

RISK ASSESSMENT						
Description of Activity	Covid-19 Secure Preparing for Wider Centre Reopening		Relevant Gov.uk guidance consulted:	Use of Multi-purpose community facilities	Date of guidance version	14.08.20
Location	Fern Street Family Centre, Fern Street E3 3PS			Face-coverings - when to wear one		27.08.20
				Working Safely during coronavirus		13.08.20
				How to help safely (volunteering in Covid 19)		24.08.20
Completed by	Sara Brayford, Centre Manager			Protective Measures for holiday and after-school clubs and other out-of-school settings during the coronavirus (Covid-19) outbreak		20.08.20
			Actions for Early Years and Childcare Providers during the Coronavirus outbreak	07.09.20		
Date Completed	09.09.20	Review Date	Monthly (or sooner if new national or local guidance published)			

**PREPARING CENTRE BUILDING**

What are the hazards?	Who and How might someone be harmed?	What are you currently doing to control the risk?	Risk Rating	What else do you need to do? (if applicable)	Action by who/when?	Date Completed	Notes
<p><b>Lack of H &amp; S Compliance</b> Closure of centre/ restricted use of centre due to pandemic</p> <p>New measures required to ensure centre operations are Covid-Secure and able to legally reopen for community activities</p>	<p>Failure to complete a risk assessment which takes account of COVID-19 or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19 could constitute a breach of h&amp;s law</p> <p>Employee, volunteer or member of public injured to lack of building safety / statutory compliance checks / H&amp;S checks prior to reopening</p>	<p>1. Review of statutory guidance by Project Manager and preparation of Covid-Secure Risk Assessment for centre</p> <p>2. Review H&amp;S policy and Fire Risk Policy and Fire Safety Log to ensure compliance and all checks up to date</p> <p>3. Phased reopening planned: Stage 1) Summer out-of-school primarily outdoor activities for children aged 5-11 in 'bubbles' 2) meetings and group activities with adults and young people age where social distancing can be achieved 3) Stay-and-play with children 0-5 and parents/carers (No date yet set)</p>	Low	<p>1. Carry out and implement a risk assessment for Early Years activities before reassuming in-person on-site sessions for stay-and-play sessions for children aged under 5 and parent/carers</p> <p>2. Share significant findings of centre reopening risk assessment with staff in pre-opening team meeting including Eden Bow</p> <p>3. Fire drill in first 2 weeks after reopening</p> <p>4. Implement any measures highlighted by LBTH building inspection and assessment</p>	<p>Early Years activity risk assessment to be completed/implemented by Centre Manager and reviewed with Children and Families worker before restarting early years activities (no date yet set)</p> <p>Centre Manager by 15/09/20</p> <p>Fire drill carried out by 29/09/20</p>		

<p><b>Reputational damage</b> - staff, volunteers, parents and public feel we are not taking sufficient measures to protection children/ public / staff</p>	<p>Loss of confidence in centre's regard for safety of children and public Loss of staff / volunteer morale</p>	<p>1. C-19 Safety Agreement created and parents requested to sign when reassuming activity / parent registration for first time 2. Clear signage throughout building regarding Covid-secure measures using pictures and easy-to-read text 3. All staff equipped to explain verbally to parents measures being taken. Measures explained in first session(s) as needed.</p>	<p>Low</p>	<p>1. Update centre Covid-secure statement and publish on FSC website</p>	<p>Centre manager by 15/09/20</p>		
<p>Covid-19 (CV19) <b>Lack of Social Distancing during groups for primary-aged children</b></p>	<p>Staff/volunteer or member of the public enters workplace with CV19 and passes it onto others causing severe infection/disease</p>	<p>1. Primary-aged children are not expected to stay 2m apart although they should be encouraged to do so but children are allocated to small groups of no more than 15 children with at least 1 staff member, and groups should not be mixed unless absolutely necessary. 2. Ensure children and staff where possible only mix in small consistent group ('bubbles') with the same children each time wherever possible. 3. Stagger breaks and restrict areas used by group to ensure that the 'bubble' stays away from other people and groups. 4. No more than 15 children in a 'bubble'. 5. Allow at least 30 minutes change-over time between 'bubbles' to prevent mixing and allow for cleaning of space/equipment. 6.. Registers of children kept up-to-date and recorded on Lamplight database for Test And Trace purposes. 7. Parents requested to complete updated child registration form and sign Covid-19 Safety agreement so that updated contact details are available 8. Floor markings and allocated seating used to help children visualise social distancing during sessions 9. Wherever possible sessions should be carried out outside as risk of transmission is lower.</p>	<p>Med</p>	<p>1. Regularly review children in 'bubbles' to minimise amount of mixing but also allow new children to be added in where there have been drop-outs 2. Inform parents that children missing more than 2 sessions in the term will be taken off the bubble list to enable other children to attend.</p>			
<p>Covid-19 (CV19) <b>Lack of Social Distancing when children are dropped off/picked up or visitors arrive for session</b></p>	<p>Staff/volunteer or member of the public with CV19 passes it onto others causing severe infection/disease</p>	<p>1. Start/End times of sessions at centre are staggered to reduce mixing 2. Clear signage throughout building regarding Covid-secure measures using pictures and easy-to-read text 3. Waterproof tape markers put down at 2m intervals on path and pavement outside centre 4. One-way flow introduced for entry/exit to centre and lock cut off side-gate and new lock put on to allow this to be used. Signage/tape markers used as reminders. 5. Parents are not permitted to wait inside entrance hall but must drop children off outside entrance</p>	<p>Med</p>				
<p>Covid-19 (CV19) <b>Lack of Social Distancing during groups for children aged 0-5 and parents</b></p>	<p>Staff/volunteer or member of the public enters centre with CV19 and passes it onto others causing severe infection/disease</p>	<p>1. All group activities for parent/carers and 0-5s paused or conducted remotely</p>	<p>Low</p>	<p>1. Complete and implement updated risk assessment before reopening sessions for children under 5 attending with parents/carers. No date yet set for restart of these sessions.</p>	<p>Early Years activity risk assessment to be completed before restarting early years activities (no date yet set)</p>		

<p>Covid-19 (CV19)</p> <p><b>Lack of Social Distancing during creche</b></p>	<p>Staff/volunteer or member of the public enters centre with CV19 and passes it onto others causing severe infection/disease</p>	<ol style="list-style-type: none"> <li>1. Children in creche are not expected to be able to socially distance. Creche children will be allocated a consistent slot with a small group of children each term and mixing between children and workers is avoided as far as possible.</li> <li>2. Maximum creche capacity remains 6 children (0-2s) or 8 children (2+).</li> <li>3. Workers to clean hands of children on entry to creche room, before and after eating, using toilet, when they change rooms using sanitiser (supervised)</li> <li>4. Creche thoroughly cleaned between use by different groups of children, including all surfaces, and touch points.</li> <li>5. Toys and books rotated out, cleaned or quarantined between use by different groups of children</li> <li>6. Promoting good respiratory hygiene within session, catch it bin it and kill it</li> <li>7. Parents are on site and responsible for all intimate care including toileting and nappy change</li> <li>8. Register of children attending creche kept for at least</li> </ol>	<p>Low</p>				
<p>Covid-19 (CV19)</p> <p><b>Lack of Social Distancing in adult/youth activity groups eg ESOL, parenting workshops</b></p>	<p>Staff/volunteer or member of the public enters workplace with CV19 and passes it onto others causing severe infection/disease</p>	<ol style="list-style-type: none"> <li>1. All visitors aged and staff expected to socially distance of 2 metres or 1 metre with risk mitigation from those not in their household.</li> <li>2. Max room capacity to be calculated allowing for 2m distancing and rooms allocated to groups/meeting accordingly. Covid-secure Room capacity published clearly on doors.</li> <li>3. Group size not to exceed room capacity.</li> <li>4. Furniture to be set out to allow for 2m distancing.</li> <li>5. Staff told to open windows and/or keep room doors open.</li> <li>6. Remove unnecessary furniture to allow more space for social distancing</li> <li>7. All staff and visitors who come to building to sign in for recording and contact purposes. Records to be kept for to allow for tracing</li> </ol>	<p>Med</p>				
<p>Covid-19 (CV19)</p> <p><b>Lack of Social Distancing - meetings advice and support</b></p>	<p>Staff/volunteer or member of the public enters workplace with CV19 and passes it onto others causing severe infection/disease</p>	<ol style="list-style-type: none"> <li>1. Support meetings conducted remotely wherever possible</li> <li>2. Clear signage displayed at entrance and throughout centre informing visitors of 2m distancing handwashing, respiratory hygiene and mask-wearing requirements</li> <li>3. All adult visitors and employees (aged ) required to socially distance of 2m or 1m+with mitigation within centre from those not in their household.</li> <li>4. Covid-secure Room capacity published clearly on doors. Keep meeting room doors open and observe allotted room capacity</li> <li>5. Furniture to be set out to allow for 2m distancing.</li> <li>6. Masks to be worn by staff and visitors or Sneeze guards/barriers to be used on tables if masks impede understanding due to poor English/interpreting needs/ hearing difficulties.</li> <li>7. Staff told to open windows and/or keep room doors open.</li> <li>8. Do not use rooms if these cannot be well-ventilated eg Story space room (until heating system fixed)</li> <li>9. Avoid sharing pens and other items</li> <li>10. Remove unnecessary furniture to allow more space for social distancing</li> <li>11. All staff and visitors who come to building to sign in for recording and contact purposes. Records to be kept for to allow for tracing</li> </ol>	<p>Med</p>				

<p>Covid-19 (CV19)</p> <p><b>Lack of Social Distancing - corridors and entrance area</b></p>	<p>Staff/volunteer or member of the public enters workplace with CV19 and passes it onto others causing severe infection/disease</p>	<ol style="list-style-type: none"> <li>1. Clear signage displayed at entrance and throughout centre informing visitors of 2m distancing handwashing, respiratory hygiene and mask-wearing requirements</li> <li>2. All adult visitors and employees (aged 11+) required to socially distance of 2m or 1m+with mitigation within centre from those not in own household</li> <li>3. Hands-free sanitizer dispenser available at entrance. visitors to wash hands and/or use hand sanitiser as enter.</li> <li>4. Internal doors left open where possible with exception of fire doors to high risk areas such as kitchen</li> <li>5. Seating in entrance area set out to allow 2m distancing.</li> <li>6. Face coverings to be worn in all corridor/general areas by visitors aged 11+</li> <li>7. For sessions in main hall, introduce one-way flow system from main hall through side fire exit door with floor markings and clear signage. Daily check that side fire exit door secured will be required.</li> <li>8. Floor markings to help visitors maintain social distancing</li> <li>9. Parent/carers picking up children/young people from sessions are required to wait outside.</li> </ol>	<p>Med</p>				
<p>Covid-19 (CV19)</p> <p><b>Lack of Social distancing in Toilet Areas</b></p>	<p>Staff/volunteer or member of the public enters workplace with CV19 and passes it onto others causing severe infection/disease</p>	<ol style="list-style-type: none"> <li>1. Clear signage displayed at entrance and throughout centre informing visitors of 2m distancing handwashing, respiratory hygiene and mask-wearing requirements</li> <li>2. All adult visitors and employees (aged 11+) required to socially distance of 2m or 1m+with mitigation within centre from those not in own household.</li> <li>3. No multi-use towels used to dry hands. Hand-dryers available</li> <li>4. Face coverings to be worn in all corridor/general areas by visitors aged 11+</li> <li>5. Only 1 person in toilet areas at a time. Social distancing posters put up at entrance to toilets to alert users.</li> <li>6. Only 1 child released from primary-aged children's groups at a time to use the toilet.</li> </ol>	<p>Med</p>				
<p>Covid-19 (CV19)</p> <p><b>Office layout and space</b></p> <p>Someone entering the centre with CV19, staff fear and concerns of becoming infected by air circulation</p>	<p>Employee/visitor enters centre with CV19 and passes it onto others causing severe infection/disease</p>	<ol style="list-style-type: none"> <li>1. Office door kept open wherever possible</li> <li>2. Home-working encouraged where possible</li> <li>3. Staff have personal laptops and mobile phones to minimize sharing of equipment</li> <li>4. Staff responsible for at least daily wipe down of own desk before use</li> <li>5. Staff have designated desks within office.</li> <li>6. Antibac spray and disposable tissue as well as facial tissues available in office and all classrooms</li> <li>7. Office furniture layout achieves 2metre social distancing</li> <li>8. Sneezeguard installed between 2 desks that face each other, and other closely located desks.</li> <li>9. Enhanced daily cleaning regime to include staff cleaning rota and increased frequency of contract cleaning of centre</li> </ol>	<p>Med</p>	<ol style="list-style-type: none"> <li>1. Daily cleaning rota to be put up and signed by staff member for wipe down of high touch points.</li> <li>2. Use alternative room for meetings to improve spacing between staff.</li> <li>3. Early Years and Outreach worker and interns to use alternative space in centre for any desk-based work when they return to work/start internship</li> </ol>	<p>Centre Manager, all staff by 15/09/20</p>		

<p>Covid-19 (CV19)</p> <p><b>Contaminated Workplace</b></p> <p>Someone entering the centre with CV19</p>	<p>Employee/visitor enters centre with CV19 and passes it onto others causing severe infection/disease</p>	<ol style="list-style-type: none"> <li>1. Antibac spray and disposable tissue available in office and all rooms</li> <li>2. Facial tissues available in all rooms.</li> <li>3. Hand sanitizer available at entrance and in large classrooms for use. All visitors/staff required to wash hands on entry to building.</li> <li>3. Handwashing, respiratory hygiene, social distancing and mask-wearing posters displayed throughout centre</li> <li>4. Multi-use hand towels are not used to dry hands. Electric hand-dryers or disposal paper towels available in hand-washing areas.</li> <li>5. Increased frequency of contract cleaning.</li> <li>6. Non-hand-touch closed lid pedal bins to replace open bins for tissue waste</li> <li>7. Enhanced daily cleaning regime to include staff cleaning rota and Increased frequency of contract cleaning of centre</li> </ol>	<p>Med</p>	<ol style="list-style-type: none"> <li>1. Daily cleaning rota to be put up and signed by staff member for wipe down of high touch points</li> <li>2. Hygiene measures reviewed with staff.</li> </ol>	<p>Centre Manager, all staff by 15/09/20</p>		
<p>Covid-19 (CV19)</p> <p><b>Circulation of fresh air</b></p> <p>Someone entering the workplace with CV19, staff fear and concerns of becoming infected by air circulation</p>	<p>Employee/visitor enters centre with CV19 and passes it onto others causing severe infection/disease</p>	<ol style="list-style-type: none"> <li>1. Opening doors and windows frequently to encourage ventilation where possible.</li> <li>2. Internal doors left where possible with exception of fire doors to high risk areas such as kitchen</li> </ol>	<p>Med</p>				
<p><b>Provision of First Aid</b></p> <p>Suspension of centre activities / pause in checks on first aid supplies</p> <p>Expiry of staff first aid qualifications</p> <p>Someone with CV19 giving first aid to others/staff</p>	<p>Employee/visitor enters centre with CV19 and passes it onto others causing severe infection/disease</p> <p>Inadequate first aid provided to staff/public in event of accident or incident requiring first aid</p>	<ol style="list-style-type: none"> <li>1. First Aid supplies checked and restocked as needed</li> <li>2. Renewal dates of staff first aid certificate checked and to be renewed as soon as practicable if run out. Sufficient first aiders and paediatric first aiders in place.</li> <li>3. Masks added to first aid kits.</li> <li>4. It is accepted that 2m social distancing cannot be maintained during delivery of first aid but physical contact should be kept to a minimum: eg victim applies cold pack, wipe, plaster etc where able to do so.</li> <li>5. Those administering first aid should wear masks and gloves when in close contact.</li> <li>6. Any high-risk activities should be suspended or postponed during Covid-19 where practical</li> </ol>	<p>Med</p>	<ol style="list-style-type: none"> <li>1. First Aid measures reviewed with first aiders before re-opening</li> <li>2. First Aid at Work qualifications due for renewal by end of Oct 2020</li> </ol>	<p>Centre Manager, first aiders by 15/09/20</p> <p>Centre Manager by 31 Oct 2020</p>		

Covid-19 (CV19) <b>Kitchen</b>	Employee/visitor enters centre with CV19 and passes it onto others causing severe infection/disease	<ol style="list-style-type: none"> <li>1. Soap and handwashing facilities available.</li> <li>2. Handwashing, respiratory hygiene, social distancing and mask-wearing posters displayed throughout centre</li> <li>3. Multi-use hand towels are not used to dry hands. Disposable paper hand towels available in kitchen</li> <li>4. Staff to be encouraged to wash hands before/after eating for 20 seconds</li> <li>5. Staff requested to bring in and use own cups and cutlery</li> <li>6. Enhanced daily cleaning regime to include staff cleaning rota and Increased frequency of contract cleaning of centre</li> <li>7. Recyclable paper cups used for drinks provided to the public within sessions</li> </ol>	Med	<ol style="list-style-type: none"> <li>1. Daily cleaning rota to be put up and signed by staff member for wipe down of high touch points.</li> <li>2. Hygiene measures reviewed with staff before re-opening</li> </ol>	Centre manager by 15/09/20		
Covid-19 (CV19) <b>Security</b>	<p>An employee / visitor enters the centre and attacks or abducts staff/children/public</p> <p>Child leaves centre without adult supervision/knowledge and is injured</p> <p>due to leaving doors open to increase ventilation/reduce infection risk</p>	<ol style="list-style-type: none"> <li>1. Main entrance door to be closed when children are in the building.</li> <li>2. Main entrance door to be closed if there is no staff member available in office to greet/challenge visitors</li> <li>3. Main entrance door to be closed if staff are lone-working in the centre.</li> <li>4. Kitchen doors should remain closed at all times as high-risk fire area, and areas of risk if children enter unsupervised.</li> </ol>	Low	<ol style="list-style-type: none"> <li>1. Review individual concerns around SEN children, young children if internal doors are open with Early Years Worker and Children and Families worker.</li> </ol>	Centre Manager, Children and families worker, early years worker by 15/09/20		
Covid-19 (CV19) <b>Accidents, Security incident, emergency</b>	An employee/visitor enters centre with CV19 and passes it onto other causing severe infection/disease	<ol style="list-style-type: none"> <li>1. In the event of any emergency situation, staff do not have to stay 2m apart. Eg . In event of an 'unsafe' event' such as terrorist attack, fire, explosion risk where large numbers may need to evacuate quickly</li> <li>2. Staff involved in emergency situations that may bring them into close contact to ensure that pay particular attention to sanitation measures immediately afterwards including washing of hands.</li> </ol>	Med	<ol style="list-style-type: none"> <li>1. Staff to be informed of what to do in emergency</li> </ol>	Centre Manager, All Staff, fire wardens - by 15/09/20		
Covid-19 (CV19) <b>Room hire</b>	<p>Someone entering centre with CV19</p> <p>hirers not observing CV19 control measures</p>	An employee/visitor enters centre with CV19 and passes it onto other causing severe infection/disease	Low	<ol style="list-style-type: none"> <li>1. Update Room Use agreement and review with external groups before allowing use.</li> </ol>	Centre Manager, administrator - before allowing external groups to use centre again.		
<b>INFECTION CONTROL</b>							
<b>What are the hazards?</b>	<b>Who and How might someone be harmed?</b>	<b>What are you currently doing to control the risk?</b>	<b>Risk Rating</b>	<b>What else do you need to do? (if applicable)</b>	<b>Action by who/when?</b>	<b>Date Completed</b>	<b>Notes</b>

<p><b>Close Contact</b></p>	<p>Transmission of the virus between staff, children, visitors and into the community An employee/visitor enters the centre with CV19 and passes it onto other causing severe infection/disease</p>	<ol style="list-style-type: none"> <li>1. Staff and visitors to maintain a safe distance (2m) from those not in their household.</li> <li>2. Keep rooms as well ventilated as possible</li> <li>3. Primary-aged children allocated to 'bubbles' of max 15 plus leaders.</li> <li>4. Utilise larger spaces to facilitate social distancing</li> <li>5. Replan activities to minimise use of shared resources and close contact</li> <li>6. Conduct activities outdoors where practical to assist in social distancing.</li> <li>7. Floor markings, posters and arrangement of furniture adjusted to help people visualise and maintain social distancing.</li> <li>8. Max room capacity to be calculated allowing for 2m distancing and rooms allocated to groups/meeting accordingly. Covid-secure Room capacity published clearly on doors.</li> <li>9. Signage installed and side gate to garden opened up to allow one-way flow in/out of site and in/out of main hall</li> <li>10. Group size not to exceed room capacity.</li> <li>11. Face coverings to be worn by visitors aged 11+ when entering centre</li> <li>12. Moveable Sneeze guards to be used on tables for English classes during writing/teaching requiring students to be seated at tables and tables to be spaced.</li> <li>13. One-way flows to be used to enter/exit site via garden</li> <li>14 Children's group leaders should manage toilet breaks to ensure only 1 girl/boy uses girls/boys' toilets at any one time</li> <li>15. Stagger start/end times of sessions and breaks to improve flow</li> </ol>	<p><b>Med</b></p>	<ol style="list-style-type: none"> <li>1. Social distancing and hygiene measures discussed with all groups at start of course/restart of sessions to promote compliance</li> <li>2 Daily cleaning rota to be put up and signed by staff member for wipe down of high touch points.</li> <li>3. Hygiene measures reviewed with staff before re-opening</li> </ol>	<p>all staff - in at least first group session</p> <p>Centre Manager by 15/09/20</p>		
<p>CV19</p> <p><b>Poor Infection Control</b></p> <p>Someone enters centre with CV19</p>	<p>Virus spreads via:</p> <ul style="list-style-type: none"> <li>- touching of frequently used surfaces eg door handles, tables etc and/or sharing of objects.</li> <li>- poor respiratory hygiene/respiratory droplets on surfaces</li> <li>- poor hand hygiene</li> </ul>	<ol style="list-style-type: none"> <li>1. Enhanced daily cleaning regime to include staff cleaning rota and Increased frequency of contract cleaning of centre</li> <li>2. Hard surfaces eg tables and chairs wiped down with antibac after every group use. Antibac and disposable tissue provided in all rooms.</li> <li>3. Frequent cleaning of door handles and high touchpoints</li> <li>4. Face coverings to be worn by visitors aged 11+ when entering centre</li> <li>5. Planning wherever possible to keep groups/visitors in the same limited area of centre throughout their visit.</li> <li>6. During breaks, visitors should stay in class room or go outside. Any individuals wishing to do Islamic prayers should do so at home.</li> <li>7 Keep rooms as well ventilated as possible</li> <li>8. Facial tissues available in all rooms</li> <li>9. Signage reminding users to socially distance, practice hand hygiene, respiratory hygiene and for adults to wear a mask displayed throughout the centre</li> <li>10. All visitors must wash hands or use hand sanitizer on entry to centre and hand sanitizer made available in all rooms throughout the building</li> <li>11. Removal of soft toys/furnishings that are difficult to clean</li> <li>12. Maintain stocks of tissues, Antibac spray and paper, hand sanitiser in all rooms</li> </ol>	<p><b>Med</b></p>	<ol style="list-style-type: none"> <li>1. Cleaning rota established with staff to ensure high touch areas cleaned at least daily. Surfaces and chairs to be wiped down after group use by session leader. Visible cleaning schedule to be put up to be signed by staff</li> <li>2. Social distancing and hygiene measures discussed with all groups at start of course/restart of sessions</li> </ol>	<p>Centre Manager by 15/09/20</p> <p>Children and Families worker by 15/09/20 and as early years groups reassume in future</p> <p>all staff in at least first group session</p>		
<p>CV19</p> <p><b>Shared resources</b></p> <p>Someone enters centre with CV19</p>	<p>Virus spreads via:</p> <ul style="list-style-type: none"> <li>- touching of resources which are then shared</li> </ul>	<ol style="list-style-type: none"> <li>1.. Planning to limit mixing of primary-aged children by allocating children to play 'bubbles' of max 15 children and minimising mixing of bubbles.</li> <li>2. Where possible children and adult education groups to have individual packs of materials. Where this is not possible, 'bubble' packs should be prepared to allow quarantining of items for 72 hours before reuse by other groups if they cannot be wiped down.</li> <li>3. Toys or equipment to be wiped down or soft toys/books quarantined after use by session leader or with help of children/parents if possible.</li> <li>4.. Resources brought from home by staff eg junk modelling to be</li> </ol>	<p><b>Med</b></p>	<ol style="list-style-type: none"> <li>1. Quarantine boxes introduced for each group/bubble and for book library, with dates of entry marked.</li> </ol>	<p>Children and Families worker and Early Years Worker as children's groups reassume in future</p>		

		<p>quarantined for 72h</p> <p>5. Minimize use of shared items and ensure wiped down with anti-bac spray after use.</p> <p>6. Quarantine any soft items for at least 72 hours before use by another group</p> <p>7. Removal of soft toys/furnishings that are difficult to clean</p> <p>8. Children and adults to limit bringing of items to centre to essentials such as coats, hats, books, water bottles.</p> <p>9. Enhanced hand washing facilities available, and all visitors to sanitise hands on entry.</p>					
<p>CV19</p> <p><b>Poor hygiene</b></p> <p>Someone enters centre with CV19</p>	<p>Staff member/visitor enters centre with CV19 and passes it onto others causing severe disease/infection</p>	<p>1. Enhanced provision for hand hygiene available - hand sanitiser placed at entrance and around centre and all staff/visitors to wash/sanitize hands on entry/exit</p> <p>2. Handwashing posters and respiratory hygiene posters placed around centre.</p> <p>3 Tissues available in all rooms</p> <p>4. Enhanced daily cleaning regime to include staff cleaning rota and Increased frequency of contract cleaning of centre</p> <p>5. Maintain stocks of tissues, Antibac spray and paper, hand sanitiser in all rooms and paper towels/soap in toilets/kitchen.</p> <p>6. Non-hand-touch closed lid bins to replace open bins for tissue waste</p> <p>7. All surfaces that are touched during sessions cleaned after use</p> <p>8. Ensure that all adults and children:</p> <ul style="list-style-type: none"> <li>- frequently wash/sanitise hands</li> <li>- clean hands on arrival</li> <li>- use tissue or elbow for coughs/sneezes and use bin for tissue waste</li> </ul> <p>9 Regularly discuss hand hygiene, respiratory hygiene with children, YP and adult groups using games, songs and repetition were needed</p>	<p>Med</p>				
<p>CV 19</p> <p><b>Inadequate Cleaning</b></p>	<p>Staff member/visitor enters centre with CV19 and passes it onto others causing severe disease/infection</p>	<p>1. Enhanced daily cleaning regime to include staff cleaning rota and Increased frequency of contract cleaning of centre</p> <p>2. Manufacturer's instructions for the dilution, application, PPE and contact times for all detergents and disinfectants to be followed by staff/ agency cleaners.</p> <p>3. Instructions on new cleaning regime and any changes to be given to cleaning agency workers.</p> <p>4. Maintain stocks of cleaning products, hand towels etc using current ordering method.</p> <p>5. Session leader to be responsible for wiping down all surfaces and chairs after each session.</p> <p><u>In event of a suspected/confirmed case or When cleaning a contaminated area:</u></p> <ul style="list-style-type: none"> <li>- For a deep clean/disinfection following a suspected/confirmed case, use a combined detergent disinfectant solution at a dilution of 100 parts per million (ppm) available chlorine (av.cl) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl).</li> <li>- Wear disposable gloves/apron</li> <li>- wash hands with soap and water thoroughly for 20 seconds once apron/gloves removed</li> <li>- fluid resistant surgical mask to be used if splashing likely</li> <li>- any cloths/mopheads to be disposed of as single use items</li> <li>- PPE to be double bagged and stored securely for 72 hours before being thrown away in regular rubbish after cleaning is finished</li> </ul>	<p>Med</p>	<p>1. Daily cleaning rota to be put up and signed by staff member for wipe down of high touch points.</p> <p>2. Hygiene measures reviewed with staff before re-opening</p>	<p>Centre Manager to share procedures by 15/09/20</p>		

CV 19 <b>Noise, Music and Drama</b>	Visitors/staff raise voice leading to increased risk of transmission of virus from aerosol/droplet transmission causing disease/infection	<ol style="list-style-type: none"> <li>1. Singing and drama and playing of loud music should only take place as part of children's groups where children are in 'bubbles' or outside where risk of transmission is lower.</li> <li>2. Where singing or drama which takes place as part of children's activities 'bubbles' the room should be well-ventilated and children positioned back-to-back or 'side-to-side' to reduce risk of aerosol transmission</li> <li>3. Any children's performances should take place in a well-ventilated room or outside, with audience socially distanced (2 metres). Only 2 guests per child and Covid-safe room capacity not to be exceeded.</li> </ol>	Low				
<b>Refreshments</b>	Employee/visitor enters centre with CV19 and passes it onto others causing severe infection/disease	<ol style="list-style-type: none"> <li>1. Hand sanitiser to be available within all sessions.</li> <li>2. Drinks only to be provided or individually wrapped biscuits.</li> <li>3. Any drinks to be served by session leader/designated volunteer. Self-service not available.</li> <li>4. Recyclable paper cups used for drinks provided to the public within sessions</li> </ol>	Low	1. Change to refreshment arrangements reviewed with staff/volunteers			

### INDIVIDUAL

What are the hazards?	Who and How might someone be harmed?	What are you currently doing to control the risk?	Risk Rating	What else do you need to do? (if applicable)	Action by who/when?	Date Completed	Notes
CV 19 <b>Vulnerable People</b>	An employee /visitor enters the centre with CV19 and passes it on to others who clinically vulnerable causing severe disease/infection	<ol style="list-style-type: none"> <li>1. Identify all staff/volunteers who are clinically vulnerable/extremely vulnerable or have household members who are shielding. Have individual discussions with these staff members to address any concerns about returning to work/volunteering and agree any adjustments to working pattern/duties where possible.</li> <li>2. Older people's social group paused until further notice as government advice is that certain groups of people are at increased risk of severe disease from coronavirus including all people aged 70+. Such individuals should be advised to stay at home as much as possible and if they do go out to minimise contact with others outside of their household.</li> <li>3. If volunteers are clinically extremely vulnerable, they should volunteer from home wherever possible.1. Arrangements for vulnerable reviewed with</li> <li>4. Staff before re-opening so can advise visitors/volunteers: <ul style="list-style-type: none"> <li>- Clinically Extremely vulnerable individuals should not attend the centre</li> <li>- Clinically vulnerable individuals should follow the advice of their doctor</li> <li>- Those with 'clinically vulnerable' household members can be advised it is safe to attend</li> <li>- Those with 'clinically extremely vulnerable' household members should be advised only to attend if strict social distancing can be adhered to in the group and individual understands/is willing to comply</li> </ul> </li> </ol>	Med	Identify all volunteers are who are clinically vulnerable/extremely vulnerable and have individual discussions about how/when/if they can safely return to volunteering	All Staff who manager volunteers - before volunteers return to volunteering roles/start new volunteering role		

<p><b>Suspected Case of Covid-19</b></p>	<p>An employee /visitor attends centre with CV19 and passes it on to others causing severe disease/infection</p>	<ol style="list-style-type: none"> <li>1. All regular users required to sign Covid-19 safety form - providing updated contact details, agreeing that children/parents not to attend if have symptoms and to inform centre if attend and then develop symptoms or test positive.</li> <li>2. All visitors to be signed in by staff and provide contact details (if not registered) at sign-in. All visitors to be informed of social distancing, face covering and hygiene requirements.</li> <li>3. If a visitor/staff member develops symptoms of coronavirus, they should be sent home and advised to self-isolate and request a test by calling 119 or online. Their household members should also self-isolate.</li> <li>4. If test is negative, the individual can return to work and/or they and household can end self-isolation</li> <li>5. If a child/visitor/staff member tests positive, they should self-isolate for 10 days from start of symptoms and inform the centre so that those that have had close contact with at the centre or in the child's bubble can be swiftly contacted by staff and advised to self-isolate for 14 days.</li> <li>6. If a visitor to the centre or staff member tests positive for C19 and informs the centre, the centre manager should be informed immediately so that she can contact the local health protection team to request advice on next steps. This may or may not require the closure on the whole setting or isolation of other staff members, group members etc.</li> </ol>	<p>Med</p>	<ol style="list-style-type: none"> <li>1. Arrangements for dealing with a suspected case of Covid-19 reviewed before reopening</li> </ol>	<p>Centre Manager to review procedures with staff by 15/09/20</p>		
<p>CV19 <b>Lack of staff levels</b></p>	<p>Accident or incidents due to lack of supervision, first aid, safeguarding, fire marshals</p>	<ol style="list-style-type: none"> <li>1. Agree any flexible working arrangements needed to support changes to usual patterns (eg staggered start/end times) with staff.</li> <li>2. Ensure adequate first aid, fire marshal and safeguarding cover available during sessions.</li> <li>3. Ensure adequate staff/volunteer in attendance to maintain appropriate ratio with children and ensure key competencies eg first aid.</li> <li>4. Consider options such as supply staff, splitting/alternating groups, staff members covering absence, or cancellation of groups if shortages of staff/volunteers</li> </ol>					

<p>CV 19 <b>Exposure due to close contact</b></p>	<p>Child/visitor/staff member becomes unwell with symptoms of coronavirus while in the school setting and passes it on to others causing severe disease/infection</p>	<ol style="list-style-type: none"> <li>1. If child/adult becomes unwell with symptoms of coronavirus the child should be removed from group immediately and brought to the creche room or small meeting room by a member of staff or asked to leave immediately if accompanied by an adult or an adult and well enough to go home alone/independently.</li> <li>2. Staff members should make arrangements for child to be collected by a parent or picked up by a relative/other travel arrangement if needed, as soon as possible, and the parent/adult informed that they should go straight home, arrange a C19 test and self-isolate.</li> <li>3. Adults or young people should be left alone in the isolation area if safe. Staff should remain with primary aged children but should maintain a 2-metre distance. Gloves and fluid-resistant masks are available in the first aid kit and should be worn.</li> <li>4. Staff/volunteers/visitors who have had close contact with the individual displaying symptoms should go home as soon as possible after individual has left and self-isolate.</li> <li>5. If visitors display Covid-19 symptoms the Centre Manager should be informed as soon as possible.</li> </ol>	<p>MEd</p>	<p>1. Arrangements for dealing individual showing symptoms of Covid-19 reviewed with staff before re-opening</p>	<p>Centre Manager to review procedures with staff by 15/09/20</p>		
<p>CV19 Temporary change to work environment <b>Staff Working at Home</b></p>	<p>Staff working at home that are not set up for homeworking, DSE (display screen equipment) posture, MSD, stress, anxiety</p>	<ol style="list-style-type: none"> <li>1. Manager and staff to ensure communication in place for any concerns with DSE, wellbeing etc.</li> <li>2. Staff equipped with laptops and mobiles to enable home-working</li> <li>3. Clear communication between manager, individuals and teams around: <ul style="list-style-type: none"> <li>- work activities</li> <li>- scheduled calls/contact times</li> <li>- home-working hours/days</li> <li>- remote arrangements to enable regular team meetings/one-to-ones with manager etc</li> </ul> </li> <li>4. Home-workers able to request laptop stand/separate keyboard / separate mouse where needed.</li> <li>5. Discussions around wellbeing regularly addressed in team meeting</li> <li>6. Case supervision/Reflective supervision continued to be provided for those home-working with safeguarding/family support responsibilities</li> </ol>	<p>Med</p>				
<p>CV19 <b>Visitors</b></p>	<p>A staff member/visitor enters centre with CV19 and passes it to others causing severe illness/infection</p>	<ol style="list-style-type: none"> <li>1. Meetings take place remotely where at all possible.</li> <li>2. Parents/carers required to sign Covid-19 safety form asking for updated contact details and agreeing that children/parents not to attend if have symptoms and to inform centre if attend and then develop symptoms or test positive.</li> <li>3. All visitors to be signed in by staff and provide contact details (if not registered) and informed of social distancing, face covering and hygiene requirements.</li> <li>4. No hand-shaking</li> <li>5. Visits should be by appointment only</li> </ol>	<p>Med</p>				
<p>CV 19 <b>Contractors</b></p>	<p>A staff member/visitor enters centre with CV19 and passes it to others causing severe illness/infection</p>	<ol style="list-style-type: none"> <li>1. All contractors to be signed in by staff and provide contact details (if not registered) and informed of social distancing, face covering and hygiene requirements.</li> <li>2. Only necessary contractors to be allowed on site and approved/authorised by managers</li> <li>3. All contractor visits must be pre-arranged.</li> <li>3. Contractors should be provided with current Covid-19 risk assessments where necessary as well as other normal H&amp;S induction processes.</li> <li>4. Contractors to attend in less busy times to reduce mixing with others.</li> </ol>	<p>Med</p>				

<p>CV 19</p> <p><b>Face Coverings</b></p>	<p>A staff member/visitor enters centre with CV19 and passes it to others causing severe illness/infection</p>	<ol style="list-style-type: none"> <li>1. Signage in place requesting those aged 11+ to wear face covering in centre.</li> <li>2. Staff are not required to wear a face covering in the centre but may choose to wear one. Risk to staff is managed through minimising close contact time with others, social distancing measures, increased hygiene and cleaning. If they choose to wear one, the following guidance should be followed: <ul style="list-style-type: none"> <li>- wash hands thoroughly for 20seconds or use hand sanitiser before putting on a face covering</li> <li>- avoid touching your face or face covering</li> <li>- change face covering if you have touched it or it becomes damp</li> <li>- wash hands regularly</li> <li>- change and wash face covering regularly or if not washable dispose of in usual waste</li> <li>- practice social distancing wherever possible.</li> </ul> </li> <li>3. All visitors to be signed in by staff and provide contact details (if not registered) and informed of social distancing, face covering and hygiene requirements.</li> <li>4. Visitors aged 11+ required to bring and wear own facemasks. Spare face masks available at entrance at cost of 50p per mask.</li> <li>5. If wearing a face covering would inhibit the activity, then session leader can request that visitors remove masks for example in case of: ESOL learners where teacher requires to see mouth to check and help with pronunciation, within group with members with hearing loss, exercise group. However mitigating measures must be in place including: <ul style="list-style-type: none"> <li>- 2m distancing</li> <li>- sneeze guards on tables</li> <li>- hand-washing</li> </ul> </li> </ol>	<p><b>Med</b></p>	<ol style="list-style-type: none"> <li>1. Review guidance on face-coverings with staff.</li> <li>2. Order additional facemasks and make available at entrance for those attending without own mask. Cost 50p per mask</li> </ol>	<p>Centre Manager by 15/09/20 Administrator by 15/09/20</p>		
<p>CV 19</p> <p><b>Work Related Travel</b></p>	<p>A staff member/volunteer catches the virus while travelling</p>	<ol style="list-style-type: none"> <li>1. Staff to minimise non-essential travel</li> <li>2. Staff/Volunteers to Walk or cycle to home visits or external meetings where possible.</li> <li>3. All staff to Follow government advice for face coverings</li> <li>4. If sharing a vehicle with those outside your household for work purposes: minimise number travelling together, keep vehicle well-ventilated, wear face-coverings</li> </ol>	<p><b>Med</b></p>				
<p>CV 19</p> <p><b>Home visiting</b></p>	<p>Staff member doing home visit catches or passes on the virus causing severe disease/infection</p>	<ol style="list-style-type: none"> <li>1. Family Support meetings take place virtually or via a door-step call where possible</li> <li>2. Consider if a home visit is necessary. If a video-call or door-step call can achieve the purpose or if the individual/family can attend the centre, this should be arranged instead.</li> <li>3. Walk or cycle to home-visits wherever possible.</li> <li>4. Request windows to be opened to ventilate the space during your visit.</li> <li>5. Wash or sanitise hands thoroughly before and after home visits.</li> <li>6. Wear a face covering during a home visit if social distancing is not possible.</li> <li>7. Maintain 2m distance throughout visit</li> <li>8. Avoid shaking hands or physical contact</li> </ol>	<p><b>Med</b></p>				

<b>Stress and Anxiety concerning returning to work/volunteering</b>	Staff /volunteers concerned about catching or passing on virus causing stress and anxiety and negative effect on staff/volunteer mental/physical health	<ol style="list-style-type: none"> <li>1. Stress and staff wellbeing regularly discussed in one-to-ones and team meetings.</li> <li>2. All staff with family support/safeguarding responsibilities to have access to regular case/reflective supervision.</li> <li>3. Managers to identify staff with stress/anxiety and complete action plan with staff.</li> <li>4. Centre manager to share and involve staff in completion of risk assessments and control measures for Covid19</li> </ol>	Med	<ol style="list-style-type: none"> <li>1. Staff to discuss with volunteers if they would like to return to volunteering when groups/in-person work resumes, Covid-19 safety measures, and any adjustments they would like to make to their previous volunteering role.</li> <li>2. Full team briefing with staff to take place regarding safety measures before wider reopening.</li> <li>3. One-to-one meetings to take place with staff before resuming individual activity sessions.</li> </ol>	All staff responsible for volunteers - prior to volunteers restarting their roles. Centre Manager by 15/09/20		
<b>Non-Compliance with safety measures</b>	Staff/visitors do not comply with social distancing or other measures and pass on Covid-19 to others causing severe illness/infection	<ol style="list-style-type: none"> <li>1. If visitors refuse or repeatedly fail to comply with Covid-19 safety measures when reminded, staff may politely ask them to leave.</li> <li>2. Staff to be made aware that wearing of face coverings by visitors in indoor public spaces is now a legal requirement.</li> <li>3. Non-compliance by staff members to be addressed individually and using disciplinary procedures if necessary.</li> </ol>	Low	<ol style="list-style-type: none"> <li>1. Discussion with staff re what to do in event of non-compliance to take place before wider re-opening</li> </ol>	Centre Manager by 15/09/20		
<b>Lack of social distancing in Outdoor sessions in public spaces</b>	Staff/visitors do not comply with social distancing and pass on Covid-19 to others causing severe illness/infection	<ol style="list-style-type: none"> <li>1. A risk assessment should be done, demonstrating that children/groups can stay 2 metres away from others wherever possible</li> <li>2. Sessions should be restricted to small groups and done in line with wider government guidelines on the number of people can meet in outdoor public spaces. Larger groups of children or adults should not be taken to public outdoor spaces at one time.</li> <li>3. Hand sanitiser should be brought by the session leader and used by participants at beginning and end of session.</li> </ol>	Low	<ol style="list-style-type: none"> <li>1. Risk assessment to be done for outdoor sessions in public spaces as needed</li> </ol>			
<b>Safeguarding</b>		<ul style="list-style-type: none"> <li>- Safeguarding policy reviewed</li> <li>- Online safeguarding policy in place</li> <li>- Safeguarding lead based on site or available remotely</li> <li>- All staff aware of who and how to contact safeguarding lead in event of a disclosure/incident</li> <li>- Staff safeguarding training up to date</li> <li>- Staff received training in supporting children through bereavement</li> </ul>		<ol style="list-style-type: none"> <li>1. Early Years Worker, Children and families worker and project manager to Complete Safeguarding children with Additional needs training by 1 Oct 2020</li> <li>2. Annual Safeguarding training for volunteers to be delivered on Zoom by 31 Oct 2020</li> </ol>	EY worker C&F worker Centre manager  Safeguarding Officer		