

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

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Assessment Date: 17.05.21

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

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 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

This small group risk assessment is an appendix to the full Covid 19 risk assessment (titled MAY 2021 NBCC - Covid 19 Risk Assessment and dated 17.05.21), which is associated with how we have and are currently operating is. Both risk assessments can be located on our server within Health & Safety files.

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 Rating Matrix Table 1</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 & Risk Rating Matrix Table 2</i>)
Preparation of the indoor learning environment	Failure to complete checks renders the space unfit for use.	All premises occupants	Serious	<ul style="list-style-type: none"> • Environment checks are completed on a daily basis or before use of the space. • All moveable resources including any soft furnishings have been removed. Fixed resources have been cleaned and checked. • Chairs will be positioned in line with 2 meter social distancing rule. • Resources are organised into sets, cleaned and quarantined after each session. Used on rolling process. • Large fixed equipment will be washed/wiped down after each individual session. • Clear social distancing and hygiene signs are visible around environment • Cleaning station including hand sanitiser at entrance and families asked to partake in hand hygiene before entry. • Only parents who are invited by CC staff will be able to access the sessions • Government guidance 05/03/2021 on adult education provision Coronavirus (COVID-19): Education, universities and childcare - GOV.UK (www.gov.uk) 	Possible	Medium
Ventilation (open windows and doors are recommended as a means of improving air	Falls from height (open windows)	All premises occupants	Serious	Whilst taking into the consideration the necessity to increase ventilation we have advised staff that window opening restrictions should not be removed.	Improbable	Low

circulation within a building)	Additional doors and windows are left open compromising site security/fire safety			<p>We have reviewed our site and identified doors that could remain open without compromising fire safety/ and or security.</p> <p>Lower risk rooms such as classrooms and offices may be propped open with removable things - a weight or wedge - if there are people present who will be tasked with removing it if the alarm goes off and at the end of the day.</p> <p>Door guards etc will continue to be used to improve circulation in the building (and also reduce the need for touching the door handles).</p> <p>All staff have been reminded about the arrangements in place in the event of a fire evacuation and lockdown.</p>		
Management of expectations within the Children Centre community	<p>Anxiety within Children Centre community re: prevalence and effectiveness of infection control and social distancing measures</p> <p>Communication re new</p>	Service users	Serious	<p>Communication with parents and children prior to reopening will include information about:</p> <ul style="list-style-type: none"> • Arrival and departure from the Children Centre and arrangements for families to access the site • Arrangements for infection control • Attendance and non-attendance – how this will be communicated between CC and family. • To avoid using public transport to the CC where possible – most families live within walking distance of the CC. • Attendance to the sessions will be by invitation only, closed groups not rolling programmes. The number of parents will be dependent on size of room (4-6) • Sessions will last no more than an hour • 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 • Those not following infection control, social distancing rules will be asked to leave the setting. • Details of what equipment is provided and what procedures we have in place re cleaning/ infection control. • What things parents will need to bring from home • 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>	Possible	Medium

	<p>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>			<p>Staff will have identified where language to communication might be a barrier and solutions found. eg. translator to overcome any barriers</p> <p>Procedures will be adapted for parents /carers/staff and children with mobility issues whilst maintaining social distancing guidelines as far as possible</p> <p>Staff will be speaking with all service users before they attend a setting so any accessibility issues should be picked up and any adaption made before they arrive.</p> <p>Government guidance for parents is available at: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings</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 (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</p>	Improbable	Low

				transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer.		
Engagement with the NHS Track and trace Process	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
Family Welfare	Welfare - changing family circumstances likely to have an adverse effect of attending CC	Staff/ service users	Serious	<ul style="list-style-type: none"> Contact with the family before session to ensure that families are well and that no one wishing to attend the session are showing any symptoms of Covid - 19. Families will be made aware their personal details will be kept for Test and Trace If they are showing any Covid-19 symptoms, then family asked not to attend. Contact with families will be made the day before the session to ensure that they are aware of any new potential issues so that any relevant support/ materials are made available. <p>Staff responsible for session will be briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual families.</p>	Possible	Medium
Provision of first aid	<p>Inadequate first aid treatment exacerbates injury or pre-existing conditions.</p> <p>Slips, trips, and falls</p> <p>Stings, bites</p>	Staff/ service users	Serious	<ul style="list-style-type: none"> Families are responsible for the care and supervision of their children at all times Qualified first aiders and first aid kits are available as required Reasonably practicable arrangements for accessing first aid ensures that the opportunity for anyone needing assistance does not come into contact with others who are not in their 'family'. Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid. PPE – gloves and aprons available if required. Parents will be asked to attend to their own child where relevant using CC equipment. Access to bathroom/ running water available. Staff have telephone access if an emergency or 999 call is required. 	Improbable	Low
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</p>	Possible	Medium

				<p>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. <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

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 Preparation of the environment – wellbeing	Staff and service users to stay vigilant at all times. Continue with stringent hand hygiene and social distancing.	All staff Service users	Ongoing	June 2020
Effectiveness of infection control and social distancing measures	Staff and service users to stay vigilant at all times. Continue with stringent hand hygiene and social distancing. Open communication between CC and service users.	All staff Service users	Ongoing	
Management of expectations within the Children Centre community	Continue to maintain social distancing. Replace any signs damaged or unreadable.	All staff	Ongoing	
Family Welfare	Keep service users updated and maintain open communication.	All staff	Ongoing	
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

RISK RATING MATRIX

(Notes To Aid Completion Of The Risk Assessment Format)

Table 1

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

Table 2

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