

NBCC Risk Assessment: Operation during June/July 2020: response to Covid-19 Closure. Issue incorporating government guidance to 01/06/20

Assessed by: Senior Leadership Team (SLT) - Sarah Gardner, Sharyn Ayres, Lisa Caltabiano, Kate Fairhurst & Phyllida Wyatt

Assessment Date: 05.06.20

Review dates: as dictated by the issue of new Government guidance

BACKGROUND AND CONTEXT:

From Monday 1 June 2020 (at the earliest) schools are expected to reopen for pupils in the Nursery, Reception, Year 1 and Year 6 age groups. Secondary schools are asked to offer some face to face support to supplement the remote education of pupils in Years 10 and 12. Special schools will work towards a phased return of more pupils without a focus on specific year groups. This will be in addition to the existing full-time provision already in place for priority groups. Numbers accessing this provision are likely to increase as more parents and carers return to work.

This model risk assessment has been developed to support schools in:

- Implementing government guidance for the reopening of schools first issued on 1st June 2020:
<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- Continuing to provide provision for vulnerable children and other children who are still working at home
- Facilitating home working for staff

The risk assessment will be reviewed in response to updates to government guidance and any examples of shared 'best practice' that we receive. Schools must adapt this risk assessment in consultation with relevant partners including trade union representatives where available.

As North Bristol Children's Centre (NBCC) operates on school sites the same considerations need to be adhered to. Therefore, where school is stated within this risk assessment this also includes the CC's setting. The fewer people making the journey to CC's and the fewer individuals in CC/school buildings the lower the risk of infection. Therefore, for the majority of the time all CC staff will be working from home. However, some front line services are being delivered from CC which require CC staff to enter buildings and partners to deliver services such as Food Clubs or emergency repair work for example. When entering the building all CC staff and those of partner agencies must follow the strict rules and risk assessments below. It is the responsibility of the 5 named people to ensure that all staff and others entering the buildings are aware and abide by the procedures put in place.

The risk assessment takes into account the revised list of most common symptoms to look out for as follows:

The World Health Organisation says along with the most common symptoms of fever, cough and tiredness, people may have:
aches and pains

sore throat

diarrhoea

conjunctivitis (red eye)

headache

loss of taste or smell

a rash on skin, or discolouration of fingers or toes

Please use the following link for latest updates on symptoms

https://www.who.int/health-topics/coronavirus#tab=tab_3

IMPORTANT: If you or someone in your home has any symptoms of Covid-19, STAY AT HOME and CALL 111 or visit

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

The risk assessment associated with how we have and are currently operating until the 15th June 2020 is titled NBCC Covid 19 Risk Assessment JUNE 2020 and is dated 06.06.2020. It can be located on our server within Health & Safety files.

Part 1: Reopening schools from 1 June 2020

Current Government advice (as of 15.5.20) states: The virus that causes Covid-19 is mainly transmitted through droplets generated when an infected person coughs sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on [social distancing, handwashing and other hygiene measures](#), and [cleaning](#) of surfaces. Government guidance is based on their findings that:

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus
- numbers of children going back – which needs to be limited initially then increased gradually as the science permits
- systems to reduce the size of the groups coming into contact with each other – such as smaller class sizes spread out across settings

The rationale for schools re-opening for more groups of pupils is based on the implementation of the following infection protection and control measures as described in the guidance *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

“There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges and that those individuals follow the recommended self-isolation periods.
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly with paper towels, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)”

SECTION 1- Identifying Hazards and Existing Precautions

What is the Task/Activity or Workplace Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards?	What is the Potential Severity of Harm (Risk Rating Matrix Table 1)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring ? (Risk Rating Matrix Table 1)?	What is The Risk Rating (See Note Below & Risk Rating Matrix Table 2)
---	--	--	---	---	---	--

Preparation for reopening						
<p>Site buildings</p> <p>Filton Avenue, Upper Horfield, Southmead, Avonmouth and Longcross have been in continuous use.</p> <p>Sea Mills and Stoke Park have not been in continuous use.</p>	<p>Buildings and systems e.g. heating & water systems not functioning safely after period of closure. Failure to complete compliance checks renders the building unfit for use</p>	<p>All premises occupants</p>	<p>Serious</p>	<p>Check that schools/site management have done the following</p> <p>If the building has been unused - commissioned a water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible.</p> <p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems.</p> <p>Fire safety systems have been checked including and making sure:</p> <ul style="list-style-type: none"> all fire doors are operational the fire alarm system and emergency lights are operational <p>All areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the food preparation areas.</p> <p>All schools' RA will be attached to this RA</p> <p>Government guidelines https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak </p>	<p>Possible</p>	<p>Medium</p>
<p>Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)</p>	<p>Falls from height (open windows)</p>	<p>All premises occupants</p>	<p>Serious</p>	<p>Whilst taking into consideration the necessity to increase ventilation by improving air circulation within the building we have advised staff that window opening restrictors must not be removed.</p>	<p>Improbable</p>	<p>Low</p>

	Use of air conditioning accelerates the spread of coronavirus Avonmouth & Filton Ave only	All premises occupants	Serious	DO NOT USE air conditioning units. Ventilate safely by opening window and doors where possible.	Possible	Medium
	Additional doors and windows are left open compromising site security/fire safety.	All premises occupants	Serious	<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>Lower risk rooms such as classrooms and offices may be propped open with removable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p> <p>All staff have been reminded about the arrangements in place in the event of a fire evacuation and lockdown.</p>	Improbable	Low
Travel to and from site	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p>	All premises occupants	Serious	<p>Existing Public Health England (PHE) /Government Guidance https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice</p> <p>Where staff would normally use public transport to travel to work, we will discuss options to alleviate this eg: provision of parking, or facilities such as secure cycle storage to support people to walk, run or cycle to work where possible. If there is no option but to use public transport, we will confirm the individual safety actions staff will take while travelling to and from work with them.</p> <p>From 15/6/2020: if an individual staff member is using public transport that they must follow government guidance and use a face mask.</p>	Possible	Medium
Staffing availability	1. Potential for infection with Covid-19 by being	Staff/ service	Serious	Follow weekly staffing rota.	Possible	Medium

	<p>in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p>	users		<p>Weekly review of staffing.</p> <p>Current DfE advice https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings </p>		
Staffing availability when groups are able to be held onsite (subject to government guidance)	<p>Staffing ratios insufficient for groups</p> <p>Need to consider safe levels of supervision and social distancing arrangements.</p>	Staff/ service users	Serious	<p>Follow weekly staffing rota</p> <p>Weekly review of staffing to ensure that we can cover each group</p> <p>Daily admin and SLT member will be available on one of the sites</p> <p>Groups/ sessions will be opened using a bubble structure</p> <p>If the member of staff is unable to be available for the session then service users will be asked not to attend the cc setting.</p>	Possible	Medium
Staff being unavailable for work at short notice	<p>Daily variation in staffing means that the Children Centre is unable to operate safely for all groups</p>	Staff/ service users	Serious	<p>Staff must inform Sharyn as soon as possible if there are any changes in their circumstances that will affect their ability to work.</p> <p>Sharyn will close parts of the provision if we have insufficient staff available to allow essential social distancing and infection control measures</p> <p>We have prepared a contingency plan to inform affected members of the community if full or partial closure is required at short notice i.e. via Website and Facebook.</p>	Possible	Medium
Staff training	<p>Staff are not aware or do not understand the requirements for working safely when</p>	Staff/ service users	Serious	<p>Training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p>	Possible	Medium

	returning to work			<ul style="list-style-type: none"> • What to do if they suspect that they or a member of their household has coronavirus (including testing arrangements) • Day to day organisations and procedures including arrangements for cleaning, staff welfare facilities, travel to work • The importance of keeping groups separate during the day • Arrangements for staff breaks/lunchtimes • Safeguarding including the continued importance of all staff acting immediately on any safeguarding concerns and any updates to procedures re: recording concerns, contacting DSL (or Deputy). • Procedures to follow if they suspect that anyone on site is displaying coronavirus symptoms • Site security and fire safety including evacuation and lockdown procedures. • Use of PPE (where applicable). 		
Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Serious	Have been advised not to return to work and will work from home. NB: School is unable to mitigate risks occurring within the home environment that do not originate from the employee's work activities.	Improbable	Low
		Clinically vulnerable including pregnant women	Serious	Have been advised to take extra care in observing social distancing and will work from home.	Improbable	Low
		Those living in a household with a	Serious	These staff members are attending work. Stringent social distancing should be adhered to and if this is not possible the staff member	Possible	Medium

		person who is extremely clinically vulnerable .		should from home.		
		Those living in a household with a person who is clinically vulnerable . (Including pregnant)	Serious	These staff members are attending work. Stringent social distancing should be adhered to and if this is not possible the staff member should from home.	Possible	Medium
Staff wellbeing	<p>Staff anxiety re: returning to work and potential exposure to the virus.</p> <p>Anxiety surrounding contact with parents and children when staff can't have contact with their own families</p> <p>Anxiety about still having children at home and difficulties returning to work</p> <p>Anxiety about vulnerable family members in their households</p> <p>Anxiety of protected groups who are more susceptible to contracting Covid 19 more seriously- BME, medical conditions – e.g. Asthma, diabetes, older employees</p>	All staff	Serious	<p>Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>This risk assessment has been developed with reference to BCC Equalities Policies and Procedures to ensure that those affected by the control measures in this risk assessment are not unlawfully discriminated against.</p> <p>EAP contact details have been shared.</p> <p>Staff have regular meeting/supervision with an SLT member</p> <p>Wellbeing tips shared amongst colleagues</p> <p>Individual risk assessments have been completed and discussed with staff member.</p> <p>HR advice is available if required.</p>	High	High

Management of expectations within the Children Centre community	<p>Anxiety within Children Centre community re: prevalence and effectiveness of infection control and social distancing measures</p> <p>Communication re new procedures put in place for the COVID19 crisis period is not accessible to some parent /carer groups e.g. EAL, low literacy</p> <p>Ensuring physical accessibility issues are considered and procedures adapted where necessary for individual parents/carers/staff/children</p>	Service users	Serious	<p>Communication with parents and children prior to reopening will include information about:</p> <ul style="list-style-type: none"> • Arrival and departure from the Children Centre and arrangements for families to access the site • Arrangements for infection control • Service user grouping • Attendance and non-attendance • To avoid using public transport to the CC where possible. • Expectations of 2 metre social distancing inside and outside • Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing • What will happen if there is a case of coronavirus at the Children Centre. <p>Communication will be in plain English. Signage will be simple and in pictorial form where possible.</p> <p>Staff will have identified where language to communication might be a barrier and solutions found. eg. translator to overcome any barriers</p> <p>Procedures will be adapted for parents /carers/staff and children with mobility issues whilst maintaining social distancing guidelines as far as possible</p> <p>Staff will be speaking with all service users before they attend a setting so any accessibility issues should be picked up and any adaption made before they arrive.</p>	Possible	Medium
Community Welfare	<p>Anxiety re: coronavirus and constraints of environments</p> <p>Changing family circumstances likely to have adverse effect upon a family's ability to engage with service</p>	Service users	Serious	<p>Families will be pre-warned about what to expect when they return to groups.</p> <p>Behaviour expectations will be explained to all families and reinforced by all staff.</p> <p>Contact with families will be made before they attend the setting so that any potential concerns/issues can be identified and relevant support</p>	Possible	Medium

				<p>given.</p> <p>Staff responsible for facilitating groups are informed of any existing support plans, safety plans, CIN/CP plans for individual families attending their group/ session.</p>		
Community medical requirements	Families in identified groups.	Extremely clinically vulnerable (shielded)	Serious	These families are not to attend and will continue to be supported at home.	Improbable	Low
		Clinically vulnerable	Serious	These families are not to attend unless they have gained medical advice and will continue to be supported at home.	Possible	Medium
		Living in a household with a person who is extremely clinically vulnerable	Serious	These families will only be invited to attend if stringent social distancing can be adhered to and the family are able to understand and follow those instructions.	Possible	Medium
Provision of first aid	Inadequate first aid treatment exacerbates injury or pre-existing conditions.	Staff/ service users	Serious	<p>Qualified first aiders are available as required</p> <p>Reasonably practicable arrangements for accessing first aid ensures that the opportunity for anyone needing assistance does not come into contact with others who are not in their 'group'/opportunities are limited.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>See below re: use of PPE.</p> <p>First aid kits are available in each room as well as gloves and aprons</p> <p>Parents will be asked to attend to their own child where relevant using CC equipment.</p>	Improbable	Low

Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Staff/ service users	Serious	<p>Government guidance (11/05/20) does not recommend the use of a face covering or face masks in educational settings as follows:</p> <p>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner 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. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn” • in the majority of provision by the CC the parent will be with the child at all times <p>We are complying with the above and are using our local supply chains to obtain PPE. We have noted where this is not possible, and there is unmet urgent need for PPE in order to operate safely, we may approach our local resilience forum.</p> <p>Regardless of the 2m social distancing guidance staff who are likely to have to support families in the circumstances identified above and potentially in the administration of some first aid,</p>	Improbable	Low
--	--	----------------------	---------	--	------------	-----

				<p>have access to appropriate equipment and training in its correct use and disposal.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>		
Emergency Evacuation and lockdown	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p> <p>3. Failure to follow procedures leads to injury or loss of life.</p>	All premises occupants	Serious	<p>Adhere to school evacuation/lockdown procedure.</p> <p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. At assembly areas a 2m separation must be observed.</p> <p>Measures necessary for additional ventilation of the building have been and will be assessed and will not compromise fire safety or site security arrangements.</p> <p>All staff are aware of the measures to take in the event of an emergency evacuation or lockdown. Registers for different groups will be required.</p> <p>Safe evacuation/ lockdown takes priority over the maintenance of social distancing arrangements temporarily.</p>	Possible	Medium
Contact with those with symptoms of coronavirus (including testing)						
Contact with infected persons/ exposure to the virus within the school building	<p>Person contracts COVID 19 as a result of direct contact with an infected person (or a symptomatic person)</p>	All premises occupants	Serious	<p>Guidance has been issued to the entire school community as follows:</p> <p>Those affected must follow government stay at home guidance as follows</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	Possible	Medium

				<p>Those who feel unwell should stay at home, should not attend work or any education or childcare setting and make arrangements to be tested for coronavirus. (see below).</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>		
	<p>If the R rate goes above 1</p> <p>Results of testing taking too long to come back Delay causes further spread of the virus amongst the school community</p> <p>Question of the number of tests available-causing delay in testing</p>	Staff/service users	Serious	<p>We will follow any guidance received by public health England and any regional or localised guidance on what we should do if the R rate goes to one or above in Bristol</p> <p>Closure of the building will take place if there is a localised break out and all staff will return to work from home.</p> <p>When we reopen to the wider cohort of the community, all those eligible to attend and members of their households will have access to testing if they display symptoms of coronavirus.</p> <p>Where a family member or staff member tests positive, the staff known to have been in close contact with the person will be sent home and advised to self-isolate for 14 days. The other household members of the wider group do not need to self-isolate unless the family member or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national track and trace programme if other cases are detected within a school or cohort or wider setting Public Health England will conduct a rapid investigation and advise on the appropriate course of action to take.</p> <p>NB: This area of the government guidance is underdeveloped at the moment. (01/06/20)</p> <p>We have a process in place to inform families testing is required and how to book tests.</p> <p>We will ask for evidence that families recommended to have a test have done so and that the test is clear before they return to groups.</p> <p>We will book tests for staff requiring them under</p>	High	High

				the category of essential workers.		
	Contact with those developing symptoms of the virus during the working day.	All premises occupants	Serious	<p>If anyone becomes unwell with a new, continuous cough or a high temperature we will send them home and advise them to follow the the following guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance.</p> <p>If a family is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive ('What happens if there is a confirmed case of coronavirus in a setting?' refers set out below). They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell</p> <p>Areas occupied and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected. . See</p>	Possible	Medium

				https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks.		
	Concern that some staff/families may not be practising social distancing in their home lives and breaking government rules and increasing the risk of transmission of the virus in school	Staff/ service users	Serious	If it is known to the management or staff that a family is known to be not practicing the governments social distancing they will not be asked to attend the setting If a member of staff is known not to be following social distancing, then a member of the management team will discuss the matter with the individual and corrective behaviours remedied.	Possible	Medium
Cleaning and hygiene						
Cleaning All sites except Stoke Park are part of SLAs	Person contracts COVID 19 as a result of inadequate cleaning	Staff/ service users	Serious	Cleaning is part of the site SLA apart from at Stoke Park where CC staff do general cleaning. Cleaners should be adhering to https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Where CC staff are required to undertake cleaning duties we will ensure that they have received appropriate training and are provided with PPE, as set out in guidelines above. We have identified cleaning of high-risk areas to be undertaken throughout the school day to include: Door handles Kettles Taps Switches Phones Laptops / Printers and photocopiers	Possible	Medium

				<p>Staffroom/ food preparation</p> <p>Surfaces that staff/service users are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p> <p>All soft furnishing has been removed from areas accessed by families.</p> <p>Limited boxes of resources are available that are rotated, quarantined for 72 hours before reused and easily cleaned after each session.</p>		
	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc	Staff/ service users	Serious	<p>All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials.</p> <p>PPE will be provided for all cleaning activities.</p> <p>Safety data sheets for cleaning products are available.</p> <p>Only recommended cleaning products will be used.</p>	Improbable	Low
	Use of hand sanitiser potential for improper use and ingestion.	Staff/ service users	Serious	<p>We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy,</p> <p>Majority of the time children are accompanied by their parent/carer who would supervise the use of hand sanitiser.</p> <p>Hand sanitiser will be out of the reach of children and only administered by an adult</p> <p>We have obtained the Safety Data Sheet for the product(s). They advise on action to be followed if the sanitiser is not used as designed i.e. a child drinks some; it gets in eyes etc.</p> <p>This will also help with potential reactions to the product.</p> <p>We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building(s).</p> <p>We will not make our own having addressed the national CLEAPSS guidance.</p>	Improbable	Low

	Hand hygiene not adhered to	Staff/ service users	Serious	<p>Opportunities are provided for staff and families to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at the Children Centre • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving the Children Centre • after sneezing/coughing. <p>Covered bins available for disposal of paper towels will be emptied periodically during the day.</p> <p>Hand dryers switched off.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with everyone.</p> <p>Catch it, Kill it, Bin it – tissues are available in all rooms, staffroom and reception at a minimum. The message is reinforced with the parents.</p> <p>Where sinks are not easily accessible from the room used by a 'group', hand sanitiser will be available.</p>	Possible	Medium
Measures to reduce contamination	Use of shared resources	Staff/ service users	Serious	<p>No shared resources are taken to other sites or taken home.</p> <p>Families are not required to bring items in from home eg: for 'showing' etc.</p> <p>Shared modelling equipment eg: plasticine, play dough etc will not be available</p> <p>Shared use of stationery and other equipment has been stopped where possible.</p> <p>Shared equipment and surfaces are disinfected more frequently.</p> <p>Staff have been advised that they must wash their hands and surfaces before and after handling any resources</p>	Possible	Medium
	Harder to clean items	Staff/ service	Serious	<p>We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from rooms and spaces until</p>	Possible	Medium

		users		<p>further notice.</p> <p>Where these remain, they will be subject to regular cleaning and disinfection.</p> <p>Resources used in group/session bubbles will be kept separate and not shared at any time. They will be cleaned at the end of each session and stored until needed the for the following session.</p> <p>Outdoor equipment will be limited to easily cleaned items only. Cleaned at the end of each session.</p>		
	Items requiring laundry	Staff/ service users	Serious	We will ensure that all items that are laundered within the school eg blankets are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes.	Possible	Medium
Minimising contact (social distancing) Follow existing Public Health England (PHE) /Government Guidance on social distancing https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings						
Social distancing across the site	Too many people on site increases likelihood of exposure to coronavirus	All premises occupants	Serious	<p>The following measures are being taken to reduce footfall and maintain social distancing on site including:</p> <p>Staff working in bubbles allocated to one site on rotation enabling identification of track and trace if required.</p> <p>Sessions run only allow invited members so that social distancing can be adhered</p> <p>Social distancing 2metre signs and floor markers</p> <p>Currently no crèche provision</p> <p>Staggering opening and departure times</p> <p>Opening up garden environment for family use,</p>	Possible	Medium

				<p>one family at a time</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p> <p>Partners and visitors asked to follow stringent social distancing and hygiene procedures when on site</p> <p>Visitors/ contractors asked to phone and make appointment ahead of attending site so that the amount of people on site can be managed,</p>		
	Social distancing for large groups	All premises occupants		<p>Large groups will not take place until further notice.</p> <p>Zoom is used as a replacement</p>	Improbable	Low
Access to and egress from buildings	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p>	All premises occupants	Serious	Follow school's plan of action	Possible	Medium
Circulation within the building eg corridors	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p>	All premises occupants	Serious	<p>Follow school's plan of action</p> <p>We will arrange for families to access rooms directly from outside where possible.</p> <p>Circulation routes around the Children Centre have been reviewed. Where possible there are one-way circulation routes in corridors</p> <p>Staff will adhere to social distancing guidance and be aware of other colleagues in the building when on site.</p> <p>Invited people on site only so social distancing can be adhered to</p>	Possible	Medium

	2. Infecting others, as above			Floor markings/ signs have been put in place Existing Public Health England (PHE) /Government Guidance on social distancing		
Staffroom/dining area	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p>	School & CC staff	Serious	<p>Follow school's plan of action</p> <p>Where possible, use CC room's for breaks.</p>	Possible	Medium
Playgrounds/ outside areas – to be used by one family at a time	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p>	Staff/ service users	Serious	Individual risk assessment for each site	Improbable	Low
Children Centre Reception areas - Exposure to infection from inadequate social distancing: visitors to Children Centre	1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission	Staff/ service users	Serious	<p>Any visitors to site are to be by appointment only. Families have been advised that they should call the office rather than coming into the Children Centre.</p> <p>Door entry systems to be adjusted so that visitors cannot enter the reception area where there is not a physical barrier between office</p>	Possible	Medium

	<p>(e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p>			<p>staff and visitors.</p> <p>Signage has been erected to advise visitors of social distancing protocols.</p> <p>Consultations with families/ outside agencies etc, to take place over the phone/ video conferencing where feasible. If this is not possible 2m social distancing will be observed in any consultation room and the room cleaned after use.</p> <p>Hand sanitiser will be provided to all persons entering premises.</p> <p>Signage at entrance to explain control measures.</p>		
Children Centre sites	<p>Violence and aggression towards Children Centre staff causes injury and distress</p>	Staff		<p>We will maintain transparency and regular contact with all members of the community.</p> <p>Regular briefings/updates for all staff so that they are aware of Children Centre response to the COVID 19 virus and can communicate consistently to those who ask.</p> <p>Readiness to deploy the range of behaviour remedies if behaviour becomes unacceptable from warning to full banning from site/sect 547 warnings/action.</p> <p>Lock down procedures are in place and staff know how to activate a lock down.</p>	Improbable	Low
Work areas	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as</p>	Staff	Serious	<p>Staff will work from home where work does not involve direct contact with families etc. or a physical need to be on site eg printing</p> <p>Furniture reconfigured in staff areas to allow 2m distancing; etc, has been implemented.</p> <p>All areas to be cleaned regularly. ICT equipment and work areas must be cleaned between use.</p> <p>ICT equipment not to be shared so laptops used if possible.</p> <p>All areas have disposable cloths and relevant cleaning products.</p> <p>Limited numbers of staff/ people in working</p>	Possible	Medium

	above			<p>areas dependant on size and ability to social distance safely.</p> <p>Dishwashers used where available for cleaning crockery, utensils etc. Paper towel only to be used - no tea towels or hand towels.</p>		
Contractors working on the premises.	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p>	All premises occupants	Serious	<p>All contractors working on the premises will be required to follow control measures listed for visitors above. Where possible they will be required to visit after group hours.</p> <p>All contractors to call ahead of visiting site to make an appointment.</p> <p>Only essential visits/works to be carried out.</p> <p>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the Children Centre.</p>	Possible	Medium
Deliveries	<p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p>	All premises occupants	Serious	<p>Deliveries will need to be scheduled - ringing ahead to warn of imminent arrival by drivers should be asked for</p> <p>Drivers should wash or clean their hands before unloading goods and materials.</p> <p>Drivers should leave packages in a safe place – school staff not to approach delivery staff</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p>	Possible	Medium

Part 2: Maintaining provision for families whilst at home

Maintaining contact with families at home	Safeguarding concerns are not reported; child is placed at risk.	Children	Serious	<p>Concerns may become apparent during interaction in the community, online communication etc</p> <p>All Children Centre staff to be aware of arrangements in place to contact Children Centre DSL/ Deputies during the closure period.</p> <p>If a family is identified at immediate risk, staff member to call 999 and report to the police</p>	Possible	Medium
	Enhanced risks to children re: online safety resulting from increased internet exposure;	Children	Serious	<p>Children Centres to provide information to parents re: online safety. Including encouraging parents to set up age-appropriate parental controls and internet filters as applicable. Also signposting to support available for reporting bullying and online abuse.</p>	Possible	Medium
	E-Safety. Inappropriate staff contact with families	Staff/ service users	Serious	<p>Children Centre E-Safety Policies continue to apply.</p> <p>Communication must only take place through Children Centre channels approved by the senior leadership team and local authority.</p> <p>Staff must not use or make informal arrangements with families using their own personal devices.</p>	Improbable	Low
	Injury or contamination of staff undertaking home visits.	Visiting staff	Serious	<p>Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating.</p> <p>Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile.</p> <p>Children Centre Lone Working Procedures to be followed (including the maintenance of a Children Centre contact during the visit).</p>	Possible	Medium
	Vulnerable children are 'missed' through lack of	Children	Serious	<p>Where the family is self-isolating ask that the child comes to the window so that they can be</p>	Possible	Medium

	contact etc			seen by professionals. If phoning families, we will speak to the child as well (if age appropriate)		
--	-------------	--	--	--	--	--

PART 3: Arrangements for staff working from home during the Children Centre closure period (from 23 March 2020)

Follow the guidance at

<https://www.hse.gov.uk/toolbox/workers/home.htm>

Use of display screen equipment eg: laptop	Back/neck/wrist injury from poor posture and use of equipment over a prolonged period of time.	Staff working from home	Serious	<p>Follow guidance from HSE (March 2020) as follows:</p> <p>For those people who are working at home, the risks associated with DSE must be controlled. However, there is no increased risk from DSE work for those working at home very temporarily. We advise staff that there are some simple steps to be taken to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> • breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity • avoiding awkward, static postures by regularly changing position • getting up and moving or doing stretching exercises • avoiding eye fatigue by changing focus or blinking from time to time. <p>https://www.hse.gov.uk/toolbox/workers/home.htm</p>	Possible	Medium
Data protection	<p>Data breach exposes staff or families to risk of harm.</p> <p>Data breach is undetected.</p>	Staff/ service users	Serious	<p>All staff have received GDPR training and are aware of their responsibilities re: use and transfer of personal data.</p> <p>Children Centre Data Protection Policies and Procedures apply.</p> <p>Staff are aware of their responsibilities for</p>	Possible	Medium

				<p>reporting a data breach to BSL/Manager. Our DPO is involved if required.</p> <p>Staff use earphones in zoom meetings if discussing any confidential information if they cannot move to a room where they are on their own and the meeting is not overheard.</p>		
Workplace stress exacerbated by social isolation.	<p>Depression</p> <p>Anxiety and other forms of mental illness</p> <p>Staff trying to balance work at home with children and or as well as other members of the family</p>	Staff working from home	Serious	<p>Opportunities are in place for regular contact from line managers and colleagues. Albeit remotely via online methods.</p> <p>Access to counselling services is provided by EAP programme All staff have been provided with details of this for use at home.</p>	High	High
<p>NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.</p>						

Section 2 - ACTION PLAN - additional precautions

What is the Hazard You Need to Control?	What additional precautions do you need to either eliminate the risks or to reduce the risk to: at least the MEDIUM RISK RATING or ideally the LOW RISK RATING.	Who is Responsible For Implementing These Controls?	When Are These Controls to be Implemented (Date)?	When Were These Controls Implemented (Date)?
Staff wellbeing	Staff have fortnightly check ins on an individual basis.	SLT	Ongoing	March 2020
R rate goes above 1	Ensure all Public Health guidance is followed and shared. Close all settings and all staff to work from home.	SLT	Ongoing	
Workplace stress exacerbated by social isolation	Recognise that all staff will be experiencing a higher than normal level of stress. Regular check ins with staff and supervision.	SLT	Ongoing	

Preparation of Children Centre buildings	Compliance checks to continue regularly – clarified with schools. Additional cleaning to take place. Deep clean to be arranged at Sea Mills & Stoke Park due to no one on site since lockdown on 23 rd March	SLT All staff	Ongoing	
Ventilation	Prevent use of aircon units at Avonmouth & Filton Avenue until confirmation received safety is assured.	SLT	23/03/20	
Travel to and from site	Avoid public transport wherever possible. Continue to work with staff re alternative transport and be flexible re working days/times to support this	SLT	Ongoing	
Staff availability	Staff to make manager aware if they are unavailable. Staffing rotas to keep staff in the same bubble each week. Site closed if necessary to prevent lone working.	SLT	Ongoing	
Staff training	Continue up dating staff of any changes and offer relevant training.	SLT	ongoing	
Individual staff requirements	Continue to be sympathetic to individual circumstances and keep individual RA's up to date. Staff identified as critically vulnerable & vulnerable staff will work from home. Remind staff of social distancing and hygiene measures to protect anyone who is vulnerable in their household.	SLT	Individual RA's to be in place by 12/6/20 Ongoing support	
Community Welfare	Keep service users updated and maintain open communication.	SLT	Ongoing	
Management of expectations within the Children Centre community	Continue to maintain social distancing. Replace any signs damaged or unreadable.	All staff	Ongoing	
Community medical requirements	Support service users to make the right decision on whether to attend the setting or not	All staff	Ongoing	
Emergency Evacuation and lockdown	Trial and practice procedure if safe to do so, in collaboration with host school. Revisit procedure if necessary.	SLT	Ongoing	From 1 st June 2020
Exposure to the virus	Follow government guidance on self-isolation and ensure social distancing is enforced in the centres.	Everyone	Ongoing	
Contact with those developing symptoms of the virus during the working day.	Maintain extra vigilance.			
Cleaning	Maintain stringent cleaning routines and carry out regular checks.	All staff	Ongoing	

Hand hygiene	Reinforce handwashing routines and remind families regularly. Ensure effective handwashing posters are displayed by every sink.	All staff	Ongoing	
Measures to reduce contamination	Email to staff reminding no resources to go between sites. Families reminded no toys etc to be brought on site.	All staff	Ongoing	
Social distancing across the site	Follow school's plan of action. Stay vigilant at all times, be aware of who is on site where and when.	Everyone	Ongoing	
Access to and egress from buildings	Follow school's plan of action. Stay vigilant at all times, be aware of who is on site where and when.	Everyone	Ongoing	
Circulation within the building	Follow school's plan of action. Stay vigilant at all times, be aware of who is on site where and when.	Everyone	Ongoing	
Staffroom/dining area	Follow school's plan of action. Adhere to 2m distancing, hand hygiene & cleaning protocols. Stay vigilant at all times, be aware of who is on site where and when.	Everyone	Ongoing	
CC reception areas	Adhere to 2m distancing, hand hygiene and cleaning protocols. Stay vigilant at all times, be aware of who is on site where and when.	Everyone	Ongoing	
Work areas	Adhere to 2m distancing, hand hygiene and cleaning protocols. Stay vigilant at all times, be aware of who is on site where and when.	Everyone	Ongoing	
Contractors working on the premises	Only essential visits/ works to be carried out	School caretaker. SLT	Ongoing	
Deliveries	Only essential deliveries to be made.	All staff	Ongoing	
Safeguarding	Ensure all staff have updated safeguarding policy and know amendments that have been made.	SLT	June 2020	
Online safety	Remind families of online safety and to be vigilant at all times.	All staff	Ongoing	
Injury or contamination of staff undertaking home visits.	Remind staff of home visit policy.	All staff	Ongoing	
Vulnerable children are 'missed' through lack of contact etc	Staff to continue telephone calls and socially distanced visits with families they are concerned about.	All staff	Ongoing	
Use of DSE at home	Re visit and remind staff of healthy work stations guidance	SLT	June 2020	
Data protection	Remind and reinforce staff of GDPR guidance	SLT	March 2020	

RISK RATING MATRIX
(Notes To Aid Completion Of The Risk Assessment Format)

Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High Likelihood	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days)	Possible	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Improbable	So unlikely that probability is close to zero

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High Likelihood	Possible	Improbable
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk