



# COVID-19 GENERAL RISK ASSESSMENT TEMPLATE

TSS Ver1.1 11/05/2020

Please complete **electronically**

Please refer to the attached guidance notes when using this template. The purpose of the assessment is to identify the *significant* hazards that may be present in the workplace and ensure that the risks associated with these hazards are either eliminated or reduced to an acceptable level for all those workers who might be exposed. It is essential that these workers are given appropriate *information, instruction and training* to ensure all work activities are conducted as safely as possible. Please note the requirement for additional detailed risk assessment/s to supplement this risk assessment where the work of your group includes specific hazards.

For details of Babraham Institute (BI) policy and procedures for specific hazards refer to BOTH the [Health and Safety Manual](#) and the [H&S Manual Covid-19 Supplement on the Campus intranet](#)

**TABLE 1.**

<b>RA REF NUMBER</b>	Version 2 (original June 2020) Nursery_Covid-19 RA 13.4		
<b>LOCATION OF WORK</b>	Babraham Nursery		
<b>BRIEF DESCRIPTION OF WORKPLACE ACTIVITIES</b>	Minimise risks of COVID-19 to staff, children, parents and visitors whilst operating at normal capacity.		
<b>NAME OF ASSESSOR (PRINT)</b>	Alison Bishop and Philippa Beeby		
<b>JOB TITLE</b>	Head of Nursery and Fun Pack and Nursery Deputy/ Fun Pack Manager		
<b>Previous reviews and modifications leading to current version</b>	27/7/2020	7/09/2020	13/04/2021
	12/11/2020	23/12/2020	07/06/2021
	15/01/2021	26/02/2021	20/07/2021
	04/03/2021	30/03/2021	19/08/2021
			24/08/2021

## NOTE:

- 1. MORE DETAILED SPECIFIC RISK ASSESSMENTS MAY BE REQUIRED** to supplement this risk assessment when the hazards in the work place include:  
Chemical, use of flammable/explosive chemicals/products, asbestos, lead, biological, genetic modification, radiation (both ionising and lasers), manual handling, display screen equipment, noise at work, , machinery, electricity, lifting equipment, working at height etc. If you are unsure which apply see the Health and Safety intranet page [Risk Assessment](#) or contact the health and safety central team ([BI-HS@babraham.ac.uk](mailto:BI-HS@babraham.ac.uk)).
- 2.** Please use the 'PLANNED APPROACH TO FOMITE REDUCTION (INCLUDING USE OF DISINFECTANTS) DURING THE COVID 19 PANDEMIC' towards the end of this document to help develop your Safe Operating Procedures (especially disinfection).

## TABLE 2: EVALUATION OF RISK AND IDENTIFICATION OF MEASURES TO CONTROL SIGNIFICANT HAZARDS

A. What are the hazards (NOTE: include the hazard category from Table 2A in the guidance notes)	B. Who might be harmed and how?	C. What are you already doing?	D. What further action is necessary?	E. Action by whom?	F. Action by when?	G. Completion date
		<p><b><u>KEEPING UP TO DATE WITH CHANGES TO GUIDANCE AND LEGISLATION</u></b></p> <ul style="list-style-type: none"> <li>Managers signed up to daily updates from Gov.uk. Checked daily and actioned as required.</li> <li>Nursery signed up to LA (Local Authority) updates which are read and actioned as necessary.</li> <li>Regular NDNA (National Day Nurseries Association) updates</li> <li>Regular virtual meetings attended by AB held by the LA and NDNA.</li> <li>All guidance regularly checked including but exhaustive of the following:</li> <li>'Actions for Early Years and childcare providers during the coronavirus (COVID-19) pandemic' DfE <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic</a></li> <li>'Contingency Framework: Education and Childcare Settings' DfE</li> <li>'Early years and childcare: coronavirus' DfE. <a href="https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19">https://www.gov.uk/government/collections/early-years-and-childcare-coronavirus-covid-19</a></li> <li>'COVID-19 Support Pack for Early Years and Childcare Providers August 2021' CCC</li> <li>In the event of an outbreak, after discussion with BI, CC and PHE the outbreak management plan will be implemented.</li> </ul>	Ongoing daily, with actions as required	AB, PB, CC, ER and other managers as appropriate	Ongoing	Ongoing
		<p><b><u>COMMUNICATIONS</u></b></p> <ul style="list-style-type: none"> <li>Nursery email monitored at weekends (Saturdays and Sundays) by management on a rota basis to check for CV-19 cases being reported.</li> <li>Nursery asks all parents/adults to notify nursery as soon as possible the results of any CV-19 tests that have taken place.</li> <li>Parents contacted after 48 hours if child/adult is sent home for CV-19 test and nursery hasn't been notified of the result.</li> <li>Parents kept fully up to date and informed of all changes as they happen via email.</li> <li>From 19<sup>th</sup> July NHS Test and Trace to notify close contacts of a confirmed positive case, not nursery.</li> <li>Parents notified of confirmed positive case(s) of CV-19 using DfE and LA procedure and protocols.</li> </ul>	Review when all staff are double vaccinated.  Publish September CV-19 RA online	AW	September	

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		<ul style="list-style-type: none"> <li>Cascade alert system updated to ensure all families are on the list for future notifications.</li> </ul>				
		<p><b><u>FIRST AID/ EMERGENCY PROCEDURES</u></b></p> <ul style="list-style-type: none"> <li>Staff in each room have current, up to date Paediatric first aid training.</li> <li>Agreed to use the blended 1st Aid training option going forwards, with 6 hours online learning and 6 hours in person training to reduce interaction as much as possible. Staff renewed training this way in April 2021.</li> <li>First aid equipment in all rooms and kitchen</li> <li>Evacuation onto field at the side of nursery, each room has a separate evacuation route.</li> <li>Whilst at work read and follow sections 3.5. Emergency procedures</li> </ul>				
		<p><b><u>PROCEDURES FOR CHILD/ADULT PRESENTING COVID-19 SYMPTOMS:</u></b></p> <ul style="list-style-type: none"> <li>Nursery follows the following infection control measures at all times:</li> <li>'Actions for early years and childcare providers during the COVID-19 pandemic' DfE</li> <li>BI 'What to do... guidance' for staff</li> <li>Contingency Framework: Education and Childcare Settings' DfE</li> <li>'COVID-19 Support Pack for Early Years and Childcare Providers' CCC</li> <li>See Covid-19 Nursery Procedure for more information.</li> <li>Suspected cases are kept within the child's room (to contain potential spread) and the other children, where possible, go outside. If not possible, the child with the symptoms is separated from the rest of the group, into another section of the room (e.g. the cordoned off separate area in Cats) with a staff member wearing PPE until collection. At least a 2-metre distance is maintained from the other children.</li> <li>NHS Test and Trace responsible for contact tracing of positive cases. Settings no longer have responsibility for this. From 16 August 2021, close-contacts who are double vaccinated (last vaccination over 2 weeks ago) or under the age of 18 years and 4 months will not need to self-isolate but should be advised to take a PCR test. If the PCR test is positive, follow the self-isolation guidance for cases as usual. Children aged under 5 are not required to take a PCR test unless the contact is within their household.</li> </ul>	Keep up to date with changing procedures.	ALL	ongoing	ongoing

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<b>STAFF</b>						
		<p><b>GENERAL INFORMATION &amp; GUIDANCE:</b>            Read and follow the <a href="#">H&amp;S Manual Covid-19 Supplement on the Campus intranet</a> paying attention to sections</p> <ol style="list-style-type: none"> <li>Introduction &amp; Purpose</li> <li>Code of Practice</li> <li>Safe Operating Procedures and its subsection SOPs mentioned throughout this RA.</li> </ol> <p><b>All staff must read &amp; follow manual sections:</b></p> <ol style="list-style-type: none"> <li>Requirements and restrictions already in place</li> <li>Before coming to work</li> <li>Travelling to and from work &amp; movement around the site.</li> </ol> <p>Take special note of 2.9 working on multiple sites.            Maintain social distancing (&gt;2m) whenever possible.</p>				
		<p><b>STAFF TESTING</b></p> <ul style="list-style-type: none"> <li>Nursery follows DfE and LA protocols for staff displaying symptoms.</li> <li>All of nursery staff undertake LFT twice weekly (unless they have tested positive in the last 90 days) on a Sunday and Wednesday evening and report their results the next day (or immediately if positive).</li> <li>Over 50% of the staff team are now double vaccinated against CV-19. Only 2 eligible staff have not received at least one dose of the vaccination.</li> </ul>	Aim of 100% staff vaccinations – continually review number of staff vaccinated	All staff	Ongoing	
		<p><b>OPENING/CLOSING NURSERY</b></p> <ul style="list-style-type: none"> <li>Staff enter/leave by their individual entrances.</li> <li>If a child is late two staff from the room stay with the child until they are collected in their room.</li> <li>The Seniors all close their own areas at the end of the day and go outside the front of nursery.</li> <li>The Head of Nursery/Deputy sets the alarm and vacates the building.</li> <li>When leaving work section 3.14. Leaving work is followed by all.</li> </ul>				
		<p><b>GROUPING OF CHILDREN AND STAFF (to be read in conjunction with nursery cv-19 procedures)</b></p> <ul style="list-style-type: none"> <li>The nursery is split into four groups for the <b>children</b> over the day:</li> </ul>		AB, PB, CC, ER, TS, PS, AL & DH	Periodically,	Ongoing

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		<p>Ducklings, Caterpillars, Red/Purple Butterflies and Explorers. Ducklings and Caterpillar staff share a lunch space and work together when necessary. These groups each have their own indoor space, garden, lunch and tea spaces. They each have their own entrance points.</p> <ul style="list-style-type: none"> <li>• There are three staff rooms; upstairs staff room for Ducklings and Caterpillars, downstairs staff room for the Butterflies and the computer room for Explorers. Staff lunches remain reduced to 30 minutes to minimise the number of staff in the staff rooms at any one time.</li> <li>• From 1<sup>st</sup> September normal requirements with regards to qualifications and ratios resume. This means that we will be required legally to maintain these and staff will be required to move across nursery. We will use a number of measures to manage this as safely as possible: Move staff within the groups where possible (within the under twos, across the Butterflies and Explorers); Use roving staff to cover absences, moving staff across spaces when necessary to maintain legal requirements. Staffing will be planned so that roving staff will only be in either the upstairs or downstairs spaces over the course of a week. However, when absolutely necessary (i.e. to cover staff who are of unexpectedly off and to maintain legal ratios) roving staff may be required to work across another space within nursery when it is unavoidable. All roving staff will have received at least one vaccination and two where possible. Staff will take additional LFT if moving across different spaces daily. Staffing will be as consistent as possible and a record will always be maintained where all staff are in the building. Keeping lunch breaks to 30 minutes will minimise mixing of staff across rooms to cover staffs' lunches.</li> <li>• The ASC leader and one playworker will be required to work across both Nursery and ASC. Both staff will work within the downstairs rooms unless absolutely necessary. Both are double vaccinated. The playworker will refrain from attending nursery for the first 10 days of the term, in case any positive cases emerge at school upon return from the holidays. Wherever possible, the Playleader will refrain from covering in base rooms at nursery during the same 10-day period. In the event of a confirmed positive case at either ASC or Nursery, the Playleader and Playworker will refrain from mixing within rooms at nursery and will only work with ASC children during the isolation period of the positive case.</li> <li>• If children need to move rooms a 48 hour 'clear' period is adhered to at all times.</li> </ul>				

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		<p>For instance, the weekend is used as a break between moving to a different base room.</p> <ul style="list-style-type: none"> <li>Toys, equipment and resources are not shared between different rooms.</li> </ul>				
		<p><b>STAFF - IN ADDITION TO MEASURES ALREADY DISCUSSED (To be read in conjunction with Nursery CV-19 procedures)</b> (see 3.1 of H&amp;S CV-19 supplement)</p> <p><b>Whilst at work staff follow H&amp;S CV-19 supplement sections:</b></p> <p>3.6. Use of toilet facilities 3.7. Food &amp; drink 3.8. Exercise 3.9 Mental health &amp; wellbeing</p> <p><b>Breaks &amp; eating:</b> In addition to the guidelines in the H&amp;S manual, Staff lunch breaks have been reduced to 30 minutes in length, which take place in three spaces to minimise mixing. Windows in each space will be open at all times. For more information, please refer to the ventilation section.</p> <p><b>Meetings / staff interaction:</b></p> <ul style="list-style-type: none"> <li>No whole staff meetings are taking place face to face.</li> <li>Virtual monthly staff meetings will continue to be held for all staff.</li> <li>Regular staff updates are sent to staff.</li> <li>Policies are shared with staff either by hard copy or email.</li> <li>Weekly staffing rotas are shared with staff in advance. Changes are called through.</li> <li>Roving staff clean communal spaces and cover in rooms where needed to maintain safety and ratios. Staffing will be planned so that roving staff will only be in either the upstairs or downstairs spaces over the course of a week. However, when absolutely necessary (i.e. to cover staff who are of unexpectedly off and to maintain legal ratios) roving staff may be required to work across another space within nursery when it is unavoidable.</li> <li>Each room has its own laptop to access nursery/BI information and keep up to date.</li> <li>CV-19 added to the supervisory forms as a discussion at all meetings.</li> </ul> <p><b>Wellbeing:</b></p>	<p>Virtual Seniors meetings to be scheduled in diaries.</p> <p>H&amp;S representative to attend part of staff meeting periodically.</p>	<p>CC, AB</p> <p>TS, PS, AB</p>	<p>September 2021</p> <p>September 2021</p>	

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		<ul style="list-style-type: none"> <li>Employee assistance programme to support individual staff members. Posters visible around nursery. Distanced supervisions every six weeks by line manager.</li> <li>The latest guidance is regularly checked and followed in relation to pregnant staff members. Their individual risk assessment is regularly updated to reflect this.</li> <li>Whilst at work staff follow H&amp;S CV-19 supplement. See 3.6. Use of toilet facilities, 3.7. Food &amp; drink, 3.8. Exercise and 3.9 Mental health &amp; wellbeing</li> <li>We recognise the need to work ‘in a more normal manner’ for the wellbeing of staff and families across nursery. Working in strict bubbles over a sustained period of time has impacted the staff team and we recognise the DfE position on bubbles..</li> </ul>				
		<p><b>Ventilation:</b></p> <ul style="list-style-type: none"> <li>All windows opened across nursery, in every room, shared space and corridor at 8am daily by the first person entering the building (AB or Deputy). This includes all base rooms (Ducklings, Caterpillars, Red Butterflies, Purple Butterflies and Explorers), each staff room and all corridors. Every corridor has at least one window which is opened. Further details can be found in Table 3. For more information on window/door placings see plan of building (figures 1 &amp; 2).</li> <li>The back doors facing into the nursery garden are opened at 8am to air the spaces (Red Butterflies, Purple Butterflies and Explorers).</li> <li>The heat recovery wall units in Red Butterflies, Purple Butterflies and the downstairs bathroom are always on and use fresh air.</li> <li>The heat recovery units in the Ducklings room and Caterpillar room are always on and use fresh air.</li> <li>The air conditioning unit in the Caterpillar room is turned off during cold weather and limited in use in warmer weather, dependent on the temperature within the room to maintain a safe temperature for 12-24 month olds. When on, all the windows are open for continued ventilation.</li> <li>Where possible, all spaces have all windows open at all times using window limiters to maintain security. Where this is not possible (e.g. in cold weather or for safety purposes), at least two windows in each space/corridor are open at all times to maintain constant background ventilation. The windows that are higher level remain open, for both security and comfort whilst also ventilating the space.</li> <li>If all windows are not open at all times then all rooms/spaces/corridors are aired by opening all windows at key times throughout the day when the</li> </ul>	<p>Use of CO2 monitors across nursery to monitor ventilation levels</p>	<p>TS,AB,PB</p>	<p>End of September 2021</p>	
			<p>Periodic review of mechanical systems and operational settings</p>	<p>AB, PB, BCE, TS, PS</p>	<p>At least seasonally</p>	

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		<p>space is not in full use to purge the air in the space (see each room plan for more details).</p> <ul style="list-style-type: none"> <li>• 'Sufficient ventilation' on the room daily checklist has been adjusted to 'all windows doors opened first thing and at least two high level windows are open at all times. All windows are opened during free flow and outdoor times'.</li> <li>• Staff and children wear additional, suitable indoor clothing when necessary.</li> <li>• Staff and children to move to the least draughty areas of rooms when necessary.</li> <li>• Furniture is low level, therefore already arranged suitably to avoid direct draughts.</li> <li>• Heating remains on to maintain ambient temperature across nursery.</li> <li>• Mechanical ventilation specifications and operations will be reviewed as appropriate, a minimum of at least seasonally to ensure optimal.</li> </ul>				
		<p><b>Cleaning:</b></p> <ul style="list-style-type: none"> <li>• Enhanced cleaning across all base rooms and communal areas which is continually reviewed. For more information see Table 3 below.</li> <li>• Only disinfectants that are effective against enveloped viruses are used.</li> <li>• A record of cleaning is kept for all base rooms and communal spaces.</li> <li>• In the event of a confirmed infection the areas are deep cleaned (see DfE guidance for more information).</li> <li>• AB attended specific CV-19 Infection control training June 2021 and August 21 (all measures discussed at the training were already in place)</li> </ul>				
		<p><b>Hygiene:</b></p> <ul style="list-style-type: none"> <li>• Children wash hands when entering nursery, before meals/snacks, after meals/snacks, after toileting, after coming inside and throughout the day, encouraging the 20 second wash. Follow 'Catch it, kill it, bin it' for respiratory hygiene.</li> <li>• Hand sanitizer points on all entrances, every shared space, in the bathrooms, in the corridors. Staff to use.</li> <li>• Staff to clean the toilet each time they have used it (light switch, toilet seat, handle, sink tap, door handle and lock).</li> </ul>				
		<p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• <b>Face coverings.</b> All staff wear face coverings at the following times; when liaising</li> </ul>				



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		<p>with parents (i.e. drop off/collection), seeing visitors or contractors, in corridors, communal spaces, accessing the bathroom, doing laundry, collecting food/trays. All staff are able to wear face coverings at all times if they feel this would help them within their work.</p> <ul style="list-style-type: none"> <li>• <b>Other PPE.</b> The usual PPE is used for nappy changing and other activities relating to children's personal hygiene (see nappy changing policy).</li> <li>• In the case of a child displaying symptoms of CV-19 an additional coverall suit apron is worn by the staff member who is with the child displaying symptoms.</li> </ul>				
		<p><b>GENERAL BUILDING</b></p> <ul style="list-style-type: none"> <li>• Staff asked to not go through rooms, to use the outside to gain access across nursery.</li> <li>• When in each work area and office staff follow sections 3.10. In the office and 3.11.</li> </ul>				
		<p><b>Kitchen:</b></p> <ul style="list-style-type: none"> <li>• No home-made cakes or other foodstuffs to be brought into nursery by parents.</li> <li>• Shop brought cakes, in original packaging, may be brought to nursery.</li> <li>• Other staff (in rooms) do not enter the kitchen. They knock at the door for their tray for tea/snacks.</li> <li>• At lunch time the covered food is left on the trolley by the entrance of the rooms downstairs for collection. Waste is put back onto the trolley by the staff for collection by the kitchen.</li> <li>• Ducklings and Caterpillars (upstairs) knock at the door for their tray.</li> <li>• Where possible, either the cooks cover each other or LA covers in the kitchen. However, this is not always possible. The kitchen is large so it is possible to socially distance. Kitchen staff also wear face coverings. Therefore, when necessary PB, VT or AB maybe required to work in the kitchen (All have food hygiene).</li> </ul>				
		<p><b>Other areas onsite:</b></p> <p>If you are going to use the restaurant, on-site or building services (including science support facilities) sections 3.12. Using the stores and 3.13 followed. Using support facilities (including admin) as well as reading their specific COVID 19 RAs (<a href="#">see database</a>)</p>				
		<p><b>RECRUITMENT AND INDUCTION</b></p> <ul style="list-style-type: none"> <li>• All recruitment is carried out, including interviews, virtually.</li> <li>• The new staff member is assigned a line manager and bubble before their first day</li> </ul>				

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		<p>of work. Their line manager goes through the induction pack and procedures with the staff member. All other inductions (H&amp;S, Computing) are carried out virtually.</p> <p><b>UPDATES TO OTHER RISK ASSESSMENTS</b></p> <ul style="list-style-type: none"> <li>All normal risk assessments updated in light of COVID-19 to include a box for COVID considerations.</li> <li>COVID-19 RA regularly reviewed and updated.</li> <li>All staff have copies of the CV-19 RA sent to them individually, along with copies of the CV Procedures.</li> <li>A central RA file is in each base room, so staff are easily able to access all RAs and hard copies of all including <a href="#">H&amp;S Manual Covid-19 Supplement on the Campus intranet</a></li> </ul>				
<b>PARENTS</b>						
		<p><b>PARENTS (TO BE READ IN CONJUNCTION WITH NURSERY CV-19 PROCEDURES)</b></p> <p>Parents are asked to not enter the nursery building. Each room has its own separate entrance:</p> <ul style="list-style-type: none"> <li>Ducklings – stairs to the side of nursery</li> <li>Caterpillars – Number 18 door</li> <li>Red Butterflies – Number 17 door</li> <li>Purple Butterflies – Middle door</li> <li>Explorers – Breakfast club door</li> <li>All doors, apart from Ducklings, have doorbells so the rooms can hear when a parent is at the door. A staff member collects the child from the door and returns them to their parents at the end of the day. Doorbell spray and additional cleaning of touch pints is used. Duckling’s parents can be seen by the staff at the door.</li> <li>Only one parent drops off and collects their child. Face coverings are worn by staff and parents are requested to wear their face coverings too. As much distance as possible is maintained.</li> <li>Posters from LA on outside entrances.</li> <li>Blossom is used to communicate in detail with parents about their child’s day so they still feel involved.</li> <li>Home learning resources (e.g. bags, book lending library etc.) in use with a 72</li> </ul>	<p>Review doors entrance/exits and parent entry</p>	<p>AB, DH, TS, PB, AL</p>	<p>End of October 21</p>	

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		<p>hour isolation period and clean before being lent out again to families.</p> <ul style="list-style-type: none"> <li>Regular Newsletters are sent to families which include a reminder of current CV-19 controls/measures.</li> <li>Parents are invited to join in outdoor engagement sessions with their base room which are risk assessed and planned in advance.</li> <li>Parents are invited in to share their cultures, customs, experiences and occupations with the rest of their group outdoors. (to be risk assessed first).</li> </ul>				
		<p><b>NEW FAMILIES</b></p> <ul style="list-style-type: none"> <li>Nursery follows current guidance from DfE as a minimum.</li> <li>No home visits take place</li> <li>Currently one parent can stay for the first visit with the new child.</li> <li>The parent and staff member wear face coverings.</li> <li>Parents follow the same guidelines for all parents for the remaining visits.</li> </ul>	Review October 2021	AB, PB, CC, ER	ongoing	Until further notice
		<p><b>VISITORS</b></p> <ul style="list-style-type: none"> <li>Limited show rounds take place; these are only for families who may be offered a place at nursery in the future, or who have already been offered a space. These take place when the majority of the children are outside, and are short in length.</li> <li>Visits from contractors take place out of hours where possible.</li> <li>The weekly fire alarm testing is taking place with the staff assisting so BCE do not need to enter rooms within the building.</li> <li>Any planned maintenance visits (e.g. kitchen appliances, legionella testing, fire alarm testing etc) discussed with H&amp;S Assistant first.</li> </ul>	Review measures October 2021	Ramp up group	October 2021	Until further notice
		<p><b>BREAKFAST CLUB</b></p> <ul style="list-style-type: none"> <li>Breakfast club is currently closed to stop any mixing of bubbles of children. Children who previously attended breakfast club are able to come to nursery from 8.30am, directly ringing the doorbell of their room. The staff have a list of these children.</li> </ul>	Review periodically in conjunction with progress of Govt roadmap.	NMC, TS, AB	End October 2021	
		<p><b>ADDITIONAL MEASURES OUTSIDE THE BUILDING</b></p> <ul style="list-style-type: none"> <li>The field to the side of nursery will be used for outdoor events (room based).</li> </ul>				
		<p><b>AFTER SCHOOL CLUB AND FUN PACK</b></p> <p>After school club re-opens in September 2021 at full capacity. Lizzie (the ASC leader) will work across both nursery and ASC.</p>	Review with H&S and Ramp up August 21 for September 21 in light of	TS, PS, PB, AB, LA, DH, AL	September 2021	

<p align="center"><b>TABLE 2:</b></p> <p align="center"><b>EVALUATION OF RISK AND IDENTIFICATION OF MEASURES TO CONTROL SIGNIFICANT HAZARDS</b></p>						
<p><b>A. What are the hazards</b> (NOTE: include the hazard category from Table 2A in the guidance notes)</p>	<p><b>B. Who might be harmed and how?</b></p>	<p><b>C. What are you already doing?</b></p>	<p><b>D. What further action is necessary?</b></p>	<p><b>E. Action by whom?</b></p>	<p><b>F. Action by when?</b></p>	<p><b>G. Completion date</b></p>
		<p>Fun Pack holiday club re-opening July 2021, up to 30 children each day. For further information refer to FP CV-19 risk assessment.</p>	<p>revised measures.</p>			
<p align="center"><b>Please note that some hazards may require additional detailed risk assessment/s.</b></p>						

**TABLE 3: PLANNED APPROACH TO FOMITE REDUCTION (INCLUDING USE OF DISINFECTANTS) DURING THE COVID 19 PANDEMIC**

**NOTE:** SEE ALSO APPENDIX 1 OF THE [BI H&S MANUAL: COVID 19 SUPPLEMENT](#) for more information. This template includes some examples, but is by no means exhaustive and should be extended as appropriate to cover your area of work. Please discuss with your group/work areas colleagues to agree and document your approach. It might be more practical to use a combination of hand sanitiser and gloves (in labs) during the day and agree on an end/start of working day disinfection protocols – make sure this is agreed and understood by all in your group/work area and any others who might visit/enter your work areas. Attach floor plans if this will help (contact [BI-HS@babraham.ac.uk](mailto:BI-HS@babraham.ac.uk)).

Next review date	
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Surfaces, Items and Equipment	Room number(s) (if applicable) <sup>1</sup>	Method of fomite reduction	
		During the working day	End of shift or working day
Doors (handles and push plates etc.)	Babraham Nursery	Washed at least 6 times per day during touch point cleaning. Staff to use sanitizer and wash hands regularly.	Wash all handles at the end of the day.
Bench or desk		Sanitise periodically. Sanitise hands periodically when using.	Wipe down with sanitising wipes when leaving
Chair/stool		Wipe down with sanitising wipes/spray when leaving	Wipe down with sanitising wipes/spray when leaving
Cupboards		Wipe touch points between am/pm	Wipe touch points at the end of the day
Light switches		Wipe touch points in base rooms between am/pm Communal touch points cleaned at least 6 times per day	Wipe touch points at the end of the day
Computer keyboards/screens (especially touch)/computer mouse		Sanitise periodically. Sanitise hands periodically when using. Wipe down with sanitizer wipes after use.	Wipe down with sanitising wipes when leaving
Printers/copiers		Wipe copier touch screen after each use with sanitising wipes	Wipe down with sanitising wipes when leaving
Phones/mobile phones		Wipe after each use with sanitising wipes	Wipe down with sanitising wipes when leaving
Cloth face coverings (CFC)		The DfE have not recommended early years settings to wear cloth face coverings (CFC) during practice with children. In line with BI recommendations all nursery staff received a CFC to wear at their discretion and we are advising its use if close contact with parents in unavoidable circumstances. Face coverings must be worn at drop off and collection, both by parent and staff member. At times workman or visitors may enter the building in these instances staff will be required to wear face coverings when interacting with them. Face coverings	

<sup>1</sup> Specify type of room, for example: Lab (L), Office (O), Workshop (WS), Washroom (W) includes toilets showers/changing/lockers etc.:

# COVID-19 GENERAL RISK ASSESSMENT TEMPLATE

TSS Ver 1.1 11/05/2020

Surfaces, Items and Equipment	Room number(s) (if applicable) <sup>1</sup>	Method of fomite reduction	
		During the working day	End of shift or working day
		will be worn when handling dirty laundry and dirty kitchen utensils. Staff must wear CFCs in corridors, communal spaces and if more than one person is in their staff room (apart from when they are eating or drinking). See nursery Covid-19 Procedure.	
PPE (e.g. Safety specs/Lab coats/Respiratory face coverings)		Use wipes for reusable face coverings. Use gloves for intimate care routines and for washing up after mealtimes. Separate PPE for when a child displays symptoms of CV-19 (see above).	
All other communal equipment (specify if necessary)		Cleaned daily and recorded	
Toilet flush		Wipe touch points after each use.	Wipe touch points at the end of the day
Taps		Wipe touch points after each use in communal areas Am and pm in rooms.	Wipe touch points at the end of the day
Kettles		Wipe after each use Touch points clean 6 times per day	Wipe touch points at the end of the day
Cups/mugs/cutlery		All kitchen items to go through commercial dishwasher between uses	
Microwaves		Wipe after each use Touch point clean 6 times per day.	Wipe touch points at the end of the day
Children's toys		Sanitising and cleaning between each use	Sanitising and cleaning at the end of the day.
Children equipment, e.g. climbing frames		Sanitising and cleaning between am/pm	Sanitising and cleaning at the end of the day.
Children's bedding		Children have their own beds and bedding which is cleaned and laundered each week	
Children's bathrooms		Disinfect as we go	Disinfect as we go, May Harris Cleaning at the end of the session
All other communal areas		Clean and disinfect as we go. Touch points cleaned 6 times over the day	
Clothing		Children have their own spare clothing, should a child need changing, gloves are worn and the dirty clothing is placed in a nappy bag and put in the child's own bag. Parents are expected to provide spare clothes for their child. In the event spare clothes are used and then returned. Staff will launder (hot wash) these clothes at nursery before returning the item to the spares box. Staff are encouraged to launder their clothes at home on a hot wash. Kitchen whites are laundered at nursery on a hot wash and clean/dirty	

Surfaces, Items and Equipment	Room number(s) (if applicable) <sup>1</sup>	Method of fomite reduction	
		During the working day	End of shift or working day
		are stored separately. PPE is worn when handling dirty laundry.	
Doorbells		Spray doorbells between each use	Spray doorbells between each use
<p><b>Specific Arrangements all Rooms/corridors/stairs/lobby etc.</b> No parents directly access any of the rooms at this time.</p>	Ducklings 2003/2004	<p>Staff members have the upstairs staff room. Outside play space is the Pavilion The room is accessed via the main gate and the external stairs to the left of the building Staff use the toilet outside the kitchen door Ensure all windows in corridors are open on arrival.</p> <p>Ventilation: All windows opened by AB/Deputy at 8am, room staff members arrive at 8.30. All windows kept open where possible, in inclement/colder weather two high level windows remain open from 8.45am at all times to maintain airflow. All windows opened fully to refresh space when babies go outside to sleep – 10am -11.30 and 2pm – 3.30pm.</p>	<p>Parents, children and staff leave via the main gate and the external stairs to the left of the building.</p> <p>All windows and doors closed at the end of the day by Seniors</p>
	Caterpillars 2006/2008	<p>Staff members have the upstairs staff room. Outside play space is the under 2's garden. The room is accessed from the Number 18 door only. Staff use the toilet outside the kitchen door</p> <p>Ventilation: All windows opened by AB/Deputy at 8am, room staff members arrive at 8.30. All windows kept open where possible, in inclement/colder weather two high level windows remain open from 8.45am at all times to maintain airflow. All windows opened fully to refresh space when Caterpillars go outside to play in the morning and afternoon.</p>	<p>Children and staff leave via the Number 18 door.</p> <p>All windows closed at the end of the day by Seniors</p>
	Red and Purple Butterflies 1009 & 1004	<p>Staff members have a staff room downstairs. Outside play space is the woods area and the side garden. For Red Butterflies the room is accessed from the Number 17 door only. For Purple Butterflies the middle outside door is used only.</p>	<p>Children and staff leave via the same doors.</p> <p>All windows and doors closed at the end of the day by Seniors</p>

# COVID-19 GENERAL RISK ASSESSMENT TEMPLATE

TSS Ver 1.1 11/05/2020

Surfaces, Items and Equipment	Room number(s) (if applicable) <sup>1</sup>	Method of fomite reduction	
		During the working day	End of shift or working day
		<p>Staff use the toilet in reception.</p> <p>Ventilation: All windows opened by AB/Deputy at 8am, room staff members arrive at 8.30. All windows kept open where possible on lock for safety purposes, in inclement/colder weather high level windows remain open from 8.45am at all times to maintain airflow. All windows and door leading onto the garden opened fully to refresh space when Red Butterflies operate their free flow time in the morning and afternoon. The air conditioning unit is kept on at all times with the air flow open.</p>	
	Explorers 1022	<p>Staff members have a staff room in the computer room.</p> <p>Outside play space in the climbing frame area.</p> <p>The room is accessed from the Breakfast Club door, via the gate.</p> <p>Staff use the toilet in reception.</p> <p>Ventilation: All windows and the external doors to the garden opened by AB/Deputy at 8am, room staff members arrive at 8.30. All windows and the patio doors kept open where possible; in inclement/colder weather the ceiling high level windows and 4 windows to the sides of the building remain open from 8.45am at all times to maintain airflow. All windows and the doors leading onto the garden opened fully to refresh space when Explorers operate their free flow time in the morning and afternoon.</p>	<p>Children and staff leave via the breakfast club door.</p> <p>All windows and doors closed at the end of the day by Seniors</p>
	Office spaces 1018/1003	<p>Office used by only one person at a time. Area cleaned by each person using the office area before and after use (see surfaces, items and equipment for more information).</p> <p>Ventilation: All windows to be opened at 8am and then at least one window to be open at all times. Windows to be widely opened to refresh space at lunchtimes.</p>	<p>Windows closed at 5.45pm (or 5.15 on Fridays) By Manager</p>
	Lunch spaces	<p>Ventilation: Each space is only used by small groups of staff: Under twos - upstairs staff room Butterflies – downstairs staff room Explorers – computer room</p>	<p>Windows closed at 5.45pm (or 5.15 on Fridays) by Seniors</p>



# COVID-19 GENERAL RISK ASSESSMENT TEMPLATE

TSS Ver 1.1 11/05/2020

Surfaces, Items and Equipment	Room number(s) (if applicable) <sup>1</sup>	Method of fomite reduction	
		During the working day	End of shift or working day
		<p><b>Lunch spaces in nursery</b> All windows in the upstairs and downstairs spaces opened at 8am by AB/Deputy until 8.45am. At least two high level windows remain open at all times. Lunch spaces will be aired, by opening the windows fully (with safety closers on the front windows) from 2pm each day.</p>	Windows closed at 5.45 by the Senior for that area.
	Corridors/lobby/stairs 2002/2001/1004/	All windows in corridors opened by AB/Deputy at 8am. At least two windows in each corridor will be open from 8.30 onwards. The corridors will be aired (windows fully opened) when the children go outside in the morning and afternoon.	Windows closed at 5.45pm (or 5.15 on Fridays) by Seniors
	Kitchen 1013	<p>The kitchen is only accessible to key staff who also have Food Hygiene training. Usually only FG/CA and AD are in the kitchen, however key staff may cover when necessary (LA, PB, VT and AB). The kitchen continues to follow all General Food Hygiene Regulations and Food Safety and Hygiene Regulations. It was inspected on 12/3/21 and gained 5 stars.</p> <p>Ventilation: The windows are open at all times (three windows), with the fly guards on, from 8.15am each day. All extraction units are fully on, and are within a single room and systems are supplemented by an outdoor air supply.</p>	Windows and extractions fans are turned off at the end of each day.

Figure 1: Plan of downstairs floor space  
All corridors contain windows that are open throughout the day.

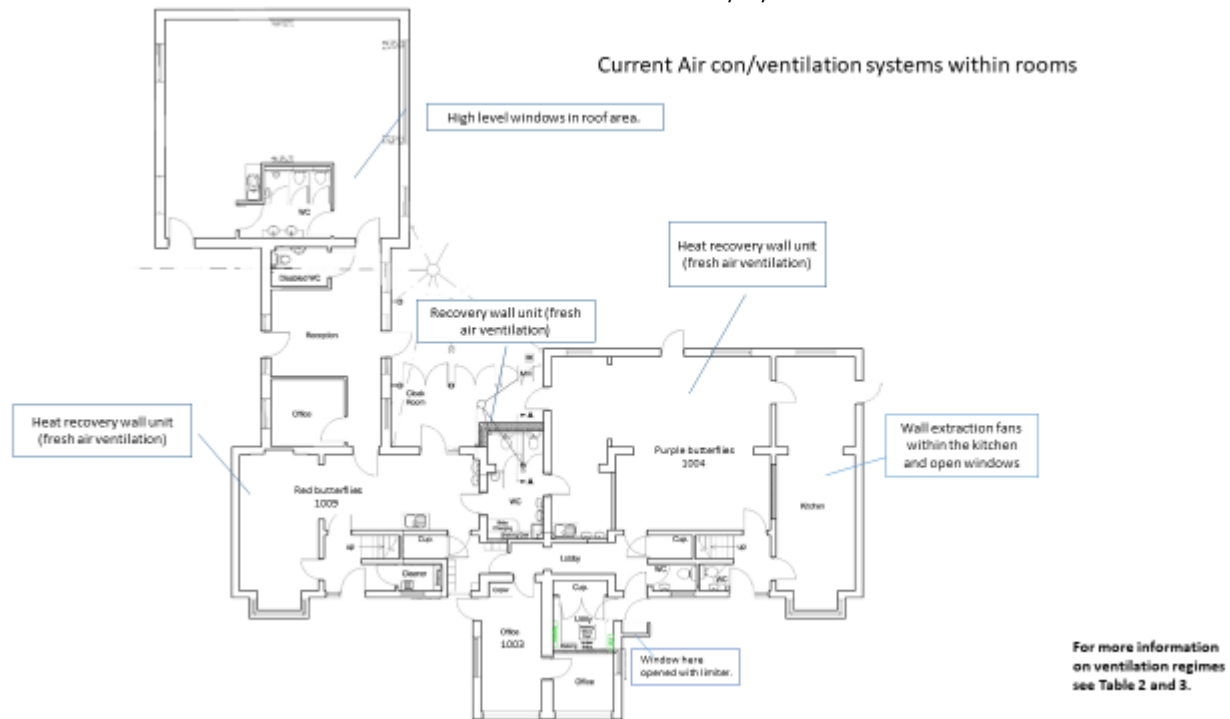
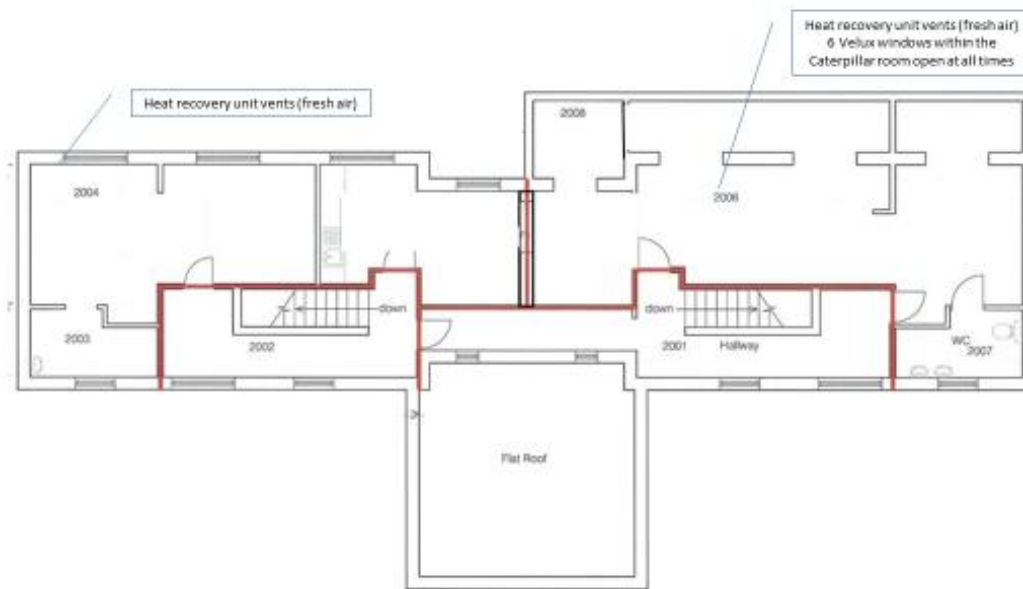


Figure 2: Plan of upstairs floor space



## TABLE 4: SIGN OFF & REVIEW

**RISK ASSESSOR:**

**Print name (NAME):** Alison Bishop

**Signature:** Please sign electronically either by inserting an image of your signature or using Word's Insert Signature option.

**DO NOT TYPE YOUR NAME HERE**



# COVID-19 GENERAL RISK ASSESSMENT TEMPLATE

TSS Ver 1.1 11/05/2020

<b>Date: 13/04/2021</b>	
<p><b><u>MANAGER / GROUP LEADER</u></b> <b><u>DECLARATION:</u></b></p> <p><b>Print name (NAME):</b></p> <p><b>Signature:</b> <i>Please sign electronically either by inserting an image of your signature or using Word's Insert Signature option. <b>DO NOT TYPE YOUR NAME HERE</b></i></p> <p><b>Date:</b></p>	<p>All significant hazards have been identified and the selected control/procedure will either eliminate risk, or reduce risk to an acceptable level. All persons working in the assessed area will be given appropriate information and training to ensure their work is carried out safely.</p>

SIGNATURES OF ALL WORKERS INVOLVED IN THE WORK DETAILED IN THIS RISK ASSESSMENT			SIGNATURE OF GROUP LEADER/MANAGER OR HEALTH AND SAFETY COORDINATOR		
<p>WE (THE UNDERSIGNED) HAVE:</p> <ul style="list-style-type: none"> <li>• READ AND UNDERSTOOD HEALTH &amp; SAFETY MANUAL COVID 19 SUPPLEMENT</li> <li>• READ AND UNDERSTOOD THIS RISK ASSESSMENT</li> <li>• RECEIVED THE APPROPRIATE INFORMATION</li> <li>• RECEIVED THE APPROPRIATE TRAINING</li> <li>• CHECKED THAT THE RISK CONTROLS APPROPRIATE TO THIS WORK ARE IN PLACE</li> <li>• RECEIVED THE APPROPRIATE PPE (WHERE NECESSARY)</li> </ul>			<p>WE, THE UNDERSIGNED MANAGERS, ARE SATISFIED THAT THE WORKER (NAMED IN THE ADJACENT COLUMN) HAS RECEIVED READ &amp; UNDERSTOOD THE DISINFECTION REQUIREMENTS</p>		
NAME	SIGNATURE <small><i>Please sign electronically either by inserting an image of your signature or using Word's Insert Signature option.</i></small>	DATE	NAME	SIGNATURE <small><i>Please sign electronically either by inserting an image of your signature or using Word's Insert Signature option.</i></small>	DATE

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SIGNATURES OF ALL WORKERS INVOLVED IN THE WORK DETAILED IN THIS RISK ASSESSMENT			SIGNATURE OF GROUP LEADER/MANAGER OR HEALTH AND SAFETY COORDINATOR		
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NAME	SIGNATURE <small>Please sign electronically either by inserting an image of your signature or using Word's Insert Signature option.</small>	DATE	NAME	SIGNATURE <small>Please sign electronically either by inserting an image of your signature or using Word's Insert Signature option.</small>	DATE