**This draft model risk assessment is date-specific. South Bristol Children’s Center Hub**

|  |
| --- |
| **Assessment: 19.06.20 Draft Model Risk Assessment for Children’s Centre Re-Opening after Covid-19 Closure** **Assessed by: Safety Health & Wellbeing Team****Section: Children’s Centres Review dates: as dictated by issuing of new Government guidance** To address the possibility of being infected with or transmitting Covid-19 during all of a children’s centre activity. Current Government advice (as of 15.5.20) states: The virus that causes Covid-19 is mainly transmitted through droplets generated when an infected person coughs sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for children’s centers, schools, colleges and childcare settings is to follow steps on [social distancing, handwashing and other hygiene measures](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults), and [cleaning](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) of surfaces. Government guidance is based on their findings that:* severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus
* the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus
* numbers of children going back – which needs to be limited initially then increased gradually as the science permits
* systems to reduce the size of the groups coming into contact with each other

**All Headteachers must have completed a Manager’s Checklist** <http://intranet.bcc.lan/ccm/content/articles/people/health-wellbeing-work/managers-checklist-covid-19.en>and returned this to the Safety Health and Wellbeing Team, read and disseminated the guidance from BCC and used the dynamic risk assessment template for home visits. **All Centers should have completed Bristol City Council CHaSMS.** All changes and risk assessments should be Equality Impact Assessed and proper consideration should be given for protected characteristics.All parents/ carers and their children will need to be informed and reassured of the measures in place to control the possibility of infection with or transmission of Covid-19. The changes implemented should be Equality Impact Assessed and proper consideration given for protected characteristics.**IMPORTANT: If you or someone in your home has a symptoms of Covid-19 ( high temperature or a new, continuous cough) STAY AT HOME and CALL 111 or** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>**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)* |
| Children’s Centres buildings | Buildings and systems e.g. heating & water systems not functioning safely after period of closure | Staff and visitors | serious | Government guidelines <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>**Some of the Children’s Centre buildings have remained open during the pandemic.**  | possible | medium |
| Travel to and from centres | 1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough)or by transferring virus from a surface to inside body2. Infecting others, as above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government Guidance<https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice> | possible | high |
| Staffing allocation | As 1 and 2 above | Staff, pupils, visitors | major | Current DfE advice<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>**Currently we have very small numbers of staff attending. The vast majority are working from home.****The staffing allocation is regularly reviewed and the staff team working directly with families is kept to a minimum.****All of the staff teams medical needs and those of their families have been reviewed. Those members of staff who are unable to work at present, who may be shielding or who have a member of their family who is shielding, have been instructed to stay at home.****All current staff who are working are aware of the current risk assessment.****The Staff team follow social distancing guidance in offices and staff areas. Notices in these areas make the numbers of staff allowed in an area at any one time very clear.****The Staff teams avoid working face-to-face. The Staff teams work side-by-side or at separate desks.** **No lone working is permitted.** **Admittance to each centre from members of the general public without an invitation is deiscouraged.** | possible | high |
| Poor hygiene  | As 1 and 2 above | Staff, pupils, visitors | major | Existing good practices and Government advice<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>Adults <https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/>Children <https://campaignresources.phe.gov.uk/schools>**For Buildings that are currently open****All individuals who enter each building apply sanitiser to their hands as soon as they enter the building.****All staff are encouraged to wash their hands fully and regularly. Posters with handwashing guidance are displayed in the bathroom areas and in all staff rooms.****A mid- day clean of toilets, door handles and hard surfaces throughout the building takes place.****Surfaces are cleaned regularly in the reception area.****Signing in Pens are wiped and cleaned after each use.****The building has an additional deep clean on a Wednesday evening.** | possible | high |
| Access to and egress from buildings | As 1 and 2 above | Staff, pupils, visitors | major | 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>**For Buildings that are currently open****A senior team member controls the access to the building.** | possible | high |
| Corridors | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above **For Buildings that are currently open****Social distancing requirements in place for all adults using the corridors and as they move around the building.** | possible | high |
| Playgrounds/ outside areas | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above | possible | high |
| Dining areas | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above**For Buildings that are currently open****Staff teams adhere to social distancing and cleaning routines within the dining areas** | possible | high |
| Family Services Delivery spaces | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above | possible | high |
| External providers, visitors and contractors | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>**For Buildings that are currently open****Only essential external contactors are allowed access to the site.** **All visitors to the site are expected to conform to social distancing regulations and are asked to sanitise their hands on arrival.** | Possible  | high |
| Deliveries | As 1 and 2 above | staff |  | Existing Public Health England (PHE) /Government general guidance as above<https://www.gov.uk/coronavirus><https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>**For Buildings that are currently open****Only essential deliveries are accepted****As above - All visitors to the site are expected to conform to social distancing regulations and are asked to sanitise their hands on arrival.** | possible | high |
| Cleaning | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>**For Buildings that are currently open****Daily cleaning requirements are being followed.****Regular cleaning of surfaces across all parts of the Centre in use.****Reception areas are wiped down regularly throughout the day.****Midday clean in place for all toilets door handles and contact areas.****Weekly deep cleaning in place for Wednesdays.****Resources are rotated and cleaned regularly.** | possible | high |
| Discovery of (or by) a person with Covid-19 symptoms | As 1 and 2 above | Staff, pupils, visitors | major | <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>**For Buildings that are currently open****A separate space is available for a person to wait for someone to collect them if it is suspected that they have Covid 19 symptoms.** **The Head teacher/most senior member of staff is notified immediately.****If it is a member of staff they are required to go home immediately** **All other persons are to maintain a safe distance from the affected individual.****They must then follow the guidance on self-isolation and not return to centre until their period of self-isolation has been completed.****Once the child/person has left the building the area to be fully deeply cleaned before it can be used again.** | possible | high |
| Emergency evacuations | As 1 and 2 above | Staff, pupils, visitors | major | Centres’ specific evacuation plan**Where possible staff to maintain social distancing whilst keeping the children safe.** | possible | high |
| Altered teaching protocols/ curriculum | Stress | Teaching staff, pupils | major | Existing DfE guidelinesBCC EAP**The Staff teams well-being to be a high priority. Regular checking in with the teams that are working by line managers and regular contact with the team at home to be maintained.** **All staff team to be encouraged to talk through their worries and to feel safe to talk about when and if they don’t feel safe.** | possible | high |
| Working with adults who are experiencing stress or trauma | Secondary and vicarious trauma:  | All staff | major | BCC EAP**Continue to monitor very closely our families well-being and to be alert to new signs of stress and trauma.****Record all information and share at weekly safeguarding meetings.****DSL team to review all the families that we are concerned about and newly emerging need and to follow up with other agencies if needed.** | possible | high |
| Allowing other agencies to use our Childrens Centre buildings to work with and support families during the pandemic | As 1 and 2 above1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough)or by transferring virus from a surface to inside body2. Infecting others, as above | Staff and visitors | major | Government guidelines<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><https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak><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> | possible | 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)?** |
| Buildings and systems e.g. heating will not be functioning safely after period of closure | **All Children’s Centres to be opened up by 1st July 2020.****Advice to be sought from the building practices team to support safe opening.****All buildings to be cleaned thoroughly in line with the governments guidance on cleaning during the coronavirus pandemic**Government guidance All systems should be checked: heating, water safety, CCTV, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc. | **Hub Lead, Hub managers, Hub deputy managers caretakers****Cleaners** | **By 1st July 2020** |  |
| Transmission of or infection with Covid-19 during travel to and from schools | Avoid use of public transport wherever possibleWhere unavoidable follow PHE guidance <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>**Ensure that the staff team and Parents are aware of the governments safer travel guidance.****Post on website and face book page for parents****Text the staff team prior to their return to work on 1st July 2020** | All staff and visitors**Hub Lead, Hub managers, Hub deputy managers****administration team** | **By 1st July 2020** |  |
| Transmission of or infection with Covid-19 due to inappropriate staffing allocation | **The staffing allocation by the Hub Lead and Hub managers has considered the following:****The minimum staff team needed to operate the provision in a safe manner.****A bubble approach to the deployment of the staff team across the South of the city will be adopted. Each bubble children’s centre team will work only in their locality with their staff team.** **Only authorised staff will be allowed onto each site.** **All staff’s medical needs and those of their families’ have been reviewed prior to them re-entering the Centre. Each individual member of the staff team has completed an individual risk assessment.** **Contingency planning to be reviewed in the light of possible absence of key staff e.g. caretaker/site manager****Staff must have read the risk assessment or centre protocol for safe working in centres and agree to adhere to it before entering.****Suitable and sufficient provision has been made for the provision of first aid and emergency procedures response, etc.** **It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion****Staff to continue to follow social distancing guidance in offices and staff areas.****No lone working is permitted.****Staff teams lunch break times to be staggered to reduce the pressure on the staff room.** **Ensure that all the staff spaces are well ventilated.****Staff to avoid non-essential trips within the buildings.****Staff to continue to avoid working face-to-face. Staff to work side-by-side or at separate desks.** | **Hub Lead, Hub managers, Hub deputy managers** | **By 1st July 2020** |  |
| Transmission of or infection with Covid-19 due to poor hygiene | Maintenance of good hygiene is essential: Providing additional handwashing facilities will aid this. In addition A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.**Good hygiene**<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>**Ensure that staff wherever possible only mix in a small consistent group** **Washing/sanitising hands to happen frequently** **Encourage the use of soap and water for at least 20 seconds and using hand washing technique as directed by NHS guidance.** **Use alcohol-based hand sanitiser if soap and water is not available.****Staff to avoid touching hands to face but if necessary clean before and afterwards****Additional cleaning to be carried out during the middle of the day. Bins to be emptied and door handles and toilets to be cleaned throughout the building.****Reception area to be regularly wiped down.****Additional cleaning of resources at the end of each day to be implemented.****Resources to be rotated and regularly cleaned.** **All soft furnishings to be removed from room areas.****Children and families to be discouraged from bringing soft cuddly items from home.**  | **All staff and visitors** | **1st July 2020** |  |
| Transmission of or infection with Covid-19 due to congestion during access to and egress from buildings | **Families to wait in socially distanced spaces outside before entering the building****Families only to enter the building when invited in.****In reception areas****Wash/sanitise hands on arrival and departure****Use automatic doors where available** **Avoid having to touch surfaces where possible.** **Keep number of visitors as low as possible.****Notices to inform of protocols, 2m distance, hand washing/sanitising etc.****All staff team will be required to stay on site once they have entered it and not leave site unless absolutely necessary during the day to minimise potential of transmission of Covid-19****Reception staff have the use of gloves and face masks if required.** | **All staff and visitors** |  **1st July 2020** |  |
| Transmission of or infection with Covid-19 due to corridor congestion | **Social distancing requirements are in place for all adults using the corridors and as they move around the building.**Use social distancing guidelines of 2m minimum distance between people.  | **All staff**  |  **1st July 2020** |  |
| Transmission of or infection with Covid-19 due to poor arrangements in dining Hall/ canteen congestion  | . **Staff must use hand sanitiser on entry to the staff room.****Adults are to be spaced out across the space...****Where possible all rubbish and waste should be put straight in the bin by the user** **Dining space to be thoroughly cleaned at the end of each break including chairs, door handles****Staff must clean surfaces and equipment used as they finish.** **Time needed for staff to use staff rooms may be longer****Kettles, microwaves and fridges to be cleaned regularly.** | **All staff**  |  **1st July 2020** |  |
| Transmission of or infection with virus in playgrounds/ outside areas | **Maximum number of children and adults in outside spaces to be determined by the size of the available space; ensuring adequate space for social distancing of adults and reduced numbers of children.**( See attached appendix for outside risk assessment) | **All staff and families** |  **1st July 2020** |  |
| Transmission of or infection with Covid-19 due to Family Support Room congestion | **Staff are to maintain a safe distance between each other and their families.(2 metres).** **Only one Family group to use the indoor space at any one time.****All persons are to wash their hands upon entering rooms.****.****Strict hygiene rules to be implemented, all staff to be asked to do the following:** **• Wash hands on entry.** **• Use alcohol-based hand sanitiser.****• Wash hands every hour.****• Wash hands if face is touched (but avoid wherever possible and if needed wash hands first)****• All hand contact surfaces to be cleaned throughout the day.****Only use cleaning products supplied by the school.****Equipment: Ensure all equipment used is cleaned daily or between families if used.****Staff to staff interaction;****• staff should only complete activities which relate directly to their job descriptions which cannot be completed at home.****• No physical contact.****• No close contact activities (2 metre distance).****Activities and resources** **• All resources to be cleaned after use (including computers).** | **All staff and families**  | **1st July 2020** |  |
| Transmission of or infection with Covid-19 by external providers, visitors and contractors | * **Only contractors carrying out essential maintenance deemed necessary to the safe running of the centre are to be allowed on site and will read and comply with signs in reception regarding good hygiene.**
* **Staff and contractors are to maintain a safe distance between themselves and others (2 metres).**
* **All contractors are to wash/sanitise their hands upon entering the site.**
* **Strict hygiene rules to be implemented, all contractors are to be asked to do the following:**

 **Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.** **Repeat the hand washing/sanitising every hour.*** **Site inductions are to be carried out following social distancing principles (2m separation).**

**The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.** | **All staff**  | **1st July 2020** |  |
| Transmission of or infection with Covid-19 during deliveries | **Deliveries will need to be scheduled ringing ahead to warn of imminent arrival by drivers should be asked for****Drivers should wash or clean their hands before unloading goods and materials.****Drivers should leave packages in a safe place –school staff not to approach delivery staff****Hands are to be thoroughly washed after handling all deliveries or waste materials.****Waste to bags and containers - to be kept closed.****Waste collections to be made when the minimum number of people are on site (i.e. after normal opening hours).** | **All staff**  | **1st July 2020** |  |
| Transmission of or infection with Covid-19 due to inadequate cleaning | **Continue to follow Government guidance.****Fixtures and fittings which are high-use will need frequent cleaning e.g. door handles, play equipment, - to be cleaned daily with a deep clean weekly** **Regularly clean the hand washing facilities and check soap and sanitiser levels.****Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.****Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.****A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.- additional midday clean and deep clean at the end of the day and during Wednesday closure day**.**Cleaning protocol is as follows:** * **Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, finger plates, phones, light switches and door fobs, lift button panels, window handles, taps, sinks, shared keyboards & mice, etc.**
* **Hand towels and hand wash are to be checked and replaced as needed by the Site Manager and cleaning staff as appropriate**
* **Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.**
* **Only cleaning products supplied by the centre are to be used.**
* **Bin liners should be used in all bins**
* **Staff bags to be stored in lockers**
 | **All staff**  | **1st July 2020** |  |
| Transmission of or infection with Covid-19 during discovery of (or by) a person with Covid-19 symptoms | **If a person displays symptoms - A high temperature or a persistent cough, they should:** * **Notify the Manager immediately.**
* **Avoid touching anything.**
* **Go home immediately (Children accompanied by their parent, etc).**
* **All other persons are to maintain a safe distance from affected individual.**
* **If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.**
* **If the person is a child PPE should be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.**
* **They must then follow the guidance on self-isolation and not return to the Centre until their period of self-isolation has been completed.**
* **Areas occupied and equipment used by the affected person are to be isolated for 72 hours, then thoroughly cleaned and disinfected.**

[**https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings**](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)* **A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks**
* **Public Health England to be notified.**
 | **All staff**  | **1st July 2020** |  |
| Transmission of or infection with Covid-19 during emergency evacuations | **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 by adults.** | **All staff and visitors** | **1st July 2020** |  |
| Stress | It should be recognised that all staff will be experiencing a higher than normal level of stress. Measures to control this should be considered according to the needs and the working practices of each school.**See protocols adopted as above.** **Staff should be reminded of the availability of Bristol City Council Employee Assistance Programme. 24/7, free, confidential, access for staff to a trained counsellor on 0800 111 6387.** | **All staff** | **1st July 2020** |  |
| Secondary and Vicarious Trauma | **Offer the staff team resources and further information about secondary trauma.****Remind them of previous professional development.** | **All staff** | **1st July 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** **Serious Injury****Minor 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****Possible****Improbable** | Occurs repeatedly / event only to be expectedModerate chance/could occur sometimesSo 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** |