

COVID-19 RISK ASSESSMENT		
Service/Person: Brixton Stockwell Better Start Area - Children's Centre Sites Stockwell, Jessop, Liz Atkinson	Assessment Team Members: Senior Leadership Team Governance Committee Members/	Assessment Review Dates
Area Assessed: All aspects of service delivery in the COVID 'recovery' period	Name: Andrea Parker Sign:	Date of 1st Review:
Date of Assessment: 14 th September 2020	Name: Rodney Lethall Sign:	Date of 2nd Review:
Manager: Clare Hudson	Name: Clare Hudson Sign:	Date of 3rd Review:

RISK LEVEL ESTIMATOR	
RISK BASED CONTROL PLAN	
RISK LEVEL	ACTION AND TIME SCALE
TRIVIAL 1	No action is required and no documentary records need to be kept.
TOLERABLE 2	No additional precautions are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
MODERATE 3 & 4	Effort should be made to reduce the risk further, within a defined time period, but the costs of precautions should be carefully measured. Where the moderate risk is associated with extremely harmful consequences further assessment may be necessary to establish precisely the likelihood of harm as a basis for deciding the need for improved precautions.
SUBSTANTIAL 5	Work should not be started until risks have been reduced. Considerable resources may have to be allocated to reduce the risk. In the event that no action can be taken to reduce the risk the matter must be referred to a senior officer. The Local Authority should also be contacted for advice.
INTOLERABLE 6	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited and the matter referred to a senior officer. The Local Authority should also be contacted for advice.
NOTE: Tolerable means that risk has been reduced to the lowest level that is reasonably practicable	

RISK ASSESSMENT FORM B						
(A) TASK (FROM FORM A)	(B) LIST PERSONS/ GROUP AND NUMBERS WHO ARE AT RISK	Risks could include accidental injury, ill health or damage.				(G) RISK RATING (WHERE RISKS ARE NOT AT A TOLERABLE LEVEL ENTER ACTION TO BE TAKEN AND TIMESCALES TO COMPLETE THEM ALONG WITH A REVISED RISK RATING)
		(C) HAZARDS	D) LIST EXISTING PRECAUTIONS AND STATUTORY CONTROLS, E.G. CODES OF PRACTICE ETC. OR REFER TO WHERE INFORMATION CAN BE FOUND	(E) EXISTING LEVEL OF HARM	(F) LIKELY LEVEL OF OCCURRENCE	
1 Travel to settings during the covid recovery period	Staff members Parents/Carers Children	Increased exposure to virus during travel to children's centres Staff, Service Providers and Families at risk of exposure to COVID-19 whilst travelling to the children's centre	<ul style="list-style-type: none"> - Staff survey to find out how staff travel to school - Working hours of staff have been amended, where possible, so staff travelling by public transport are not travelling at rush hour - Working hours of some part time staff where possible, have been compressed to reduce numbers of staff in the children's building - Activity timetable has been planned to ensure children's centre activities/sessions do not clash with the schools drop off/pick up times - Entrance markings of 2 metres 	2	Daily	

<p>2 Opening the children's centre buildings so families can attend activities and services</p>	<p>Staff members Services Providers Parent/Carers Children</p>	<p>Increased exposure to virus due to parents and children being welcomed back in to the building to access services/activities</p>	<ul style="list-style-type: none"> - All families advised not to attend the children's centre if themselves, their child/ren or anyone in their household is suffering from coronavirus symptoms or generally feeling unwell. - All staff, service providers, parents and children will need to wash their hands (using hand washing guidance) or use hand sanitiser on arrival - The 2 metre social distancing rule <u>must</u> be followed by all adults (staff, service providers & parents/carers) at all time - A limited amount of adults will be in the building at any one time. Activities/services have been planned to keep this to a minimum - All children's centre services/sessions will be bookable only (no drop in), this will create a clear list of who is expected to attend with their contact details. - The booking lists for each service/activity will be used as a register to keep attendance by staff, so parents will not need to sign in when entering the building, to avoid grouping of adults, sharing of pens, paper etc. - New families needing to register with the children's centre will be sent a link to their mobile to complete a registration form online rather than completing a paper one - Handwashing, social distancing, coronavirus testing posters have been displayed around the centres 	<p>2</p>		
--	--	--	---	-----------------	--	--

<p>3 Area team delivering specific sessions for local families</p>	<p>Staff members Parent/Carers Children</p>	<p>Increased exposure to virus due to parents, children/babies and staff being in a group where infection could spread</p>	<p>- A maximum number for each session has been set for each children's centre, only 1 adult per family can attend;</p> <p>Jessop – * Baby Bounce & Rhyme – 8 adults, 8 babies, 1 member of staff * Small Group Play – 12 people (adults, children, babies included in this number), 2 members of staff *Chat & Play – 1 family, 1 member of staff</p> <p>Stockwell – * Baby Bounce & Rhyme – 8 adults, 8 babies, 1 member of staff * Small Group Play – 20 people (adults, children, babies included in this number), 2 members of staff *Chat & Play – 1 family, 1 member of staff</p> <p>Liz Atkinson – Number to be decided once building work is completed.</p> <p>- At all sessions the garden area will be utilised as much as possible, to keep parents & children in the outside area. This will be weather dependant and number at sessions may need to be reviewed in the winter months</p> <p>- All indoor spaces used in the children's centres will be well ventilated with windows and garden doors opened at all times (even in the winter months)</p> <p>- Set up for sessions; Baby Bounce & Rhyme – 9 chairs in a circle (8 for parents, 1 for staff), at a 2 metre distance. Parents sit with babies on lap to take part in the rhyme session</p> <p>Small Group Play – majority of the setup of toys and activities to be in the garden, limited amount of toys and activities to be set up inside (to encourage use of outdoor space). Limited amount of easy cleanable resources to be set for each session, as all we be sterilised by staff once the session has ended.</p>	<p>2</p>	<p>Daily</p>	
---	---	---	--	-----------------	--------------	--

<p>4 Adult Learning Courses being delivered in the children's centres</p>	<p>Staff members Services Providers Parent/Carers Children</p>	<p>Increased exposure to virus due to a group of adults in a room where infection could spread</p>	<ul style="list-style-type: none"> - Training room will be well ventilated with windows and door open - Tables to be set to forward facing with a 2 metre distance between each - One adult per table - Face coverings to be worn by adults under the guidance of the adult learning tutor - No children/babies to be taken in to the training room. Children must be left in the crèche provided if a crèche space has been allocated 			
<p>5 Service Providers delivering from the children's centre buildings</p>	<p>Staff members Services Providers Parent/Carers Children</p>	<p>Increased exposure to virus due other professionals coming in to the building where infection could spread</p>	<ul style="list-style-type: none"> -The number of services providers has been limited and agreed in advance of planning the programme - All services providers will be required to complete a form with their up to date contact details and will have to sign to agree to the measures that have been put in place by the centre -Service providers will not use the office spaces that are used by the area team - Rooms in the centre will be booked and allocated in advance, to avoid increased mixing of adults - Service provider will have to follow social distancing of 2 metres - Service providers will be required to supply their own PPE equipment if this is required for their delivery - Service providers will be required to sanitise the space once they have finished using this 	2	Daily	

<p>6 Entering children's centre building/ accessing shared spaces/toys and resources, toilets etc</p>		<p>Increased exposure to virus due to increased amount of people accessing the building where infection could spread</p> <p>Spreading infection through contact with surfaces and each other</p>	<p>- Entrance points to the building have been increased and will be managed in the following way;</p> <p>Jessop;</p> <ul style="list-style-type: none"> -Parents/carers arriving for sessions will enter through the blue wooden gates to the garden area -Parents/carer arriving for appointments with service providers will come though the main reception door – only 1 parent/1 family to wait in reception area at a time. <p>Stockwell;</p> <ul style="list-style-type: none"> -Parents/carers arriving for sessions will enter through black iron gate and through the buggy park in to the garden area -Parents/carers arriving for appointments with service providers will come though the main reception door – only 1 parent/1 family to wait in the main reception area at a time, 1 parent/1 family to wait in the upstairs waiting area at any time <p>Liz Atkinson; to be decided once building works is complete</p> <ul style="list-style-type: none"> -Front admin office glass screens to be kept pulled over at all times -All buggies to be left in the buggy parks and are not to be left in the building -Shared offices used by area team have Perspex desk shields -Staff will sanitise chairs, toys and resources used within session once the session has ended -Only 3 people to use the staff room at Stockwell at any one time -Scheduled cleaning of adult toilets, children toilets, door handles, kitchen area -Government advice & guidelines to be followed at all times. Any new updates/amendments to be shared -lift in Stockwell children's centre to be used by one family at a time. Staff not to use unless they have a disability or a medical condition and cannot use the stairs 			
--	--	--	---	--	--	--

<p>7 One to One family support from the better start workers – to ensure families in need still receive support</p>		<p>Increased exposure to virus and spread through face to face one to one work</p> <p>A decline in families situation due to lack of face to face support</p>	<p>-Home visits to families have been suspended. No member of staff is to visit a family in their home</p> <p>-One to one meetings to be arranged through the chat & play sessions scheduled in the area programme. This to be done in the garden as much as possible (weather allowing), 2 metre distance to be maintained</p> <p>-One to one meetings to be arranged in open community spaces, for example the park</p> <p>-Regular check in calls with case load families to take place</p> <p>-Video calls to take place if parent agrees</p> <p>-FPM to still be used in family support work using guidance/advice given on how to do this over the telephone/video call</p> <p>-Professional meetings to be arranged virtually via google meet, teams etc.</p>	<p>2</p>	<p>Daily</p>	
<p>8 Providing essential contact to young children within crèche (to support adult learning)</p>		<p>Risk of infection when having to change a child</p> <p>Risk of infection when comforting a child who is upset or injured</p>	<p>-When changing a child's nappy normal practices to be followed; fully sanitise changing area after use, regular nappy changing PPE to be worn – disposal gloves, disposal apron, after removing apron and gloves wash hands for 20 seconds</p> <p>-disposal aprons can be worn by staff in crèche sessions. After comforting a child wash hand thoroughly for 20 seconds or use hand sanitiser, refrain from putting hand near your face until this has been done</p>	<p>2</p>	<p>Within crèche sessions</p>	

<p>9 Suspected Coronavirus or a Coronavirus positive test</p>		<p>Staff, Service Provider, Parent/Carer or Child becomes unwell with symptoms of coronavirus</p>	<p>-If anyone becomes unwell while in the children’s centre with a new and persistent cough, or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home immediately and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. This sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>-In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.</p> <p>-If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the person subsequently tests positive. Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>	<p>2</p>	<p>Occasional</p>	
--	--	--	--	-----------------	-------------------	--

		A case of coronavirus is confirmed at one of our centres	<p>-If a staff member, service provider, parent/carer or child was to receive a positive coronavirus test, we will seek to make contact with anyone who has had close contact with this person – close contact as defined by the government guidance 'for contacts of people with confirmed coronavirus infection who do not live with the person</p> <p>-Parents, staff, service user will be encouraged to download the new NHS test and trace app</p> <p>-Our children's centres have registered with the government as identified individual venues – QR code posters are displayed in the individual centres. Parents will be encouraged to check in using their NHS test and trace app when they arrive at the centre</p>	2	Occasional	
10 Local lockdown enforced or Children's Centre has to close for 14 days due to staff having to quarantine		No access to face to face services for local families	<p>-We will make contact service providers to let them know the children's centres will be closed for a period of time</p> <p>-We will seek to contact as many parents as possible to let them know the children's centres will be closed for a period of time</p> <p>-better start team will post regular updates on our twitter pages</p> <p>-We will revert back to working as we did in over the lockdown period in March – using the Brixton Stockwell Better Start Area folder to upload activity ideas, advice and guidance, videos for families to access and better start team making regularly check in calls to families and provide support where needed</p> <p>-Lambeth children's centre helpline and online referral system is still in place which parents can access for emergency support</p>	2	Occasional	

11 Health and Safety		Evacuation procedures cannot be performed as normal	- Temporary fire drill procedures to be created and shared with staff (Premises/LHT/HoS)	2	Occasional	
		Insufficient qualified first aiders on site due to staff absence	-All of the better start area team are pediatric first aid trained, so staff absences will not cause a problem. In the event of no staff, the centres would be closed.	1	Occasional	
		Designated Safeguarding Leads are off due to staff absence	-Better start area team has 2 trained DSLs -Stockwell primary school safeguarding team is made up of 4 staff. -Lambeth have an on-call Safeguarding lead if needed, and one of DSLs would be available via phone.	1	Daily	
		School cleaners are not able to clean school due to absence	-Cleaning company has a Business Continuity Plan in place and will contact if they are unable to clean -Cleaning company to provide Risk Assessment	2	Daily	
		Essential maintenance workers come into contact with staff and children	- Essential maintenance workers to be kept away from others and reminded of social distancing guidelines on arrival -They will wash hands on arrival and before entering/leaving any area which children will also use -Ensure all onsite essential visitors leave their contact information at reception, when signing in -When appropriate, provide the school with company risk assessment	2	Occasional	

