for staff to share concerns with. In the absence on well-being coordinator, a member of the management team will be available. Staff to be included with the decision making, risk assessments. On 26/06/20. A record of each staff members on site 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. One to one discussions are held with staff to raise any concerns these were held in October and will be revisited in January 2021. Staff/students who *should not* under any circumstance work on campus have been identified and managers/supervisors have discussed alternative arrangements with them to ensure that they do not return to work on campus. Staff who *should not* under any circumstance work on campus include:* Any member of staff who has been through a return to work on campus assessment and has been advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to travel to work on campus.
* Staff in the clinically extremely vulnerable category (those shielding) for whom current guidance is that they should not to travel to work, even where their work cannot be undertaken remotely.

<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>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 to one with staff and parents, virtual staff meetings, skype meetings with parents and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). Risk Assessment shared with staff on on-site induction 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 in the clinically extremely vulnerable group may be at high risk of serious illness if they catch coronavirus (COVID-19) must discuss their support needs with their line manager to ensure a specific individual risk assessment is carried out and additional measures are put in place to protect them including working from home.<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>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 have announced a national ‘stay at home’ lockdown commencing 04/01/2021.Regular communication is in place (individual and group) via *staff inductions, one to one meetings with staff to* ensure staff and parents are not ill-informed about returning to work safely.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* *Maples 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 o employees through Line Managers and *nursery management team*. These include:* ***Social distancing: General guidance for staff***
* ***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>***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment**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> |  |  |  |  |  |  |
| 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. 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 to ensure all staff are aware of 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 | The UK government have announced a national ‘stay at home’ lockdown commencing 04/01/2021. |  |  |  |  |  |  |
| BiologicalPhysical  | 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. 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 | The UK government have announced a national ‘stay at home’ lockdown commencing 04/01/2021.**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 managementVisitors and contractors will enter through the main door and go straight to their specified area of workVisitors / 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 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. | 5 | 1 | 5 | Yes | The UK government have announced a national ‘stay at home’ lockdown commencing 04/01/2021.These measures are monitored by the local supervising staff member and where necessary concerns fed back to the third party manager e.g. LEV inspectionsand 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>All visitors are asked if they have been abroad within the last 14 days before this is booked.Visitors within the nursery building will be requested to wear a mask. External children have started as a means to settle the child before their start date.External children have started to undertake 5 x 45 minute visits as a means to settle into nursery. |  |  |  |  |  |  |

**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 occurfor years | Expected to occurat least annually | Expected to occur atleast 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.