

Risk Assessment: School operation/ Outdoor Environment - during June/ July 2020: response to Coronavirus (COVID-19). Issue 2.3 incorporating government guidance to 01/06/20



The Delegated Services approach to, as simply as possible, completing our standard or routine risk assessment format is found on the **final page** on this format.

Please note how the Harm, (yellow) and Likelihood, (blue) colour coded choices relate to the relevant columns that appear below in Section 2, as you start to capture the detail from your thinking.

Section 1

<p>MAT/Establishment/Section/Team: East Bristol Childrens Centres; Garden environment Broomhill Garden environment Oldbury Court</p>	<p>Date of Assessment:</p>	<p>Review date: (Complete once the action plan section below is addressed)</p>												
<p>Assessed by: Please note all those involved should sign up to this assessment. Print below:</p> <table border="0"> <tr> <td>NAME:</td> <td>DATE:</td> </tr> <tr> <td>1. Lucy Hudd</td> <td></td> </tr> <tr> <td>2. Lindsay Willis</td> <td></td> </tr> <tr> <td>3. Amy Goodwin</td> <td></td> </tr> <tr> <td>4. Jodi Bracey</td> <td></td> </tr> <tr> <td>5. Lindsey Fuller</td> <td></td> </tr> </table>	NAME:	DATE:	1. Lucy Hudd		2. Lindsay Willis		3. Amy Goodwin		4. Jodi Bracey		5. Lindsey Fuller		<p>Staff signatures:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. <p>I/We have read and understood this RA and our role in its implementation.</p>	
NAME:	DATE:													
1. Lucy Hudd														
2. Lindsay Willis														
3. Amy Goodwin														
4. Jodi Bracey														
5. Lindsey Fuller														

BACKGROUND AND CONTEXT:

From Monday 1 June 2020 (at the earliest) schools are expected to reopen for pupils in the Nursery, Reception, Year 1 and Year 6 age groups. On 24 May 2020 the government indicated that secondary schools should plan on the basis that from the week commencing 15 June, they can invite Year 10 and 12 pupils (Years 10 and 11 for alternative provision) back to school for some face to face support with their teachers. This is to supplement remote education which should continue to be the predominant mode of education in this term for pupils in these year groups.

Special schools will work towards a phased return of more pupils without a focus on specific year groups. This will be in addition to the existing full-time provision already in place for priority groups. Numbers accessing this provision are likely to increase as more parents and carers return to work.

This model risk assessment has been developed to support schools in:

- 1. Implementing government guidance for the reopening of schools first issued on 11 May:**
https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings?utm_source=0e6da19a-f422-4893-af47-770e78e58269&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily
- 2. Continuing to provide provision for vulnerable children and other children who are still working at home**
- 3. Facilitating home working for staff**

The risk assessment will be reviewed in response to updates to government guidance and any examples of shared 'best practice' that we receive. Schools must adapt this risk assessment in consultation with relevant partners including trade union representatives where available.

In line with government guidance to other businesses that are advised to go back to work, we recommend that once complete, this risk assessment is made publicly available to those who wish to see it. The same guidance also provides those employers with a downloadable notice they should display to show people they have followed the guidance. We suggest you use it too. It should be tailored for outward and inward facing 'audiences'.

<https://mail.google.com/mail/u/0/?tab=rm0#inbox/FMfcgxwHNMZTbVpxnwzhbjJRTNhHdvrR?projector=1&messagePartId=0.1>

Part 1: Reopening schools from 1 June 2020

The rationale for schools re-opening for more groups of pupils is based on the implementation of the following infection protection and control measures as described in the guidance *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*. The overview of scientific advice used to underpin this guidance was published on 15 May 2020 and was reproduced as Appendix A in the previous version (2.1) of this risk assessment. Owing to the size of the document this has now been removed but is available here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf

Further supporting information is available here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/887247/Department_for_Education_explanatory_note_on_SAGE_modelling.pdf

“There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)”

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated? Look at the activity, processes or substances used that could	Who is affected or exposed to hazards?	What Severity of Harm can reasonably	What Precautions (Existing Controls) are already in place to either Eliminate or Reduce the risk of an accident happening?	What Likelihood is there of an	What is the Risk Rating ?
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	cause harm to health or injury. Use a row for each one identified	(Staff Students Visitors Contractors Etc.)	be expected? (See Definitions Table 1)		accident occurring? (See Definitions Table 1)	(See Risk Rating Matrix Table 2)
Preparation for garden/outdoor use in Childrens Centre						
Preparation of the outdoor environment	Failure to complete checks renders the space unfit for use.	All premises occupants	Serious	<ul style="list-style-type: none"> Gardens have been kept maintained and gardener contractors have continued with regular visits. Annual ROSPA and garden inspections are up to date Daily garden checks are completed on a daily basis (if opening garden) or before use of the garden space . All moveable resources including any soft furnishings have been removed. Fixed resources have been cleaned and checked. Resources are organised into sets, cleaned and quarantined after each session. Used on rolling process No malleable resources such as sand, playdough or water play will be offered as an activity. Large fixed equipment will be washed/wiped down after each individual session. Clear social distancing and hygiene signs are visible around garden environment Cleaning station including hand sanitiser at entrance and families asked to partake in hand hygiene before entry. Families are offered/ invited to use safe garden space on a one to one basis. 	M	M

				<ul style="list-style-type: none"> Government guidance 1/6/2020 includes that families can with members of their household go outdoors. <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-the-public-on-the-phased-return-of-outdoor-sport-and-recreation</p>		
Management of expectations with service users community	<p>Anxiety with service users/community re: prevalence and effectiveness of infection control and social distancing measures</p> <p>Arrangements for infection control, social distancing etc are not practised during garden time activity</p>	All service users/ community	Serious	<p>Our communication with parents and pupils prior to reopening will include information about:</p> <ul style="list-style-type: none"> Arrival and departure from the children centre and arrangements for parents/ children to access the site, including hygiene routines. Arrangements for infection control Attendance and non-attendance – how this will be communicated between CC and family. It is expected that most families will be within walking distance of the CC and public transport not used. Attendance to the garden sessions will be by invitation only Expectations re: any new behaviour systems that we have put in place to support our work in infection control and social distancing Those not following infection control, social distancing rules will be asked to leave the setting. Details of what equipment is provided and what procedures we have in place re cleaning/ infection control. What things families will need to bring from home What will happen if there is a case of coronavirus at the CC. <p>Government guidance for parents is available at:</p> <p>https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-</p>	M	M

				carers/reopening-schools-and-other-educational-settings-from-1-june		
Staff Welfare /Wellbeing	<p>Staff anxiety re: returning to work and potential exposure to the virus.</p> <p>Anxiety surrounding contact with parents and children when staff can't have contact with their own families</p> <p>Anxiety about still having children at home and difficulties returning to work</p> <p>Anxiety about vulnerable family members in their households</p> <p>Anxiety of protected groups who are more susceptible to contracting Covid 19 more seriously- BME, medical conditions –e.g. Asthma, diabetes, older employees</p>	All staff	Serious	<p>Individual discussions have been/are held with staff to identify concerns/ barriers re: returning to work. (NB: recognising that some could be experiencing bereavement, mental health issues, etc.).</p> <p>We have signposted to relevant counselling services.</p> <p>EAP number has been shared</p> <p>Staff have regular meeting/supervision with an SLT member</p> <p>Wellbeing tips shared amongst colleagues</p> <p>Individual risk assessments have been completed and discussed with staff member.</p> <p>HR advice is available if required.</p> <p>We are working with the trade unions. https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf</p> <p>NB: Retain for future reference with this risk assessment as an appendix.</p> <p>Staff will have PPE equipment available if the request it for when they are meeting/ greeting families.</p> <p>Staff will ensure that they are following social distance guidelines at all times</p> <p>Staff will ensure that they are following regular guidance of hand hygiene.</p>	M	M
Staffing availability and ratios	Staffing ratios insufficient for sessions. Need to consider safe levels and	All service users/ community/ staff	Serious	<ul style="list-style-type: none"> There will always be a minimum of two members of staff present on site for sessions to go ahead. 	L	L

	social distancing arrangements.			<ul style="list-style-type: none"> If two members of staff cannot be on site, then sessions will be cancelled and families informed in time so that they do not attend the setting. 		
Family Welfare/ wellbeing	welfare - changing family circumstances likely to have an adverse effect of attending CC	Families and staff	Serious	<ul style="list-style-type: none"> Contact with the family before session to ensure that families are well and that no one wishing to attend the session are showing any symptoms of Covid -19. If they are family asked not to attend. Contact with families will be made the day before the session to ensure that they are aware of any new potential issues so that any relevant support/ materials are made available. Staff responsible for session will be briefed in advance and made aware of any existing support plans/ risk assessments etc, for individual families. 	M	L
Provision of first aid	Slips, trips, and falls Stings, bites	families and staff	Minor	<p>Families are responsible for the care and supervision of their children at all times</p> <p>Qualified first aiders are available as required</p> <p>Reasonably practicable arrangements for families to access first aid resources ensures that the opportunity for anyone needing assistance does not come into contact with others who are not in their 'family'.</p> <p>Normal hygiene precautions (handwashing and use of gloves) are taken when administering first aid.</p> <p>PPE – gloves and aprons available if required.</p> <p>Access to bathroom/ running water available.</p>	M	L

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				Staff have telephone access if an emergency or 999 call is required.		
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Section 3 – ACTION PLAN

Instructions for completion

1. Any item that has a risk rating of Red or Amber in section 2 above - the right-hand risk rating column needs to be addressed in this action plan. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
2. When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4)
3. Some items are so high hazard that they will never be reduced to a risk rating lower than Medium – these must be kept in the action plan but can be marked as addressed and all being done that is reasonably practicable.
4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

What is the Hazard you need to Control? (high or amber from the risk rating column above)	What Additional Precautions do you need to either eliminate or reduce the risk to an acceptable level.	Who is Responsible for implementing these controls?	When are these controls to be implemented (Date)?	When Were these controls implemented (Date)?
Preparation of the outdoor environment	Staff and service users to stay vigilant at all times Continue with stringent hand hygiene and social distancing	All staff Service users	ongoing	
effectiveness of infection control and social distancing measures	Staff and service users to stay vigilant at all times Continue with stringent hand hygiene and social distancing Open communication between CC and service users	All staff Service users	ongoing	
Staff Welfare	Staff will be provided a quick look overview of RA's as well as expected to read full childrens centre and outdoor Risk assessments. Families will be given family friendly guidance before attending the setting	All staff Service users	ongoing	

References: Describe what standards are being applied (such as HSE Approved code of practice or Design and technology association training course guidance etc.) other supporting material. This can of course include the MAT/Establishment's own policies and guidance. For major risk assessments notes of consultation or other discussion may also be useful.

1. Behaviour policy updated 5/6/2020

2. Guidance for garden use at CC – individual to each setting
3. Safeguarding policy updated 5/6/20
4. H& S policy updated 5/6/2020

Information to Aid the completion of the Risk Assessment format

Table 1: Definitions

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning of likelihood
Fatal/Major Injury	Death, major injuries or ill health causing long term disability/absence from work.	High (frequent)	Occurs repeatedly/ to be expected.
Serious Injury	Injuries or ill health causing short-term disability/absences from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes.
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work.	Low (unlikely)	Not Likely to occur

Table 2: Risk rating matrix: Potential severity of Harm + Likelihood of Harm = Risk rating

	+ High (Likely)	+ Medium (Possible)	+ Low (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

Table 3: Action required: Key to Ranking and what action to take.

VERY HIGH Risk	STOP ACTIVITY! Take action to reassess the work/activity and apply reduction hierarchy before proceeding.
HIGH Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
MEDIUM Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the

	situation on an agreed frequency.
LOW Risk	Monitor and review your rolling programme.

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