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**WOLF-W-COVID-19 – NURSERY RISK ASSESSMENT**

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| **Assessment Ref** | WOLF-W-COVID-19 - NURSERY | **Location/Dept:** | Home Bursary – Wolfson College |
| **Assessment date:** | 26/05/20 | **Assessor's name:** | Chris Licence/Marie Johnson |
| **Manager/Supervisor:** | N/A | **Next review date:** |  |
| **Brief Description of Task/Area** | Nursery COVID-19 | | |
| **To be read and followed in conjunction with any other Risk Assessments, Policies or Procedures; list them here** | Peninsula Risk Assessment – General Nursery Risk Assessment  COVID-19 Nursery Safe Opening  Sickness and Illness Policy  WOLF-W-COVID-09-001 | | |

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| **Hazard Category and Description** e.g. trip, falling objects, fire, explosion, noise, violence etc. | **Persons affected and how** | **Existing Control Measures,** e .g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE | A.  **Severity of injury**  **(1 to 5)** | B.  **Likely Occurrence (1 to 5)** | **Risk Rating**  **(A) x (B)** | **Further Measures Needed** | A.  **Severity of injury**  **(1 to 5)** | B.  **Likely Occurrence (1 to 5)** | **Risk Rating**  **(A) x (B)** | **Further measures to be completed when and by whom** |
| Infectious disease:  Contracting Covid-19 | Nursery Staff  Nursery Children  Parents/Guardians/  Minders  Other College Visitors  Contractors  Contracting COVID-19 virus and being seriously ill from the associated disease. | **COVID-19 Nursery Safety Plan and General Nursery Risk Assessment**  Infection control policy in place and all staff are instructed how it works  All door handles are disinfected daily to prevent the spread of germs  Appropriate cleaning procedures are in place to ensure that all equipment and the premises are thoroughly sanitised and disinfected on a regular basis | 5 | 3 | 15 | **Effective Infection and Protection Control**  Minimising contact with staff and children who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the Nursery.  Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach – Supply of tissues and pedal controlled bins. | 5 | 1 | **5** | 22 June 2020  Nursery Staff/Home Bursary |
|  |  | **COVID-19 Nursery Safety Plan and Sickness and illness Policy**  Encourage all children to use tissues when coughing and sneezing to catch germs.  Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of.  . |  |  |  | Hand cleaning more often - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered – hand dispensers to be installed and checked regularly.  Outdoor equipment to be cleaned and sanitized between groups of children using it, and ensure that multiple groups do not use it  Simultaneously - Supply of antibacterial spray with disposable cloth and/or wipes.  Ensure play equipment is wiped clean and sanitised between groups of children using it, and that multiple groups do not use it simultaneously – Supply of antibacterial spray with disposable cloth and/or wipes.  Nursery staff to remove soft furnishings and soft toys, and difficult to clean toys with, such as toys with intricate parts or alternate daily ensuring no toys are out more than once a week.  Arrange for housekeeping staff the clean the nursery on a regular basis.  . |  |  |  | 22 June 2020  Nursery Staff/Home Bursary  22 June 2020  Nursery Staff/Home Bursary  22 June 2020  Nursery Staff/Home Bursary  22 June 2020  Nursery Staff/Home Bursary  22 June 2020  Nursery Staff/Home Bursary  22 June 2020  Nursery Staff/Home Bursary |
|  |  | **COVID-19 Nursery Safety Plan and Sickness and illness Policy**  Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately  **COVID-19 Nursery Safety Plan**  **COVID-19 Nursery Safety Plan** |  |  |  | **Personal Protective Equipment (PPE)**  If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. Quarantine area will be in the outdoor garden area and supply of PPE is within the located quarantine space. PPE supplies for Acorns and Oaks Rooms are located in each room.  **Communicating Our Plans**  Parents and young people are allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact.  Make clear to parents that they cannot gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment, which should be conducted safely.  **Travelling to Nursery**  Ensure parents and young people are aware of recommendations on transport to and from education or childcare setting including avoiding peak times.  When travelling in to the nursery you should try to walk, cycle or drive on your own, if possible, to avoid contact with other commuters and that you should wear a face cover and observe 2 metre distancing.  Staff to complete regular cleaning on frequently touched surfaces by using standard products, such as detergents and bleach. Supply of antibacterial spray with disposable cloth and/or wipes.  Ensuring parents, guardians, child minders are kept socially distanced at drop off and collection times each day. Look at operating limits on numbers, one in one out, queueing or a one-way system |  |  |  | 22 June 2020  Nursery Staff/Home Bursary  22 June 2020  Nursery Staff/Home Bursary  22 June 2020  Nursery Staff/Home Bursary  22 June 2020  Nursery Staff/Home Bursary  22 June 2020  Nursery Staff/Home Bursary |
|  |  | **CO COVID-19 Nursery Safety Plan**  **As per guidance within the Wolfson College COVID-19 documents:**  **General Nursery Risk Assessment, COVID19 Nursery Safety Plan, Sickness and Illnesses Policy and WOLF-W-COVID-09-001** |  |  |  | **Additional Safety Measures:**  **Ventilation**  Where possible, all spaces should be well ventilated using natural ventilation by opening windows or ventilation units. Prop doors open, where safe to do so bearing in mind fire safety and safeguarding to limit use of door handles and aid ventilation.  **Food Trolley**  Deliveries and collection by socially distanced staff each day from the outdoor garden area door, used trays collected by staff in the outdoor area and left on the same trolley for collection by kitchen staff.  **Group Control**  Minimising staff and children contact and mixing by altering, as much as possible, the environment, such as room layout and timetables by staggered break times  **Signage**  Signage and posters need to be placed in all areas to remind of the social distancing requirement.  **Training**  Ensuring that all staff have carried out and completed the COVID-19 Training. |  |  |  | 22 June 2020  Nursery Staff/Home Bursary  22 June 2020  Nursery Staff/Home Bursary  22 June 2020  Nursery Staff/Home Bursary  22 June 2020  Nursery Staff/Home Bursary |

**Hazard checklist**

The definition of a hazard is "something that has the potential to cause harm" including ill health, injury, loss of product and/or damage to plant and property.

Below is a list of hazards that may be present and may be of assistance in identifying hazards in your task or area. Although not an exhaustive list, please place an **X** in the box if you think the hazard exists in the activity and/or environment and insert in the Description and Location of Hazard Section of the form. Also, include any additional hazards identified and not highlighted below.

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| --- | --- | --- | --- | --- | --- | --- |
| a. Condition of the: | Floor. |  | Stairs. |  | Furniture. |  |
| b. Extremes of: | Light. |  | Noise. |  | Humidity / temperature. |  |
| c. Abnormal levels of: | Dust. |  | Fumes / aerosols. |  | Smells. |  |
| d. Animals: | Kicking / scratching. |  | Biting. |  | Crushing. |  |
| e. Flammables: | Solvents. |  | Paper / board. |  | Wood. |  |
| f. Radiation: | X-ray / radioactivity. |  | Ultraviolet. |  | Laser. |  |
| g. Equipment training: | Inadequate training. |  | No training. |  | Needs re-training. |  |
| h. Equipment: | Sparks / generates static. |  | Has a flame. |  | Uses flammable liquids. |  |
| I. Electrical equipment: | Damaged / exposed wires |  | Trailing leads / adapters. |  | PAT tested. |  |
| j. Equipment with: | Sharp / fast moving parts |  | Emergency cut out. |  | Extreme temperatures. |  |
| k. Manual handling: | Dragging/moving/lifting. |  | Heavy. |  | Awkward. |  |
| l. Vehicles: | Buggies. |  | Passenger. |  | Lorries/vans. |  |
| m. Pressure systems: | Autoclaves. |  | Gas cylinders. |  | Liquefied gases. |  |
| n. Word processing / computing. | DSE/VDU. |  | Program / software. |  | Workstation. |  |
| o. Working: | Lone-working. |  | Over-crowding. |  | Housekeeping - bench / floor. |  |
| p. Working: | Above 2m off ground. |  | On ladders / scaffolds. |  | Below ground level. |  |
| q. WRULD – work related upper limb disorders | RSI – keyboard, pipette. |  | Hand Arm Vibration. |  |  |  |
| r. outside buildings, roads | Falling objects. |  | Swinging doors |  | Obstructions / low beams. |  |
| s. Infectious diseases | COVID-19 | **X** |  |  |  |  |

**Risk Rating Guide**

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| --- | --- | --- | --- | --- | --- |
| **Score** | **5** | **4** | **3** | **2** | **1** |
| **Column A: Severity of injury:** | Very High -Multiple Deaths | High - Death, serious injury, permanent disability | Moderate - RIDDOR over 3 days | Slight - First Aid treatment | Nil - Very Minor |
| **Column B: Likely occurrence:** | Inevitable | Highly Likely | Possible | Unlikely | Remote Possibility |

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| **Risk Rating Score** | **Action** | **Risk Rating Score** | **Action** |
| 1-4 | Broadly Acceptable - No action required | 5-9 | Moderate - Reduce risks if reasonably practicable |
| 10-15 | High Risk - Priority Action to be undertaken | 16-25 | Unacceptable -Action must be taken IMMEDIATELY |

**Additional Control Measures Action Plan**

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| --- | --- | --- | --- | --- |
| **Ref No.** | **Further action required** | **By whom** | **By when** | **Completed** |
| AC1 | **Signage – ensure that appropriate signage is displayed to assist with One-Way systems and social distancing** | Nursery Manager | 22 June | X |
| AC2 | **Training – ensure that all staff returning to work complete the COVID-19 awareness training** | Nursery Manager | 22 June |  |
| AC3 | **PPE – Issue sufficient supplies of appropriate PPE to nursery staff** | Nursery Manager | 22 June | X |
| **Explain how you will monitor and review the additional control measures?** Frequency: Daily  Method: Daily inspections and feedback from the Nursery Manager with assistance from all Nursery staff  To be carried out by: Nursery Manager | | | | |

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| **COMMUNICATION OF RISK ASSESSMENT FINDINGS TO STAFF** | | | | | | | | |
| **Reference of formal and additional communication to staff** | **METHOD** | | | | **YES** | | **DATE** | **COMMENTS** |
| Copy of risk assessment issued to staff | | | |  | |  |  |
| Controls covered in team procedure issued to staff | | | |  | |  |  |
| Induction | | | |  | |  |  |
| Team Meeting, Toolbox Talk | | | | X | | 22/06/20 |  |
| E-mail circulation | | | |  | |  |  |
| Available on website / intranet | | | | X | | 22/06/20 |  |
| Other – | | | |  | |  |  |
| **Review Tracker** | | | | | | | | |
| Reassessment due: **22/07/20** | | Reassessment due: | Reassessment due: | Reassessment due: | | Reassessment due: | | |
| Assessed by:  (Name) | | Assessed by:  (Name) | Assessed by:  (Name) | Assessed by:  (Name) | | Assessed by:  (Name) | | |
| Signature | | Signature | Signature | Signature | | Signature | | |
| Date | | Date | Date | Date | | Date | | |
| Job Title | | Job Title | Job Title | Job Title | | Job Title | | |
| Approved by: | | Approved by: | Approved by: | Approved by: | | Approved by: | | |