# RISK ASSESSMENT – COVID-19 CHILDREN’S CENTRES

**REVIEWED AUG/SEPT 2021**

The risk assessment and control measures are carried out with consideration to children, staff and other adults with protected characteristics. Please speak to a staff member/Line Manager to discuss any further measures or adjustments needed to enable you to comply with the risk assessment.

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| Company Name: **HALIFAX OPPORTUNITIES TRUST** | | | | | Work Area: **HOT CHILDREN’S CENTRES** | Activity/Machine: **COVID - 19** | | | | RA No: |
| Hazards and People Exposed | | Risk | | | Current Controls (measures already in place) | Residual Risk | | | Future Controls (things to be implemented) | Transferred to Risk Reduction Plan Yes/No |
| Employees, Visitors, Contractors, Maintenance. | Children, Young People, Pregnant Women, | Severity | Likelihood | Total Risk | Severity | Likelihood | Total Risk |
| **Potential closure of the centres and services.**  Staff, children, parents and other adults are infected with COVID-19  High numbers of the above become ill and unable to attend centre/work.  Claims made against the centre if anyone contracts COVID -19 because of poor health and safety measures | | 5 | 4 | 20 | All staff must follow the measures set out in this risk assessment to respond to, prevent and minimise the risks of transmission of COVID - 19.  All staff have read the risk assessment and the risk assessment is available on the HOT website. | 1 | 2 | 2 |  |  |
| **Staff & Parents not aware of new measures and feeling anxious about attending the centre.** | | 5 | 4 | 20 | **Communications**  Information is being shared with staff, parents and visitors attending the building through newsletters and posters describing the symptoms of COVID- 19 and local walk in vaccination clinics. | 1 | 2 | 2 |  |  |
| **Meeting the Government Guidelines for Reducing the Spread of COVID -19 –** general controls in place to prevent risk of infection  Possible rapid spread of virus within centre as soon as one person within the centre has been infected with COVID -19 | | 5 | 4 | 20 | **Minimise Contact**  No staff member, child, parent or other adult should enter the building who;   * has any symptoms of COVID -19 (a new continuous cough, a high temperature, or a loss of, or change in their normal sense of taste – anosmia) * has tested positive for COVID -19 * been told to self-isolate by NHS Test and Trace * has not adhered to travel legislation * Lives in a household where someone has COVID -19 symptoms and not had a double vaccination. Once the PCR results have been received if they are negative they can return to work.   Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of a positive COVID-19 case and any of the following apply:   * They are fully vaccinated * They are below the age of 18 years and 6 months * They have taken part in or are currently part of an approved COVID-19 vaccine trial * They are not able to get vaccinated for medical reasons   Instead they will be contacted by NHS Test and Trace and advised to take a PCR test.  If a child, parent, staff member or other adult develops any symptoms while at home, they should not attend the centre and follow the Government guidance for self-isolation, including arranging to have a PCR test, engaging in NHS Test and Trace.  Staff must immediately inform their line manager/Centre Manager/Children and Families Lead of test results to allow swift action.  Pregnant women can attend the workplace which is COVID secure. A risk assessment must be conducted in line with the Management of Health and Safety at Work (MHSW) Regulations 1999  Staff, children and other adults who are clinically extremely vulnerable may continue to attend the centre in line with current guidance.  If there are five or 10% of children/staff/professionals in the centre who test positive within a 10-day period, then Calderdale Council Public Health Department, must be notified and advice must be actioned  **Parent and Child Groups**  Parents & child groups can operate as normal and without restrictions on attendance.  Rooms should be well ventilated.  Staff, parents and children should be encouraged to wash/sanitise their hands on arrival and frequently during the session.  Staff, parents and children should be encouraged to wear face coverings in busy, congested areas such as entrances and waiting areas.  **Staff Teams**  Staff can return to the workplace  When staff sign in and out of the building, they also sign the statement that is included on the register stating they have;   * no symptoms of COVID-19 (a new continuous cough, a high temperature, or a loss of, or change in their normal sense of taste – anosmia) * not been advised by Test and Trace service to self-isolate * have not a had a positive PCR result in the last 10 days. * adhered to travel legislation * do not live in a household where someone has COVID -19 symptoms and not had a double vaccination. Once the PCR results have been received if they are negative they can return to work.   Staff members are strongly encouraged to complete Lateral Flow Devices (LFD) to identify asymptomatic cases, by taking 2 tests per week on Monday and Thursday mornings.  Staff members with a positive LFD result should get a PCR test and must self-isolate while awaiting the result. If the PCR test is taken within 2 days of a positive LFD, it overrides the LFD and they can return to the setting as long as they do not have COVID-19 symptoms  **External Visitors/Contractors**  Visits by external professionals and contractors to the Children’s Centres can take place, however external visitors/contractors should:   * be informed about the control measures in the nursery on or before arrival * sign into the nursery giving the date, time, their name and contact details to support rapid contact tracing if required by NHS Test and Trace.   Contractors sign a declaration stating that they have;   * no symptoms of COVID-19 (a new continuous cough, a high temperature, or a loss of, or change in their normal sense of taste – anosmia) * not been advised by Test and Trace service to self-isolate * have not a had a positive PCR result in the last 10 days. * adhered to travel legislation * do not live in a household where someone has COVID -19 symptoms and not had a double vaccination. | 1 | 2 | 2 |  |  |
| **Meeting the Government Guidelines for Reducing the Spread of COVID -19**  **Health & Hygiene**  Possible rapid spread of virus within the centre as soon as one person within the centre has been infected with COVID -19 | |  |  |  | **Steps to protect staff, children and other adults during the pandemic;**   * Enhanced daily & weekly risk assessments are in place * All spaces must be kept well ventilated ensuring a supply of fresh air at all times through opening windows, sky lights, air conditioning, and fans. Non-fire safety doors can be propped open to allow ventilation (bearing in mind safeguarding in particular). In cold weather, windows should be opened enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space. The identified poorly ventilated rooms must have reduced usage, fans used to circulate the air and face coverings where possible. * Areas of congestion are identified and one-way systems implemented. * Screens are in place between desks where required * Desks are positioned to enable back to back or side by side working * Increased handwashing or use of hand sanitiser for staff, children and other adults on arrival at the centre, after blowing nose, sneezing or coughing, before and after handling food, eating, and when changing rooms/offices. Hands must be washed thoroughly for at least 20 seconds with soap and running water * Children must be supervised closely when using hand sanitiser given the risks around ingestion. Sanitiser must be stored out of reach of children at all times * Hand sanitiser is available in the entry/exit of the centre and is also available around the centre * Good respiratory hygiene is ensured by promoting the ‘catch it, bin it, kill it’ approach * Surfaces, especially those frequently touched (door handles, push panels) are cleaned regularly using antiviral cleaning fluid and disposable roll * Antiviral cleaning fluid is diluted daily and is available in office spaces * Work areas must be cleaned after each use including desk, phone, keyboard and mouse using antiviral cleaning fluid and disposable roll. Handles of kettles, microwaves and fridges must be cleaned more frequently using antiviral cleaning fluid and disposable roll * Rubbish and personal belongings must be removed when you have finished using the work area. * Disposable roll and single use face coverings are to be placed in the additional bins * Bins are emptied more frequently throughout and at the end of the day * Toilet areas are cleaned more frequently * Staff and other adults are encouraged to wear face coverings in areas where there may be more people such as the entrance area or the waiting area/communal areas * Staff, children and other adults are encouraged to avoid touching their faces and face coverings * Reusable face coverings should be changed and washed daily. * A contingency supply of masks are available for instances where anybody is struggling to access a face covering, have forgotten one, or theirs having become soiled/unsafe.   **Suspected/Confirmed Case**  Where there is a confirmed case, staff will follow Government guidance for self-isolation, testing and the NHS Test and Trace system.    Should a staff member or members of the public become symptomatic while in the centre, they should swiftly go to the designated isolation area or be moved to an area which is at least 2 meters away from other people (with appropriate supervision for children) until they can leave the centre to go home.  They must not use public transport if they are symptomatic and wherever possible, be collected by a member of their family or household.  They must follow the Government guidance for self-isolation and engage in NHS Test and Trace system.  The area (and any toilet used) should then be cleaned in line with Government guidance.  Staff, parents, carers and other adults should immediately inform the centre of test results to allow swift action.  If one or more staff member/professional in the centre have tested positive within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, then Public Health England, Calderdale Council Public Health Department must be notified and advice must be actioned.  Those staff who provide close supervision while awaiting collection of anyone taken ill will wear the PPE provided i.e. face mask, gloves and apron.  **PPE**  Gloves and aprons are used when cleaning, providing intimate care or when handling food and disposed of safely after each task by being placed in bins.  **Equipment/Resources**  Any equipment passed between staff will be cleaned before use.  A fresh correctly diluted antiviral cleaning fluid must be made up at the start of each day to ensure maximum effectiveness. | 1 | 2 | 2 |  |  |
| **Meeting the Government Guidelines for Reducing the Spread of COVID -19 -Testing** | |  |  |  | **Testing**  Staff have access to rapid lateral flow tests which should be completed twice a week on Monday and Thursday morning prior to entering the workplace to identify asymptomatic cases and reduce transmission  Staff with a positive rapid lateral flow test must self-isolate in line with Government guidance and get a PCR test within 2 days to check if they have COVID -19  Staff must self-isolate while waiting for the results of a PCR test  If a PCR test is taken within 2 days of a positive lateral flow test, and is negative, it over rides the lateral flow test and the staff member can return to work as long as they do not have COVID-19 symptoms. |  |  |  |  |  |
| Staff travelling together are at increased risk of contracting COVID -19  Children, parents and staff travelling from abroad are at increased risk of contracting Covid-19 | | 5 | 4 | 20 | **Travel**  When travelling to carry out work related activities, staff must where possible wearing face coverings and the passenger seated in the back of the car, with open windows for ventilation.  All children and Staff travelling to England should follow Government guidance on entering the UK. | 1 | 2 | 2 |  |  |

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| Severity (nature of injury)   1. Minor injury – no time off work 2. Minor injury – time off work 3. Injury resulting in over 3 days off 4. Major injury 5. Fatality | Likelihood (chance of injury occurring)   1. No chance 2. Unlikely 3. Possible 4. Likely 5. Definite |

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| S/L | 1 | 2 | 3 | 4 | 5 |
| 1 | 1 | 2 | 3 | 4 | 5 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 5 | 5 | 10 | 15 | 20 | 25 |

Total Risk = Severity x Likelihood

Date: …17/08/2021…………………… Assessor: …………… AMT ……………………Review Date…. As circumstances evolve.

**RISK REDUCTION ACTION PLAN**

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| Company Name: **Halifax Opportunities Trust** | | Work Area: **HOT CHILDREN’S CENTRES** | Activity/Machine: **COVID 19** | | RA No: |
| Further Control Measure Required | Target Date | Additional Comments | Person Responsible | Signature | Date Complete |
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