

NBCC Risk Assessment: Operation from 17th May 2021: response to Covid-19.

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

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Background, Context & References: Re-opening schools to all pupils from 8th March 2021

From Monday 8th March 2021 schools were required to reopen for all pupils.

This model risk assessment is based on the implementation of government guidance set out in [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](#) which was last updated on 10th May 2021.

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

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. 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.

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.

The risk assessment associated with how we have and are currently operating is titled MAY 2021 NBCC - Covid 19 Risk Assessment and is dated 17.05.21 It can be located on our server within Health & Safety files.

The system of controls set out in the Operational guidance for schools [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](#) provides a set of principles for infection control.

"We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. In this section where something is essential for public health reasons, as advised by Public Health England (PHE), we have said 'must'. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations. This is the set of actions you must take. They are grouped into 'prevention' and 'response to any infection'. If you follow the system of controls, you will effectively reduce risks in your setting and create an inherently safer environment. These additional measures will be reviewed in partnership with health experts to decide whether evidence suggests that these measures can be eased ahead of the summer term".

The system of controls: protective measures

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) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact between individuals and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Numbers 1 to 7 must be in place in all schools, all the time.

Response to any infection

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

Numbers 10 to 12 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 (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)
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>If anyone becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be stay at home and are advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>Other members of their household should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full 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	All premises	Serious	Our procedure for those developing symptoms of the virus during the day is set out above. Affected staff will	Possible	Medium

	<p>the virus during the working day.</p>	<p>occupants</p>	<p>be sent home and advised to obtain a PCR test.</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>Any member of staff who has provided close contact care to someone with symptoms, while wearing PPE and all other members of staff or pupils who have been in close contact with that person with symptoms, if wearing a face covering, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • The symptomatic person subsequently tests positive • They develop symptoms themselves (in which case, they should arrange to have a test) • They are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated). <p>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</p>		
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				in contact with is to be made, and these are to be monitored for symptoms throughout the following 10 days.		
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 (22/02/21) will be adhered to https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>NBCC staff are required to wear face coverings in communal areas. They are not required to wear face coverings while sat in NBCC rooms 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-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#exemptions Face masks will be supplied to visitors who don't have one</p> <p>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.</p> <p>We have advised staff that face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer.</p>	Possible	Medium
Safe wearing and removal of face coverings	Potential of contamination if face coverings are removed or disposed of incorrectly.	Staff/ service users	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.	Possible	Medium

				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).		
	Staff or visitors do not have a face covering	Staff/ service users	Serious	Requirements for everyone over 12 years old to have a face covering will be communicated to staff/visitors. It is reasonable to assume that everyone will now have access to face coverings due to their increasing use in wider society, and Public Health England has made available resources on how to make a simple face covering. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, we will take steps to have a small contingency supply available to meet such needs.	Possible	Medium
	Anyone exempt from wearing a face covering	Staff/ service users	Serious	Some individuals are exempt from wearing face coverings. This applies to those who: <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate The same exemptions will apply in our school; we will ensure that staff are aware of this and are sensitive to those needs. Proof of exemption cannot be requested.	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 	Possible	Medium

- 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 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. 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. We will ask parents and staff to inform us immediately of the results of a test:

- 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.

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 10 days.

	Failure to scan QR code on entry to group	Service users	Serious	To aid NHS Track & Trace procedures, all service users should scan the QR code displayed at the entrance to the room where the group is held. If someone attending the group tests positive, this will aid Track & Trace to contact the service users that have attended the group.	Possible	Medium
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>Records will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test & Trace</p> <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 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 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • 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 	Possible	Medium

				<p>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.</p> <p>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.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms themselves within their 10-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:</p> <ul style="list-style-type: none"> • 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 original 10-day isolation period). Their household should self-isolate for at least 10 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>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	Staff/ service	Serious	We note government guidance for use of the App in	Possible	Medium

	alerts provided by use of NHS COVID-19 App	users		<p>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>		
Lateral Flow Testing	Lateral Flow Testing process is not implemented correctly leading to inaccurate results and/or inadequate follow up of positive test results	Staff	Serious	<p>All staff have the opportunity to participate in lateral flow testing.</p> <p>The relevant school will provide a risk assessment and be responsible for follow ups.</p> <p>Confirmatory PCR tests Staff with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the member of staff can return to work on site. Those with a negative LFD test result can also continue to work on site and use protective measures.</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 	Possible	Medium

				<ul style="list-style-type: none"> • before eating any food, including snacks • before leaving school • 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>As a minimum, frequently touched surfaces will be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning will be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising</p>	Possible	Medium

				<p>facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</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>		
Safe use of cleaning products	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
Measures to reduce contamination	Use of shared resources	Staff/ service users	Serious	No shared resources are taken to other sites or taken home.	Possible	Medium

				<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>		
	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	<p>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.</p>	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>Only targeted small groups running.</p> <p>Social distancing 2metre signs and floor markers.</p> <p>Staggering opening and departure times.</p> <p>Erected signage and barriers to remind those visiting the site of social distancing requirements.</p>	Possible	Medium
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				Partners and visitors asked to follow stringent social distancing and hygiene procedures when on site Visitors/ contractors asked to phone and make appointment ahead of attending site so that the amount of people on site can be managed,		
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

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	Limited spaces in each universal group - families will book a space Staffing will be consistent throughout the day and week where possible (recognising that some staff will work on a part time basis). 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 will ensure: <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. Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk) See Covid 19 risk assessment for groups for further information.	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	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	Improbable	Low
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				<p>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> <p>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.</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>		
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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	<p>Existing Public Health England (PHE) /Government Guidance</p> <p>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>Face masks must be worn on public transport.</p>	Possible	Medium
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1:G Children's Centre workforce

Staff wellbeing	Staff anxiety re: returning to work and potential exposure to the virus.	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>EAP contact details have been shared.</p>	High	High
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				<p>Staff have regular meeting/supervision with an SLT member</p> <p>Wellbeing tips shared amongst colleagues</p> <p>HR advice is available if required.</p>		
Staff who may be at increased risk from coronavirus	<p>Staff anxiety</p> <p>Potential for staff to suffer serious illness if they contract coronavirus.</p>	Staff in at risk group	<p>Serious, potentially fatal</p>	<p>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 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>	High	High
Staff training	Staff are not aware or do not understand the requirements for working safely when returning to work	Staff/ service users	<p>Serious</p>	<p>In preparation for a full return on 1st September 2020 training and written instruction were provided re: operating procedures outlined in this risk assessment to all staff. These were reviewed on 8th March 2021</p> <p>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 	Possible	Medium

				<ul style="list-style-type: none"> • 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)	Fatal/Major	<p>We have taken note of government guidance (30/12/20) stating that: Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.</p> <p>We will continue to discuss with employees how they will be supported, including to work from home where possible. We will continue to pay clinically extremely vulnerable staff on their usual terms.</p> <p>See: Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>We will review individual staff risk assessments in light of the implementation of the national lockdown and individual circumstances.</p>	Possible	High
		Clinically vulnerable	Serious	<p>We note that clinically vulnerable staff can continue to work on site where it is not possible to work from home.</p> <p>While in school we will support these staff to follow the protective measures in place in this risk assessment to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of the guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of</p>	Possible	Medium

				<p>others.</p> <p>While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents</p>		
		Pregnant women	Serious	<p>We have taken note of government guidance (6/4/21) as follows:</p> <p>Pregnant women are considered clinically vulnerable, and pregnant women with other health conditions may be considered extremely clinically vulnerable.</p> <p>We will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on workplace risk assessment for vulnerable people vulnerable people working in other industries. As part of the risk assessment, we will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</p> <p>Information contained in the Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy should be used as the basis for a risk assessment.</p> <p>Pregnant women of any gestation will not be required to continue working if this is not supported by the risk assessment.</p> <p>Pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they contract coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19).</p> <p>COVID-19 vaccination: a guide for all women of childbearing age, pregnant or breastfeeding - GOV.UK</p>	Possible	Medium

				www.gov.uk contains vaccination advice.		
		Those living in a household with someone who is clinically extremely vulnerable	Serious	We will follow government guidance (30/12/20) that states that: People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.	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
Staff Recruitment	Visitors to site increase the potential for the spread of coronavirus	All premises occupants	Serious	We note DfE guidance advises limiting the number of visitors to school and the recommendation that schools consider a flexible approach to interviews, with alternative options to face to face interviews offered where possible. Interviews will take place via zoom. Where face to face meetings are necessary, we will make clear to candidates that they must adhere to our system of controls including our protocols for the wearing of face coverings.	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 	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"> 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>		
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 unless they have gained medical advice and will continue to be supported at home.	Possible	Medium
		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.	Staff/service users	Serious	See 1A	Possible	Medium

	Anxiety and dissent within the school community					
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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>We have reviewed our provision for first aid and have ensured that suitably qualified staff are on site at all times.</p> <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>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, and catering equipment.</p> <p>Our 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 kitchen and/or food preparation areas. The kitchen has been deep cleaned too prior to reopening and before food preparation resumes.</p>	Improbable	Low
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Ventilation (Open windows and doors are recommended as a means of improving air circulation within the building)	Falls from height (open windows)	All premises occupants	Serious	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.	Improbable	Low
	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. Fire doors in high risk rooms such as kitchens and boiler rooms will be kept closed. 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 be achieved by a variety of measures including: <ul style="list-style-type: none"> mechanical ventilation systems – these will be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if 	Possible	Medium

				<p>not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)</p> <ul style="list-style-type: none">• natural ventilation – opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>Advice from HSE:</p> <p>https://www.hse.gov.uk/temperature/thermal/managers.htm</p> <p>https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <p>NB Minimum workplace temperature is 16 degrees centigrade.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</p> <ul style="list-style-type: none">• opening high level windows in preference to low level to reduce draughts• increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)• providing flexibility to allow additional, suitable indoor clothing. Including advising staff and pupils re: the value of layering clothing.• rearranging furniture where possible to avoid direct draughts <p>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>		
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Use of temporary heaters	Unguarded devices increase potential for fire and injury to staff and service users	All premises occupants	Serious	<p>Where temporary devices are deployed, we will ensure that</p> <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

1: K Music and singing

Playing instruments	Increased likelihood of infection from coronavirus from playing musical instruments	Staff & service users	Serious	<p>This advice is particularly important for any instruments that come into contact with the users face or mouth.</p> <p>We will mitigate the potential aggregate risk of aerosol transmission by:</p> <ul style="list-style-type: none"> • Playing instruments outdoors where possible. If indoors limiting numbers where necessary to take account of space. • If indoors, using a room with as much space as possible e.g.: large room with high ceiling. Limiting numbers to take into account ventilation and the ability to social distance. • In smaller groups where activities can take place strict social distancing between each player and any other persons Current guidance is that if the activity is fact to face and without mitigating actions 2m is appropriate. 	Possible	Medium
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				<p>When handling instruments:</p> <ul style="list-style-type: none"> Increased handwashing is required before and after handling equipment particularly if it is being used by more than one person. Sharing equipment will be avoided. Any shared instruments must be quarantined and disinfected regularly, and always between users. 		
Singing in parent and child groups	Increased risk of airborne transmission of coronavirus	Staff & service users	Serious	<p>Where singing is to take place indoors, no more than 6 adults in the room, including the group leader, should sing along with children aged under 5. Singing should be limited to the same 6 adults for the duration of the group session. Good ventilation with fresh air should be maintained throughout the session.</p> <p>Where singing is to take place outdoors, multiple groups of 30 attendees can take part. This limit includes children aged under 5, so where the parent and child group has more than a total of 30 attendees of all ages, they should divide into groups of 30 or less and remain in these groups for the duration of the session.</p>	Possible	Medium

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	<p>Follow school's plan of action</p> <p>Where possible, use CC rooms for breaks.</p>	Possible	Medium
Playgrounds/outside areas	Exposure to infection from inadequate social distancing	Staff/service users	Serious	<p>Individual risk assessment for each site</p>	Possible	Medium
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 distancing	Staff	Serious	<p>Staff meetings will be held remotely; if this is not possible 2m social distancing guidance will be followed.</p> <p>Furniture reconfigured in staff areas to allow 2m</p>	Possible	Medium

				<p>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	No visits into the actual home – doorstep only. 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

NB: School is unable to mitigate risks occurring within the home environment that do not originate from the employee's work activities.

Follow the guidance at

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

Use of display screen equipment	Back/neck/wrist injury from poor posture and use of	Staff working from home	Serious	Follow guidance from HSE (March 2020) as follows: For those people who are working at home, the risks	Possible	Medium
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eg: laptop	equipment over a prolonged period of time.			<p>associated with DSE must be controlled. However, there is no increased risk from DSE work for those working at home very temporarily.</p> <p>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	<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 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 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

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.

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	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	
Correct procedure for lateral flow testing	Follow NHS instructions.	All staff	Ongoing	From 20/01/21
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.	All staff	Ongoing	
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	Avoid public transport wherever possible.	SLT	Ongoing	

from site	Continue to work with staff re alternative transport and be flexible re working days/times to support this			
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
Music	Adhere to 2m distancing, hand hygiene and cleaning protocols for instruments.	Everyone	Ongoing	17/5/21
Singing	Adhere to limit of numbers and 2m distancing	Everyone	Ongoing	17/5/21
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	
Playground	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	Adhere to 2m distancing, hand hygiene and cleaning protocols.	School	Ongoing	

working on the premises		caretaker. SLT		
Deliveries	Adhere to 2m distancing, hand hygiene and cleaning protocols.	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. Injuries or ill health causing short-term disability/absence from work (over three days) Injuries or ill health causing no significant long-term effects and no significant absence from work	High Likelihood	Occurs repeatedly / event only to be expected
Serious Injury		Possible	Moderate chance/could occur sometimes
Minor Injury		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