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| ***RISK ASSESSMENT(RA)*** | **CBC COVID-19 – Re Opening Requirement** | |  |
| **Establishment:**  **Charles Booth Centre (CBC)** | **Assessment by:**  **Tom Walters** | **Date:**  24.07.20 |
| **Review Date:**  Ongoing | **Approved by:**  **Board of Trustees** | **Date:** |

**This Risk Assessment must be read alongside the following additional guidelines and complications:**

1. **Government Guidelines for Community Centres found at** [**www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities**](http://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities)**.**
2. **This Guidance together with that received from Public Health England and at a regional level from NWLDC will be subject to regular changes and as such this RA must be read alongside latest information and updated where practicable accordingly.**
3. **As a multi-use Centre, CBC faces some unique challenges:**
   1. **Wide range of age groups from 2 – 100 who may have varying needs and vulnerabilities to the disease.**
   2. **Multiple users potentially using the Centre at similar times.**
   3. **Limited entrances and exits due to the lay out and mixed use (can’t exit through End room if it’s in use etc)**
   4. **Only part time staff**
   5. **A charity with very limited resources**
   6. **An older builder than in itself poses challenges of keeping clean and germ free**
4. **With (3) above in mind this RA must be read as only part of the safeguarding solution, including, but not limited to:**
   1. **Individual groups (including private bookings) producing their own RA (recommended, but not mandatory)**
   2. **Individual groups (including private bookings) producing their own guidance on how they plan to**
      1. **Maintain social distance**
      2. **Clean before and after sessions**
      3. **Limit use of bathrooms**
      4. **Stay safe**
   3. **Individual groups (including private bookings) must be able to self-police their own CV-19 within the Centre**
   4. **Individual groups (including private bookings) must provide their own PPE and cleaning products**
   5. **Individual groups (including private bookings) must clean down and sanitizer before and after each session. CBC will extend each booking slot by 30 minutes to allow 15 minutes at each end for this.**
5. **A separate RA will be done for the Bars**
6. **A separate RA will be done for larger groups or parties over 25 in number.**

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| Hazard / Risk | Who is at Risk? | **Normal Control Measures**  *(Brief description and/or reference to source of information).* | **Additional Control Measures**  *(to take account of local/individual circumstances).* | **Risk Rating**  **H/M/L** |
| Direct transmission of the virus, i.e. when in close contact with those sneezing and coughing | Centre Staff, Pre School, PS staff, visitors and families | * Minimising contact with individuals who are unwell ensuring those who have virus symptoms, or who have someone in their household who does, **do not attend CBC** * Cleaning hands more often – washing for 20 seconds with running soap and water or use of hand-gel/sanitiser. * Ensure good respiratory hygiene – promote ‘catch, it, bin it, kill it’. * Posters on display. | * All points below develop further the measures in place. * Centre Track & Trace with 21 day keeping of visitors details * Parents informed by letter of all measures in place and instructions to follow re items listed below – e.g. dropping off/collecting, etc. | **H**  \*based on measures in place below becomes |
| Indirect transmission of the virus (via touching contaminated surfaces) | Centre Staff, Pre School, PS staff, visitors and families | * As above. * Routinely and regularly cleaning frequently touched surfaces. * Centre clean every day for areas in regular use. * Groups to clean before and after each of own uses. * Minimising contact and mixing by altering environment and timetables. | * As above | **H**  \*as above |
| Social distancing (SD) for adult users | Centre Staff, Pre School, PS staff, visitors and families | * Users recommended to keep 2m apart * SD current legal requirement is 1m – this must be the minimum. * Expectation that this guidance will fluctuate as mentioned in preamble above. | * Limit number of people per room depending on room size and layout * Encourage group ‘bubbles’ of users from same households where possible/practical. * Encourage use of face masks where possible/practical |  |
| SD for PS and infant users – acknowledged that early years/younger primary cannot keep 2m apart hence ‘generic measures’ in place – see boxes 1 and 2 above. | Centre Staff, Pre School, PS staff, visitors and families | * Staff, children to mix in small consistent groups –‘bubbles’. * Each group – ‘bubble’ to stay away from other groups. * Classrooms to distance pupils as far as possible by 2m. * Older pupils to keep 2m apart even within their own group. | * groups in keeping with ratios. * Classes ‘bubbles’ of max. 10 pupils with 1 teacher * Staggered lunchtimes & break times. * Designated play areas * **PS Have created their own full and detailed RA to cover all of their activities** |  |
| Movement around Site/Toileting | Centre Staff, Pre School, PS staff, visitors and families | * PS Children to remain in designated areas. * **NO ACCESS TO PS TOILET during weekday for adults** * All adult users encouraged to use toilets as little as possible. * Brief transitory contact – passing in corridor – keep minimal – through limited use of other rooms. | * Clean down after use, by each user * Only ONE person allowed in Adult toilet block at any time, queue at least 2m from door | **L** |
| Visitors Arriving or dropping off and/or collecting | Centre Staff, Pre School, PS staff, visitors and families | * queuing using 2m markers. * queuing using 2m marked out lines and hand over child to teacher and exit using 1-way system. * Same routine at end of day. * Staff rota on front door duty. | * User Groups informed not to turn up early for session. * Additional 15m stagger between groups to reduce overlap * Groups asked to finish on time and leave promptly * Face masks to be worn on entering the building or queuing in corridors | **L** |
| Hygiene measures & Cleaning | Centre Staff, Pre School, PS staff, visitors and families | * Increased cleaning of used areas. * Hand gel available at entrance, and entrances to all designated areas for children’s use on entering and leaving. * Sanitiser sprays and disposable paper towels in each classroom/area in use for wiping items down/cleaning surfaces as required during the day. * Spray toilet areas and door handles at lunchtime * Hygiene posters encouraging good practice on display in all areas – toilets, classrooms, staff toilets, etc. * Frequent handwashing – arrival, before and after eating, after sneezing/coughing; tissue binned. * Ventilate areas as far as possible. | * Groups and visitors advised and informed to bring own PPE and sanitizer products. * Update Booking forms to reflect * Gloves / aprons available for staff use. * Handwashing routines communicated to Users. * All staff wash hands/use hand gel on arriving/exiting building. | **L** |
| Room Hire/Classrooms/Resources | Centre Staff, Pre School, PS staff, visitors and families | * Classroom size and seating – as indicated above. * Minimalistic approach – removal of anything not suitable due to difficulty cleaning, * Materials wiped after use of any one group – especially applies to a class moving around activities, * Classrooms arranged to enable distance as far as is practical. * Avoid activities which encourage close physical contact. | * Regular check of availability of cleaning materials. * Groups and visitors advised and informed to bring own PPE and sanitizer products. * Update Booking forms to reflect | **L** |
| Personal Items and Stationery | Centre Staff, Pre School, PS staff, visitors and families | * No sharing of these resources – Groups and individual within these groups to keep to their own. * Groups to bring as little stuff as is practical for the session. * Clean down all items after use, Group Responsibility | * No bags to be brought in. * Other than necessities | **L** |
| Food and Drink/Break/Mealtimes | Centre Staff, Pre School, PS staff, visitors and families | * Encourage each user to bring own cup/water bottle and take home with them. * Avoid use of communal cups etc * Lunchtime staggered times if necessary for numbers or reduce numbers of eating groups eg TADDAC * SD of 1m minimum 2m where possible | * Might consider no adult food service under current guidelines | **L** |
| Visitors & Deliveries | Centre Staff, Pre School, PS staff, visitors and families | * External visitors limited during opening hours. * Parents to come into Pre-School only when strictly necessary – collecting a child who may be ill OR by appointment only. * Parents to email or telephone. * Ensure good ventilation. * Clear signage and markings in place. * Hand gel on entrance to Reception. * meetings –- by Zoom. * Deliveries to be left at door where possible. | * Any required meetings should take place at the appropriate distance. * Set aside spare classroom or office space for this. | **L** |
| First Aid & Caring for a child with symptoms of Covid-19 awaiting collection | Centre Staff, Pre School, PS staff, visitors and families | * Masks, gloves, aprons, not required unless carrying out an activity which requires this, dealing with staff or pupils who require first aid or if dealing with a child displaying symptoms. * PPE also available | * Pre-School can provide masks– note these are social distancing masks only. * Gloves/aprons for staff so they use spray to wipe down desk tops during an activity. | **L** |
| Someone ill/or displaying possible symptoms of Covid-19 | Centre Staff, Pre School, PS staff, visitors and families | * check child if persistent cough and/or temperature. * Isolate child – spare classroom; if toilet needed use separate one. * Pupil presenting symptoms should be isolated –– closed door; open window for ventilation; PPE to be worn if a distance of 2 metres cannot be maintained. Await collection. * All staff and pupils in close contact (**within 2m**) with a **suspected case** to self-isolate until Covid-19 tests have taken place. * If a member of staff has helped someone with symptoms they do not need to go home unless they develop symptoms themselves. | <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> | **L** |
| Managing suspected cases of Covid-19 | Centre Staff, Pre School, PS staff, visitors and families | * When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. * Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. * Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms * Cleaning to take place once area vacated. * Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly. * Use PPE to protect team member cleaning. | * Head to liaise with parents about sending children home. * Maanager to keep a log of when the pupil is to return. | **L** |
| Staff member/pupil or household member becoming ill with Covid-19 symptoms or is tested and diagnosed. | Centre Staff, Pre School, PS staff, visitors and families | * In the event of a pupil, staff member or member of their household becoming ill, the Manager must be contacted and informed. * A 7-day isolation period for individuals who have been symptomatic. * Any other member of the household must self-isolate for 14-days. * The team they are in will also be informed and told to isolate for 14 days from school. This includes teachers and pupils. * Keep up to date with the latest government guideline: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> * All staffing absences including self-isolating staff should be shared with the Pre- School. * Where possible and appropriate, keep in touch   with staff members who are in self-isolation and include them in communications. | * All staff to be aware * All staff to keep up to date with guidance | **L** |
| Cleaning after a suspected case of Covid-19 | Centre Staff, Pre School, PS staff, visitors and families | * Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. * Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. * Using a disposable cloth, first clean hard surfaces   with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.   * If an area has been heavily contaminated, such a   with visible bodily fluids from a person with coronavirus (COVID-19), consider using protection for the eyes, mouth and nose, as w ell as wearing gloves and an apron.   * Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. Wash hands regularly. | * Maintenance team aware of protocol | **M** |
| Reintegration/  Safeguarding/  Mental Health/Wellbeing | Centre Staff, Pre School, PS staff, visitors and families | * Awareness of any concerns arising from pupils on return from home – if safeguarding in nature contact DSL. Allow time for children to talk about their experience/share their feelings. * Pastoral activity to address how the children are feeling. * Maintain regular contact with staff. * Inform Manager if unwell | * Safeguarding concerns– follow Safeguarding Policy as normal. * Sharing of first days back as a staff group – for support. | **L** |

***I fully understand the above Risk Assessment and agree to adhere to the control measure***

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**Annex A: Further Generic Guidance for all Staff, Visitors and Regular Users**

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing manager), and access a test as soon as possible.
2. Clean your hands more often than usual - 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.
3. Use the ‘catch it, bin it, kill it’ approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Help your class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc. including by updating your classrooms displays with posters.
8. Prevent your class from sharing equipment and resources (like stationery).
9. Keep your classroom door and windows open if possible for air flow.
10. Limit the number of children from your class using the toilet at any one time.
11. Limit your contact with other staff members, and don’t congregate in shared spaces, especially if they are small rooms.
12. Any concerns please share them.