

NBCC Risk Assessment: Operation from 2nd November 2020: response to Covid-19.

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Assessment Date: 02.11.20

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

Background, Context & References:

From Thursday 2nd November 2020, England will be in national lockdown. All schools are required to remain open for all pupils. This model risk assessment has been developed to support schools in implementing government guidance for the reopening of schools first issued on 2 July 2020. It has now been updated to reflect lockdown updates. It is available here

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Control measures in this risk assessment reflect government guidance for schools.

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

In line with government guidance to other businesses that are advised to go back to work, this risk assessment will be made publicly available to those who wish to see it. Bristol City Council health & safety team have assessed each of NBCC's sites and Covid-19 Secure notices are displayed at each site.

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. 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, dry 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 is titled NBCC Covid 19 Risk Assessment NOV 2020 and is dated 02.11.2020. It can be located on our server within Health & Safety files.

Part 1: Schools during Lockdown from 2nd November 2020

Schools are continuing to follow the re-opening advice from 1st September 2020:

The rationale for schools re-opening for more groups of pupils is set out in the document Education and childcare during coronavirus: Guidance for the full reopening of schools. It is predetermined on the principle that cases of coronavirus have reduced and that there is an effective 'Track and Trace' process in place. The guidance is clear that risks posed to pupils from remaining out of school in terms of their wellbeing, safeguarding and academic achievement outweigh those posed from the contraction of coronavirus. In relation to working in schools the guidance states that "whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults."

This risk assessment is based on the control measures described in the government guidance for reopening schools referred to above. This states that if schools follow the control measures as set out below, they can be "confident that they are managing risk effectively".

The system of controls: protective measures

Having assessed their risk, schools must work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here, they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the following sections.

Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
 - 2) Where recommended, use of face coverings in schools.
 - 3) Clean hands thoroughly more often than usual.
 - 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
 - 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
 - 6) Minimise contact between individuals and maintain social distancing wherever possible.
 - 7) Where necessary, wear appropriate personal protective equipment (PPE).
- Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.
Number 7 applies in specific circumstances.

Response to any infection

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

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 (<i>Risk</i>)	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? (<i>Risk Rating Matrix Table 1</i>)?	What is The Risk Rating (<i>See Note Below &</i>
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			Rating Matrix Table 1)?			Risk Rating Matrix Table 2)
1.A: Contact with those with symptoms of coronavirus: Testing: Track and Trace; Outbreak response						
Contact with infected persons/ exposure to the virus within the school building	Person contracts COVID 19 as a result of direct contact with an infected person (or a symptomatic person) entering the premises	All premises occupants	Serious	<p>Guidance has been issued to the entire school community.</p> <p>Anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 10 days.</p> <p>Those affected must follow government stay at home guidance as follows https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.</p>	Possible	Medium
	Contact with those developing symptoms of the virus during the working day.	All premises occupants	Serious	<p>Our procedure will be that if anyone becomes unwell with a new, continuous cough or a high temperature we will send them home and advise them to follow the following guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</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</p>	Possible	Medium

				<p>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 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>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.</p>		
Use of face coverings	<p>Failure to use face covering in areas where it is difficult to maintain social distancing increases the likelihood of exposure to coronavirus in the school community.</p> <p>Communal areas</p>	All premises occupants	Serious	<p>Government guidance is as follows: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>NBCC staff are not required to wear face coverings but can if they feel it is necessary. Everyone will be required to maintain a 2m social distance at all times, both indoors and outdoors. If this cannot be achieved, the meeting should not proceed. SLT have approved this approach. This approach has been explained to parents/carers before they visit the setting.</p> <p>Face coverings are required by visitors aged 12+ unless they are exempt. Exemption does not have to be proven https://www.gov.uk/government/publications/face-</p>	Possible	Medium

				coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#exemptions NBCC staff will wear a mask to meet visitors at the reception area and remind them to wear a mask. Anyone who is not exempt and refusing to wear a mask cannot enter the building.		
Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Visitors	Serious	Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Visitors should place reusable face coverings in a plastic bag they can take home with them and dispose of disposable face coverings in 'black bag' waste bin (not recycling bin).	Possible	Medium
Engagement with the NHS Track and trace Process	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community. Anxiety and dissent within the school community	Staff/ service users	Serious	Relevant staff understand the NHS Test and Trace process and how to contact their local Public Health England health protection team . We will ensure that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and visitors must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for	Possible	Medium

				<p>coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. <p>if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>		
Management of confirmed cases of coronavirus	<p>Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community.</p> <p>Anxiety and dissent within the school community</p>	Staff/ service users	Serious	<p>We will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>We will follow advice issued by our Local Authority and contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection</p>	Possible	Medium

team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of staff and visitors in each group, and any close contact that takes places between staff in different groups. This should be a proportionate recording process..

We note that a template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the

				<p>original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p> <p>We note that schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p>		
	Inadequate response to alerts provided by use of NHS COVID-19 App	Staff/ service users	Serious	<p>We note government guidance for use of the App in schools as set out below. https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p> <p>Specifically that the agreed process for ensuring a setting is aware of a positive case, as set out in the guidance for full opening for schools and further education colleges in the autumn term, is still in place and is not changed by the introduction of the app.</p> <p>If we become aware that a member of staff or visitor has tested positive for coronavirus (COVID-19), we will contact PHE using agreed local procedures.</p> <p>Where staff are required to keep their phones in lockers etc during the working day we have advised them to turn the tracking off whilst they are not in close proximity to their phone.</p>	Possible	Medium
1: B Cleaning and hygiene						
Hand hygiene	Poor hand hygiene increases the likelihood of infection from coronavirus	Staff/ service users	Serious	<p>Opportunities are provided for staff and visitors to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • on arrival at school • after using the toilet • after breaks • before food preparation • before eating any food, including snacks • before leaving school 	Possible	Medium

				<ul style="list-style-type: none"> • after sneezing/coughing. <p>Paper towels will be used to dry hands in preference to hand dryers. Signage about how to wash hands properly, is on display. Where sinks are not easily accessible, hand sanitiser will be available.</p>		
Respiratory Hygiene	Poor respiratory hygiene increases the likelihood of infection from exposure to coronavirus.	Staff/ service users	Serious	<p>Catch it, kill it, Bin it – tissues are available in all rooms. Covered bins are available for the disposal of used tissues.</p>	Possible	Medium
Cleaning All sites except Stoke Park are part of SLAs	Person contracts COVID 19 as a result of inadequate cleaning	Staff/ service users	Serious	<p>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</p> <p>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:</p> <p>Door handles Kettles Taps Switches Phones Laptops / Printers and photocopiers 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</p>	Possible	Medium

				easily cleaned after each session.		
Safe use of cleaning products	Inappropriate exposure to cleaning product results in allergic reaction/ poisoning etc	Staff/ service users	Serious	All staff involved in cleaning duties will receive training re: safe use and storage of cleaning materials. PPE will be provided for all cleaning activities. Safety data sheets for cleaning products are available. Only recommended cleaning products will be used.	Improbable	Low
	Use of hand sanitiser potential for improper use and ingestion.	Staff/ service users	Serious	We are providing/allowing the use of hand sanitisers that contain at least 60% alcohol. Recognising it is not possible to follow the hand wash advice everywhere, a hand sanitiser is next best and unless there's some allergy, Majority of the time children are accompanied by their parent/carer who would supervise the use of hand sanitiser. Hand sanitiser will be out of the reach of children and only administered by an adult 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. This will also help with potential reactions to the product. We have and will secure adequate supplies of the product and provide it, especially in areas such as reception to the building(s). We will not make our own having addressed the national CLEAPSS guidance.	Improbable	Low
Measures to reduce contamination	Use of shared resources	Staff/ service users	Serious	No shared resources are taken to other sites or taken home. Families are not required to bring items in from home eg: for 'showing' etc. Shared modelling equipment eg: plasticine, play dough etc will not be available Shared use of stationery and other equipment has been stopped where possible. Shared equipment and surfaces are disinfected more frequently. Staff have been advised that they must wash their hands and surfaces before and after handling any resources.	Possible	Medium

	Harder to clean items	Staff/ service users	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 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>	Possible	Medium
	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

1:C 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>Staggering opening and departure times</p> <p>Opening up garden environment for family use, 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>	Possible	Medium
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Social distancing for large groups	Large groups increase the likelihood of exposure to and transmission of coronavirus	All premises occupants		Large groups will not take place until further notice. Zoom is used as a replacement.	Improbable	Low
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1:D Minimising contact (social distancing). Phase specific guidance.

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>

Grouping pupils and social distancing of pupils: Early Years	Exposure to infection	Staff & service users	Serious	<p>Only targeted families for essential support groups will be invited into the setting.</p> <p>Staffing will be consistent throughout the day and week where possible (recognising that some staff will work on a part time basis).</p> <p>We recognise that children in the early years cannot be expected to remain 2m apart from each other and staff. In line with the control measures set out in the guidance below we with ensure:</p> <ul style="list-style-type: none"> that individual groups use the same area of the setting/school throughout the day as much as possible that sharing of toys and resources is reduced that any toys or resources that are shared can be easily cleaned between different groups' use. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p>	Improbable	Low
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1:E Use of Personal Protective Equipment (A face covering is not PPE because they are not designed to protect the wearer from infection from coronavirus).

Use of Personal Protective Equipment (PPE)	Incorrect use exacerbates the risk of further infection.	Staff & service users	Serious	<p>We have followed the advice of our employer, Bristol City Council. This means that we will not carry out activities on site that require PPE. Staff will only make home visits if they are essential and will wear appropriate PPE during the visit.</p> <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>	Improbable	Low
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				Regardless of the 2m social distancing guidance staff who are likely to have to support families and potentially in the administration of some first aid, have access to appropriate equipment and training in its correct use and disposal. 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		
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1:F Transport and travel arrangements

Travel to and from site	Potential for increased exposure to coronavirus (and potential for introduction into the school) through use of public transport	All premises occupants	Serious	Existing Public Health England (PHE) /Government Guidance https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice 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. Face masks must be worn on public transport.	Possible	Medium
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1:G School workforce

Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	All staff	Serious	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.). EAP contact details have been shared. Staff have regular meeting/supervision with an SLT member Wellbeing tips shared amongst colleagues HR advice is available if required.	High	High
Staff who may be at increased risk from coronavirus	Staff anxiety	Staff in at risk group	Serious, potentially fatal	We recognise that some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the following report	High	High

	Potential for staff to suffer serious illness if they contract coronavirus.			<p>https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes</p> <p>We will remain alert to the findings of this research and respond to any changes in guidance accordingly.</p> <p>If people with significant risk factors are concerned, we will discuss their concerns and explain the measures the school is putting in place to reduce risks.</p> <p>Where practically possible we will accommodate additional measures to support staff where appropriate.</p> <p>We have developed this risk assessment with reference to our Equalities Policies and Procedures to ensure that those affected by the control measures in this risk assessment are not unlawfully discriminated against.</p> <p>We note that people who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</p>		
Staff training	Staff are not aware or do not understand the requirements for working safely when returning to work	Staff/ service users	Serious	<p>In preparation for a full return on 1st September 2020 training and written instruction has been provided re: operating procedures outlined in this risk assessment to all staff. This includes:</p> <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). 	Possible	Medium

Individual staff requirements	Concerns from staff in identified work groups	Clinically extremely vulnerable (Shielding)	Fatal/Major	We note that individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised to work at home.	Possible	High
		Clinically vulnerable including pregnant women	Serious	May attend work but should follow advice https://www.gov.uk/guidance/new-national-restrictions-from-5-november (NB an individual risk assessment must be carried out for new and expectant mothers; exposure to coronavirus should be included as a potential hazard). We note that The Royal College of Obstetrics and Gynaecology (RCOG) has published https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/ This document includes advice for women from 28 weeks' gestation or with underlying health conditions who may be at greater risk. Government advice is that employers and pregnant women should follow this advice and to continue to monitor for future updates to it.	Possible	Medium
Students	Potential of the introduction of coronavirus into the school	All premises occupants	Serious	No new students will be allowed but current students can complete their course. They will be treated as a member of staff for the purpose this risk assessment.	Possible	Medium
Use of volunteers	Potential of the introduction of coronavirus into the school	All premises occupants	Serious	No volunteers until further notice	Improbable	Low

1:H Children Centre community wellbeing

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	Communication with parents and children prior to reopening will include information about: <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 	Possible	Medium
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	<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"> 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>		
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 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>	Possible	Medium
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
Engagement with the NHS Track and trace Process	Failure to follow PHE/ NHS Track and Trace procedures increases the likelihood of exposure to coronavirus in the school community. Anxiety and dissent within the school community	Staff/service users	Serious	See 1A	Possible	Medium

1:I Provision of first aid

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 above 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
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1:J Premises

Preparation of school building	Failure to complete compliance checks renders the building unfit for use	All premises occupants	Serious	<p>We will ensure that each school has completed the following:</p> <ul style="list-style-type: none"> - flushed all outlets and has recommissioned all its systems before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment. - Checked fire safety systems have been including and making sure: <ul style="list-style-type: none"> • all fire doors are operational • the fire alarm system and emergency lights are operational - all areas and surfaces have been cleaned and disinfected prior to reopening and if necessary, pest control deployed for insect infestations, particularly in the kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes 		
Ventilation (Open windows and doors are recommended as a means of	Falls from height (open windows)	All premises occupants	Serious	<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>	Improbable	Low

improving air circulation within the building)						
	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	We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security. 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. Door guards etc will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles). All staff have been reminded about the arrangements in place in the event of a fire evacuation and lockdown.	Improbable	Low
	Open windows in the winter months mean that the temperature in buildings is uncomfortable.	All premises occupants	Serious	We will ensure that our building is heated to a temperature whereby staff can work comfortably whilst endeavouring to ensure that there are measures in place to ensure good ventilation. This will include closing external doors to avoid unnecessary heat loss from occupied buildings. Advice from HSE available https://www.hse.gov.uk/temperature/thermal/managers.htm NB Minimum workplace temperature is 16 degrees centigrade.	Possible	Medium
Use of temporary heaters	Unguarded devices increase potential for fire and injury to staff and service users	All premises occupants	Serious	Where temporary devices are deployed, we will ensure that <ul style="list-style-type: none"> • electrical sockets are not overloaded • Heaters are suitably guarded so as not to cause injury to staff and visitors • Cables etc do not form trip hazards • There is a regime in place to ensure that all devices are switched off when not in use and that this is checked at the end of the day. 	Possible	Medium

Emergency Evacuation and lockdown	Failure to follow procedures leads to injury or loss of life.	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
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1: K Music and singing

Singing or playing instruments	Increased likelihood of infection from coronavirus from playing musical instruments and singing.	Staff & service users	Serious	No singing or playing of musical instruments will happen unless it on Zoom.	Improbable	Low
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1:L Social distancing in the wider school environment

Access to and egress from buildings	Exposure to infection from inadequate social distancing	All premises occupants	Serious	<p>Follow school's plan of action</p>	Possible	Medium
Circulation within the building eg corridors	Exposure to infection from inadequate social distancing	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> <p>Floor markings/ signs have been put in place</p> <p>Existing Public Health England (PHE) /Government Guidance on social distancing</p>	Possible	Medium

Staffroom/dining area	Exposure to infection from inadequate social distancing	School & CC staff	Serious	Follow school's plan of action Where possible, use CC rooms for breaks.	Possible	Medium
Playgrounds/ outside areas – to be used by one family at a time	Exposure to infection from inadequate social distancing	Staff/ service users	Serious	Individual risk assessment for each site	Improbable	Low

1:M Social distancing: Offices and shared staff areas

Children Centre Reception areas - Exposure to infection from inadequate social distancing: visitors to Children Centre	Exposure to infection from inadequate social distancing	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 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>	Possible	Medium
Children Centre sites	Violence and aggression towards Children Centre staff causes injury and distress	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	Exposure to infection from inadequate social	Staff	Serious	Staff meetings will be held remotely; if this is not possible	Possible	Medium

	distancing			<p>2m social distancing guidance will be followed.</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>Limited numbers of staff/ people in working 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.	Exposure to infection from inadequate social distancing	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>For areas where there are larger scale building projects in place, contractors will remain entirely separate from the Children Centre.</p>	Possible	Medium
Deliveries	Exposure to infection from deliveries arriving at the site	All premises occupants	Serious	<p>Clear guidance for delivery drivers to be placed at the school entrance to include advising the school reception by phone of their arrival.</p> <p>School staff will advise the delivery driver of a safe space to leave the goods and must not come into contact with the driver.</p> <p>Where it is not feasible to quarantine deliveries staff must wash their hands after unpacking items and dealing with waste packaging.</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
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	Enhanced risks to children re: online safety resulting from increased internet exposure;	Children	Serious	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.	Possible	Medium
	E-Safety. Inappropriate staff contact with families	Staff/ service users	Serious	Children Centre E-Safety Policies continue to apply. Communication must only take place through Children Centre channels approved by the senior leadership team and local authority. Staff must not use or make informal arrangements with families using their own personal devices.	Improbable	Low
	Injury or contamination of staff undertaking home visits.	Visiting staff	Serious	Staff to follow government guidance on social distancing. Speak to families on the door step or through a window if they are self-isolating. Any home visit will be carried out by 2 members of staff subject to risk assessment associated with that home, location and family profile. Children Centre Lone Working Procedures to be followed (including the maintenance of a Children Centre contact during the visit).	Possible	Medium
	Vulnerable children are 'missed' through lack of contact etc	Children	Serious	Where the family is self-isolating ask that the child comes to the window so that they can be seen by professionals. If phoning families, we will speak to the child as well (if age appropriate)	Possible	Medium

PART 3: Arrangements for staff working from home during a local outbreak or lockdown

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	Follow guidance from HSE (March 2020) as follows: For those people who are working at home, the risks associated with DSE must be controlled. However, there	Possible	Medium
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				<p>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>		
Data protection	Data breach exposes staff or families to risk of harm. Data breach is undetected.	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 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>	Possible	Medium
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/anxiety	Staff have fortnightly check ins on an individual basis.	SLT	Ongoing	March 2020
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	
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.	Everyone	Ongoing	
Correct use of face coverings	Face masks/shields provided for all staff participating in home visits and for visitors at Upper Horfield	Everyone	Ongoing	
Correct disposal of face masks	Waste bins with lids at all settings. Nappy sacks provided for staff going on home visits.	Everyone	Ongoing	
NHS Track and trace	Follow government guidelines.	All staff	Ongoing	
Management of confirmed cases	Follow government guidelines.	All staff	Ongoing	
Hand hygiene	Reinforce handwashing routines and remind families regularly. Ensure effective handwashing posters are displayed by every sink.	All staff	Ongoing	
Respiratory hygiene	Ensure catch it, kill it, bin it posters are displayed and provide boxes of tissues in every room.			
Cleaning	Maintain stringent cleaning routines and carry out regular checks. Store cleaning products in locked cupboards.	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	

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 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 in place. 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	
Ventilation	Prevent use of aircon units at Avonmouth & Filton Avenue until confirmation is received that safety is assured.	SLT	23/03/20	
Temporary heaters	Only use when supervised. Unplug when not in use.	Everyone	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
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
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	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