GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **The Oaks Day Nursery** | | | | **Department** | | | | **HAS** | | | **Version / Ref No.** | | | **2** | | | |
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| **Activity Location** | | **Phased return after restricted operations** | | | | **Activity Description** | | | | **Return to Campus COVID-19: Building Risk Assessment for staff children and contracted visitors** | | | | | | | | | |
| **Assessor** | | **Laura Allchin** | | | | **Assessment Date** | | | | **13/01/21** | | **Date of Assessment Review** |  | | | | | | |
| **Academic Manager Name** | | **Rebecca Slater** | | | | **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 and contact with an object that has been contaminated with COVID-19. | 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, gardens 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/ using own free flow gardens.  Fire safety arrangements including emergency evacuation routes have been reviewed to maintain social distancing where practicable.  Offices, staff rooms and rest areas have been re-organised to ensure social distancing~~.~~  Children will be organised into room groups called bubbles.  Consideration has been given to which activities could take place outdoors  Staggered drop off and collections with one parent only implemented. Parents to collect and wait in the designated area and maintain 2m distance. Face coverings to be worn by both parent and member of staff (unless exempt and wearing a sunflower lanyard) on handover. From September 2020 parents are able to walk around the building following the pathways to drop off and collect their child at their allocated time slots.  Adult to adult contact has been minimised where possible for feedback using communication via IPad (cleaned before and after use daily)  Sharing of equipment will be avoided wherever possible. When this is not possible it will be cleaned between users.  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  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 their bubble * When seated in staff room and not eating * When handing over to parents   For staff who are exempt from wearing face covering sunflower land yards are available for staff to wear. | | 5 | 2 | 10 | | Yes | The UK government have announced a National ’Stay at Home ‘lockdown commencing 04/01/2021.  <https://www.gov.uk/guidance/national-lockdown-stay-at-home>  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 negative test result  Priority is to evacuate staff and children safely which makes social distancing impossible 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.   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 | |  |  |  |  |  |  |
| Biological  Environmental | Staffing | | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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. This member of staff will only be deployed to work only works at the Oaks. Before the member of staff starts with us then an induction will be completed.  Staff will be carefully deployed within the nursery and to work in base/ 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 they are kept separate from other groups. | | 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 loss or change to your sense of smell or taste) | | Staff  Children | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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 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 Hedgehog room to self-isolate with their key person who should wear PPE (Visor, mask, apron and gloves) until parent arrives to collect, all emergency details have been checked before reopening. **If their keyworker is from the BAME or vulnerable category then a member of the management team will substitute the keyworker** Once the child has left the nursery the room will be closed off and cleaning services will be notified to clean the room until this has happened the room will remain closed.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.  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 operatives  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>  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/)  University now has a testing centre on site.  If there is a positive COVID-19 case then this reported to Ofsted and University. | |  |  |  |  |  |  |
| 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 and contact with an object that has been contaminated with COVID-19. | ***Social distancing: The Oaks 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 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, so far as reasonably possible. Communal rooms i.e. bathrooms are cleaned down between each room. Ipad’s are cleaned between each use.*  From September 2020 we will no longer be working at a reduced occupancy.  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)* * Changes to core working hours *Nursery is currently open 7:30 – 5:55 with two time slots available to children; 7:30 – 4:30 and 8:30 – 5:30. (Children of critical workers are offered times within the opening hours)* * Amended shift routines, staff handovers and team briefings. *Staff are working a number of different shifts during the nursery day to cover the children’s requirements.* * Rooms are classed as whole bubbles and the children within them are not mixed during the day. * From September 2020 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 Oaks 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)).  Staff activities are segregated to promote the 2 meter 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 outside areas used for break and staff can use cars for breaks but only by 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 2 meter social distancing separation and avoid large groups congregating. All users are encouraged to wash their hands prior to using equipment (kettle and microwave) 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. LEV inspections and test – Estates Manager, Cleaner – Campus Services Domestic Manager.  Additional signage in corridors reminding staff about 2 meter social distancing  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 meter 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.  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, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. 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>  Face coverings are required to be worn when using communal areas unless eating. Signs are displayed to support staff with this. Sunflower lanyards are available to any staff who are exempt from wearing a face covering.  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 effective inside.  Groups will not use the same corridor areas due to access to and from the building being through the rooms free flow gardens.  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.  All arrivals and departures of children will take place outside the nursery building to reduce the footfall as much as possible inside the building and to support social distancing as much as possible between parents and staff. Staff will greet children outside before taking them inside to their room as a group. Children will enter the nursery building through their own playroom doors from their free flow garden with their member of staff.  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)  Staff are encouraged not to travel on public transport, particularly during rush hour and staff that are travelling via public transport will change into their uniform once they have arrived at nursery  All staff instructed at on-site induction to ensure that a clean uniform is worn on a daily basis.  Staff should not car share with colleagues to and from nursery.  The staff room has been reorganised to ensure that we follow the correct social distancing and that it can be maintained. Staff are advised not to use the fridge or microwave, however if staff do want to use the microwave after each use they should clean down the handle, buttons, door, inside of the machine and wash glass plate.  The start and finish times of breaks for staff are staggered to avoid gatherings and a second rest room has been made available for staff to use for breaks. Staff may also take their breaks outdoors or in their cars alone.  Flexible working hours for staff are considered where appropriate.  All kitchen deliverers taken to the back door (main building) front door (preschool) where they are collected by kitchen staff    Kitchen staff will be serving the children’s meals from the room doors to avoid moving from room to room.  In lines with national lockdown, the government guidance suggests that education and childcare facilities remain open as normal. | | 5 | 1 | 5 | | Yes | The UK government have announced a National ’Stay at Home ‘lockdown commencing 04/01/2021.  There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.  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 essential work authorised and approved by the Government and University is permitted in University buildings.  September 2020 Kitchen staff will be serving the children’s meals from the room doors to avoid moving from room to room. | |  |  |  |  |  |  |
| Biological  Environmental | Unsuitable working practices leading to the spread of COVID19 | | Staff  Children | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | SLA in place with UOB cleaning team  Updates 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 within communal areas to improve ventilation. All playrooms have been fitted with air purifiers. Rooms should still be aired throughout the day with at least one window opened.  Outside play will be encouraged as much as possible within bubbles and age groups will not be mixed together whilst outside | | 5 | 1 | 5 | | Yes | 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. | |  |  |  |  |  |  |
| Biological  Environmental | Hygiene practices leading to the spread of COVID19  Toilet/changing facilities​ | | Staff  Children | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Appropriate personal protective equipment (PPE) is available where required when handling bodily fluids and preparing food. (Including aprons, gloves etc.)  Face visors are available for staff to use in exceptional circumstances E.g. when in the isolation area with child displaying symptoms or where social distancing may not be possible if need to talk to parents  Hand sanitiser is readily available throughout the nursery, including corridors, playrooms and main entrance.  Enhanced cleaning regime of frequently touched objects and surfaces are carried out  Posters are displayed in the toilets reminding staff and children to wash their hands for 20 seconds  All staff and children are to wash hands on arrival when entering and leaving a room and throughout the day  All office computer telephones desk surfaces are cleaned at the start and end of the day  Any shared equipment will need to cleaned before and after use  Staff will use own Ipad’s where reasonably practicable. Antibacterial wipes are provided to clean Ipad’s before and after each use.  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  Nappies/soiled items to be disposed of in yellow bags.  Staff to follow specific intimate care procedures  Any soiled clothes are put into a plastic bag (double bagged) and sent home  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.  Soft furnishing including cushions, teddies, dressing up have all been removed from rooms.  Outdoor play equipment will need to be cleaned 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 | | 5 | 1 | 5 | | Yes | The UK government have announced a National ’Stay at Home ‘lockdown commencing 04/01/2021.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements  Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS).  Smaller facilities have a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence. Building users are reminded to leave the facilities in a respectable condition. | |  |  |  |  |  |  |
| Biological  Chemical | Cleaning nursery where there are suspected or confirmed cases of COVID-19 | | Staff  Children | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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 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 SLA in place | | 5 | 1 | 5 | | Yes | The UK government have announced a National ’Stay at Home ‘lockdown commencing 04/01/2021. | |  |  |  |  |  |  |
| Organisational | Psychological well being  Mental Health And Well Being Emotional distress of staff | | Staff  Children | Anxiety and stress caused by concerns around returning to nursery | Staff 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.   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).  ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)**  Risk assessment shared with staff on 26/06/20. A record of each staff members induction will be kept, their suitability reconfirmed and signed. This will also include the UOB online information where an e mail is provided as evidence of completion  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 in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged by line managers to discuss their support needs to ensure that they follow this COVID Risk Assessment to protect them whilst at work. Return to work individual risk assessments carried out to find areas of concern.  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> | | 3 | 3 | 9 | | Yes | The UK government have announced a national lockdown from 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* *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: 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> | |  |  |  |  |  |  |
| Environmental  Biological | Emergency evacuation due to fire | | All | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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  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 | The UK government have announced a National ’Stay at Home ‘lockdown commencing 04/01/2021. | |  |  |  |  |  |  |
| Physical  Biological | First Aid/ accidents and incidents | | Staff  Children | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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 | 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 | | All | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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  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. | | 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 inspections and test – Estates Manager, Cleaner – Campus Services Domestic Manager.  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and inductions.  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>  No external show around visits are being undertaken with prospective parents during the national lockdown. A virtual tour is available on the nursery website.  External children have started to undertake 3 x 45 minute visits as a means to settle the child before their start date. | |  |  |  |  |  |  |

**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.