

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

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**Assessment Date:** 11.06.20

**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 1<sup>st</sup> 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](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 15<sup>th</sup> 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 <b>Task/Activity</b> or <b>Workplace Environment</b> You Are Assessing?	What <b>Hazards</b> Are Present or May Be Generated?	Who is <b>affected</b> or <b>exposed</b> to hazards?	What is the <b>Potential Severity of Harm</b> ( <i>Risk Rating Matrix Table 1</i> )?	What <b>Precautions</b> are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening ( <b>Existing Controls</b> )?	What is the <b>Likelihood of harm</b> occurring? ( <i>Risk Rating Matrix Table 1</i> )?	What is The <b>Risk Rating</b> (See <b>Note Below &amp; Risk Rating Matrix Table 2</b> )

Preparation of the outdoor environment	Failure to complete checks renders the space unfit for use.	All premises occupants	Serious	<ul style="list-style-type: none"> <li>Gardens have been kept maintained and gardener contractors have continued with regular visits.</li> <li>Annual ROSPA and garden inspections are up to date.</li> <li>Daily garden checks are completed on a daily basis (if opening garden) or before use of the garden space.</li> <li>All moveable resources including any soft furnishings have been removed. Fixed resources have been cleaned and checked.</li> <li>Resources are organised into sets, cleaned and quarantined after each session. Used on rolling process.</li> <li>No malleable resources such as sand, playdough or water play will be offered as an activity.</li> <li>Large fixed equipment will be washed/wiped down after each individual session.</li> <li>Clear social distancing and hygiene signs are visible around garden environment</li> <li>Cleaning station including hand sanitiser at entrance and families asked to partake in hand hygiene before entry.</li> <li>Families are offered/ invited to use safe garden space on a one to one basis.</li> <li>Government guidance 1/6/2020 includes that families can go outdoors with members of their household.</li> </ul> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation</a>	Possible	Medium
Management of expectations within the Children Centre community	Anxiety within Children Centre community re: prevalence and effectiveness of infection control and social distancing measures	Service users	Serious	<p>Communication with parents and children prior to reopening will include information about:</p> <ul style="list-style-type: none"> <li>Arrival and departure from the Children Centre and arrangements for families to access the site</li> <li>Arrangements for infection control</li> <li>Attendance and non-attendance – how this will be communicated between CC and family.</li> <li>To avoid using public transport to the CC where possible – most families live within walking distance of the CC.</li> <li>Attendance to the garden sessions will be by invitation only</li> </ul>	Possible	Medium

	<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>			<ul style="list-style-type: none"> <li>• Expectations of 2 metre social distancing inside and outside</li> <li>• Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing</li> <li>• Those not following infection control, social distancing rules will be asked to leave the setting.</li> <li>• Details of what equipment is provided and what procedures we have in place re cleaning/ infection control.</li> <li>• What things families will need to bring from home</li> <li>• What will happen if there is a case of coronavirus at the Children Centre.</li> </ul> <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> <p>Government guidance for parents is available at:  <a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</a> </p>		
Staffing availability and ratios	Staffing ratios insufficient for sessions. Need to consider safe levels and social distancing arrangements.	Staff/ service users	Serious	<ul style="list-style-type: none"> <li>• There will always be a minimum of two members of staff present on site for sessions to go ahead.</li> </ul> <p>If two members of staff cannot be on site, then sessions will be cancelled and families informed in time so that they do not attend the setting.</p>	Improbable	Low
Family Welfare	Welfare - changing family circumstances likely to have an adverse effect of	Staff/ service users	Serious	<ul style="list-style-type: none"> <li>• Contact with the family before session to ensure that families are well and that no one wishing to attend the session are showing any symptoms of Covid - 19.</li> </ul>	Possible	Medium

	attending CC			<ul style="list-style-type: none"> <li>If they are showing any Covid-19 symptoms, then family asked not to attend.</li> <li>Contact with families will be made the day before the session to ensure that they are aware of any new potential issues so that any relevant support/ materials are made available.</li> </ul> <p>Staff responsible for session will be briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual families.</p>		
Provision of first aid	<p>Inadequate first aid treatment exacerbates injury or pre-existing conditions.</p> <p>Slips, trips, and falls</p> <p>Stings, bites</p>	Staff/ service users	Serious	<p>Families are responsible for the care and supervision of their children at all times</p> <p>Qualified first aiders and first aid kits 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 'family'.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>PPE – gloves and aprons available if required.</p> <p>Parents will be asked to attend to their own child where relevant using CC equipment.</p> <p>Access to bathroom/ running water available.</p> <p>Staff have telephone access if an emergency or 999 call is required.</p>	Improbable	Low
<p><b>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.</b></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 Preparation of the outdoor environment - wellbeing	Staff and service users to stay vigilant at all times. Continue with stringent hand hygiene and social distancing.	All staff Service users	Ongoing	June 2020
Effectiveness of infection control and social distancing measures	Staff and service users to stay vigilant at all times. Continue with stringent hand hygiene and social distancing. Open communication between CC and service users.	All staff Service users	Ongoing	
Management of expectations within the Children Centre community	Continue to maintain social distancing. Replace any signs damaged or unreadable.	All staff	Ongoing	
Family Welfare	Keep service users updated and maintain open communication.	All staff	Ongoing	

**RISK RATING MATRIX**  
 (Notes To Aid Completion Of The Risk Assessment Format)  
**Table 1**

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

**Table 2**

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