

BCoT Nursery COVID-19 Re-opening Risk assessment

Name of assessor: Rebecca Pickles

Assessment date: 22/05/2020

Review date: 12/06/2020

The overall hazard is the spread of COVID:19. The following Risk Assessment takes this into consideration for the following hazards. This Risk Assessment must be read in conjunction with the BCoT Nursery Site Operating Procedures, the BCoT Nursery Activity and Equipment Risk Assessments and the College Risk Assessment

Ref No	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Current Risk Level			
				L	S	R	Risk Rating				L	S	R	Risk Rating
1	Social Distancing	Staff, parents and children	Staff have breaks together	4	5	20	Very high	Staggered staff breaks. Ensure 2M in staff room, use other areas for breaks, reception, shared area etc (see Staff breaks rota and Site Operating Procedures)	Becky and Jasmin – Move tables and chairs ensuring 2M apart in Staff Room etc. Staff rota in place	28/05/2020 From 01/06/2020	2	5	10	Low/ Medium
			Children together mix	4	5	20	Very high	Same small groups of children where possible Same staff members to small group where possible Same room used by small group	Becky, Jasmin and Staff	01/06/2020	2	5	10	Low/ Medium

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								each day (see mall group plan)						
2	Drop off/collection	Staff, parents and children	Parents bring children into the nursery and speak to staff members	4	5	20	Very high	2M marks outside nursery	College Estates Team	01/06/2020	2	5	10	Low/ Medium
								Parents do not come into the nursery (see Parent drop off and collection guidelines)	Parents to follow drop off and collection guidelines	From 01/06/2020				
3	Sickness/illness (staff, parents and children) – Symptoms of COVID:19	Staff, parents and children	Follow Government guidelines	2	5	10	Medium	See Site Operating Procedures	All staff, parents and children to follow guidelines	From 01/06/2020				
4	Emergency contact details/procedures	Children	Emergency contact details are checked and updated regularly	2	3	6	Low	Ask parent on return if their contact details have changed	Becky and Jasmin to ask all parents when their child returns to nursery	From 01/06/2020	1	1	2	Very low
5	Handwashing Provision	Staff and children	Staff and children wash their hands before and after eating	3	5	15	Medium/ High	Staff and children will frequently wash their hands for 20 seconds and	Staff – throughout each day	From 01/06/2020	1	5	5	Low

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7	Sharing of resources	Staff and children	Continuous provision	4	5	20	High/ Very High	Each small groups to have a selection of resources for morning and afternoon sessions Clean resources after each small group has finished using them (see cleaning schedule)	As stated	From 01/06/2020	2	5	10	Low/ Medium
8	Using outdoor space and equipment	Staff and children	Free flow	4	5	20	High/ V High	Small groups to access the garden at different times (see Garden rota) Clean resources after each small group has finished using them (see Cleaning schedule)	Staff to follow Garden Rota Staff to follow Cleaning schedule	From 01/06/2020 From 01/06/2020	2	5	10	Low/ Medium

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9	Supply of PPE	Staff	Supply of PPE available at all times	1	5	5	Low	Daily checks of PPE supplies (see Cleaning and PPE supplies list) Supplies ordered in a timely manner after daily checks when needed Provide eye cover for any eventuality that may require it such as vomiting, spitting etc	Jasmin and Becky to check daily	From 01/06/2020	1	5	5	Low
10	Transport	Staff, parents and children	Staff, parent and children make their own way to nursery – Walking, cars and public transport	3	5	15	Medium/High	Recommendation to use own transport (see Site Operating Procedures) or follow Government guidelines if having to using public transport	As stated	From 01/06/2020	2	5	10	Low/Medium
11	Wellbeing of staff	Staff	Open door policy	3	5	15	Medium/High	Starting on reduced hours. Induction before starting back at work. Daily chats and weekly check-ins.	Becky and Jasmin as stated	01/06/2020	2	3	6	Low

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12	Transitory contact – passing in a corridor etc	Staff and children	Children move around the nursery as needed	3	5	15	Medium/High	Small groups assigned to particular rooms, garden rota	Staff as stated	From 01/06/2020	2	5	10	Low/Medium
13	Infection control – Hygiene	Staff, parents and children	Staff use tissues to cough or sneeze Children encouraged to use tissues	4	5	20	High/ Very High	Encourage children and staff not to touch their mouth, eyes and nose Encourage children to use a tissue or elbow to cough or sneeze Dispose of tissues in yellow bags Children will be encouraged to learn these practices through games, songs etc Parents do not come into the nursery (see Parent drop off and collection guidelines)	Staff as stated Jasmin and Becky to resource songs and games Parents to follow drop off and collection guidelines	From 01/06/2020 29/05/2020 From 01/06/2020	3	5	15	Medium/ High

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14	Ventilation	Staff and children	Windows and doors opened as needed	3	5	15	High/ Very High	Open all windows in each room when the staff and children are in attendance All doors will be propped open, if it is safe to do so, to limit the use of door handles and aid ventilation	Staff to open windows at the start of the day Becky and Jasmin to decide which doors are safe to prop open (check fire and safeguarding risks)	From 01/06/2020 28/05/2020	2	5	10	Low/ Medium
15	Staff clothing	Staff	Staff keep their clothes in good hygiene condition	4	5	20	High/ Very High	Staff to launder all of their clothes on a daily basis	Staff as stated	From 01/06/2020	2	5	10	Low/ Medium

Notes:

A complete Health and Safety Check will be completed of the nursery and outside areas on Thursday 29th May 2020 and all actions from this check will be completed before re-opening the nursery on Monday 1st June 2020

Clinically vulnerable people (adults and children) - Medically clinically vulnerable adults/children do not return to nursery

Family members of medically clinically vulnerable adults/children do not return to nursery

If there is a confirmed case of COVID:19 (staff, parents and children) – We will follow Government guidelines, BCoT Nursery Site Operating Procedures and the College Procedures

COSHH - Data Sheets are available

RIDDOR – We follow the RIDDOR procedures and note that COVID:19 is a reportable disease

Risk Assessment Information

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk.

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: $L \times S = R$.

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4', Using the calculation we multiply $1 \times 4 = 4$. This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again using the calculation we multiply $5 \times 4 = 20$. This returns a Risk Rating of High on the Risk Rating Key.

Likelihood		Severity	
Rating	Guide words	Rating	Guide words
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

Risk Rating Key:

Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
10-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
15-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

Definitions:

Risk Assessment	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment and 5) Reviewing the assessment.
Hazard	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
Harm	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
Likelihood	The chance that a hazard realises its potential to cause harm.
Severity	Extent of injury, damage etc.
Risk	The probability of a hazard actually causing harm.
Controls	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.