

BCoT Nursery COVID-19 Reviewed Risk assessment

Name of assessor: Rebecca Pickles

Assessment date: 10/07/2020

Review date: 28/08/2020

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 Reviewed Site Operating Procedures, the BCoT Nursery Reviewed 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	All staff ensure they stay 2M from each other	From 01/06/2020	2	5	10	Low/ Medium
			Children mix together	4	5	20	Very high	From 20 th July 2020 - Children will stay in their own rooms throughout the day and will not mix with the children in the other rooms	Becky, Jasmin and Staff	From 20/07/2020	2	5	10	Low/ Medium
2		Staff, parents	Parents bring children into the	4	5	20	Very high	2M marks outside nursery	College Estates Team	01/06/2020	2	5	10	Low/ Medium

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	Drop off/collection	and children	nursery and speak to staff members					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 dry with paper towels	Staff – throughout each day	From 01/06/2020	1	5	5	Low
				3	5	15		Staff and children will wash their hands as above on	Staff and children daily	From 01/06/2020	1	5	10	Low

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								arrival at the nursery and after sneezing or coughing.	on entering nursery					
6	Cleaning of equipment	Staff and children	Cleaners in nursery every morning Staff check toileting areas regularly	3	5	15	Medium/High	Cleaners to have a more robust cleaning schedule. Staff to clean resources and equipment throughout the day (see Cleaning schedule)	Cleaners and staff to follow cleaning schedule	From 01/06/2020	2	5	10	Low/Medium
7	Sharing of resources	Staff and children	Continuous provision	4	5	20	High/ Very High	From 20 th July – Each room to have a selection of resources for the morning and afternoon sessions Clean resources after the morning and afternoon sessions (see cleaning schedule)	As stated	From 20/07/2020	2	5	10	Low/Medium

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8	Using outdoor space and equipment	Staff and children	Free flow	4	5	20	High/ V High	From 20 th July 2020 – Each room to access the garden at different times (see Garden rota) Clean resources after each room has finished using them (see Cleaning schedule)	Staff to follow Garden Rota Staff to follow Cleaning schedule	From 20/07/2020 From 20/07/2020	2	5	10	Low/ Medium
9	Supply of PPE	Staff	Supply of PPE available at all times	1	5	5	Low	Regular checks of PPE supplies (see Cleaning and PPE supplies list) Supplies ordered in a timely manner after regular checks when needed Provide eye cover for any eventuality that may require it such as vomiting, spitting etc	Jasmin and Becky to check regularly	From 10/07/2020	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	As stated	From 01/06/2020	2	5	10	Low/ Medium

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								guidelines if having to using public transport						
11	Wellbeing of staff	Staff	Open door policy	3	5	15	Medium/High	Induction before starting back at work. Regular check-ins.	Becky and Jasmin as stated	From 20/07/2020	2	3	6	Low
12	Transitory contact – passing in a corridor etc	Staff and children	Children move around the nursery as needed	3	5	15	Medium/High	Each room to eat in their own room and to use the outside area at their allotted time	Staff as stated	From 20/07/2020	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 Parents do not come into the nursery (see Parent drop off and	Staff as stated Parents to follow drop off and collection guidelines	From 01/06/2020 From 01/06/2020	3	5	15	Medium/ High

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								collection guidelines)						
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 of the nursery and outside areas was completed on Thursday 29th May 2020 and all actions from this check were 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.