

CHILDREN'S CENTRE RE-OPENING RISK ASSESSMENT

Key to Residual Risk Assessment




	The residual risk is unacceptable. Further action must be taken to mitigate the risk	Completed: Shared with H&S rep: Shared with LAB:
	The residual risk is high, other mitigation should be considered if possible	
	The residual risk is moderate	
	There is low residual risk	

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

CHILDREN'S CENTRE RE-OPENING RISK ASSESSMENT

Setting Name: Morningside Children's Centre




START OF THE DAY AND END OF THE DAY

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Parents	Parent contact with children and staff	<ul style="list-style-type: none"> • Communication to parents to ask only one parent to accompany child to centre • Allocated entrance • Communication to parents re protocols on website with link to google translate or in key languages as well as English • Parents not to gather at gate • Information to parents eg e-bug, use of public transport, handwashing and social distancing • Encourage families to walk or cycle • Most families live very close to the centre so minimal use of public transport 	HoC/ All staff	
Drop off	Social distancing on drop off	<ul style="list-style-type: none"> • Different start times • Using school entrance so not entering the building • Notices at centre entrance • Signage- to include FAQs and directing parents to guidance on website • Staff presence at drop off • Communications to parents – on website with link to google translate or in key languages as well as English • Children encouraged to wash hands as soon as they arrive and before leaving 	HoC All staff	
Pick up	Social distancing on collection	<ul style="list-style-type: none"> • Signage re collection from gate only • staff presence at collection 	HoC All staff	




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		<ul style="list-style-type: none"> Communications to parents on website with link to google translate or in key languages as well as English 		
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LEARNING ENVIRONMENT

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Centre	Building is fit for purpose and ready to reopen	<ul style="list-style-type: none"> Checks before opening have taken place e.g. water and fire safety systems Playgrounds are swept and there is no litter Touch points are regularly wiped down with disinfectant Daily cleaning when children and staff have left is checked by premises staff 	Premises Manager	
Centre	Adults observing social distancing	<ul style="list-style-type: none"> Positioning of furniture used by adults Positioning of staff Staff have own stationery resources, clearly labelled and stored safely Storage of coats and bags. Coats on named pegs Staggered start times for groups if necessary No parents to come into the centre unless settling children outside and must use face coverings to walk through to garden area 	HoC/SLT All staff	
Centre extended service activities	Adults observing social distancing in small space	<ul style="list-style-type: none"> Stay and Play sessions will take place off site in local park until half term and then will be reviewed The slots will be reduced to 1 hour sessions without access to toilets in the centre Numbers to attend will be reduced to 4 families maximum. Parents will be able to attend by invite only 	All staff	
Centre	Children requiring additional support	<ul style="list-style-type: none"> Specific staff assigned to SEN pupils with plan in place for absence 	HoC/SLT Room Leader	


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		<ul style="list-style-type: none"> ● Staff PPE if appropriate with plan to ensure that replenishment is timely ● Staff briefing covers all details daily 		
Centre	Hygiene requirements to prevent spread/transmission of illness	<ul style="list-style-type: none"> ● Hand sanitisation stations in all rooms and soap in all rooms with sinks ● Regular breaks for handwashing ● Supervision of handwashing/support for children unable to complete appropriately ● "Over learning" phase in first few days to teach correct hand washing processes ● Signage with instructions and key messages including catch it, kill it, bin it ● Lidded bins in all rooms that are emptied regularly (double-bagged) ● Unnecessary items removed from rooms ● Soft furnishings and soft toys removed ● Rooms are ventilated (doors/windows open) ● Children encouraged to wear fresh clothes each day ● Cleaning kits available in each classroom in case of coughs or sneezes ● Spray disinfectant and disposable cloths available in all classrooms (pupils taught to wipe their tables and equipment) 	<p>All staff</p> <p>HoC/Room Leader</p> <p>All staff</p> <p>Premises manager</p>	
Centre	Prevent spread/transmission of virus via resources	<ul style="list-style-type: none"> ● Deep cleaning of any shared areas or resources daily ● Resource rotas implemented for shared resources ● Cleaning of equipment ● Cleaning of toys ● Resources do not go home ● No resources to be brought from home 	<p>HoC/SLT</p> <p>Staff</p> <p>Premises manager</p>	
Toilets	General hygiene	<ul style="list-style-type: none"> ● Monitoring of handwashing ● Monitoring of children in toilet area ● Ensure adequate stock levels 	<p>All staff</p> <p>Premises manager</p>	
Toilets	Intimate care	<ul style="list-style-type: none"> ● Trained staff available 	HoC/SLT	

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		<ul style="list-style-type: none"> ● PPE available and used ● Handwashing ● Staff briefing ● Signage ● Ensure adequate stock levels 	All staff Janet -PPE	
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OFFICE AREAS



AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Reception	Cross contamination	<ul style="list-style-type: none"> ● Frequent cleaning of surfaces ● No hot desking ● Adequate ventilation ● Protocol in place for cleaning reception desk areas between users ● Protocol in place to limit wider staff access to office areas, e.g photocopying and accessing stationery ● Perspex Screen put in place at front desk 	Admin staff Premises manager HoC All staff	

CHILDREN'S CENTRE RE-OPENING RISK ASSESSMENT

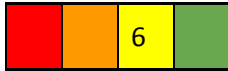
SHARED AREAS

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Shared spaces e.g. kitchen and sensory room	Social distancing for adults, contamination, cleaning frequency	<ul style="list-style-type: none"> Reduce the use of shared areas to essential access only Seating in shared areas to be socially distance and no more than 2 people to be in the meeting room at any one time Surfaces to be wiped down after use Frequent cleaning of surfaces in any spaces to be used Signage in place to advise users to minimise time spent in the area only 1 persona allowed in the kitchen at any one time 	Premises manager HoC All staff	
Water	Dehydration	<ul style="list-style-type: none"> Water fountains switched off or out of use and taps secured Labelled cups to be provided for each child Staff to use water dispensers and wipe down handle afterwards Replenish water jugs and refill cups frequently 	Premises manager All staff	



LUNCHTIMES (Food Preparation is at the school kitchen)

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
use of utensils and food	transmission via utensils	children have own plates, cups, knives, forks and spoons and are sterilised after every serving	staff on duty at lunch time	
lunch service	movement of staff and children in other spaces and maintaining hygiene at meal time	staff with level 2 hygiene to collect meals whilst maintaining social distancing children to have supervised hand washing before and after lunch	staff on duty at lunch time	


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Staff eating area	cross contamination	<ul style="list-style-type: none"> • hand washing before and after eating • eat outdoors wherever possible • good ventilation if eating indoors • social distance maintained • no sharing of food or utensils 	all staff	
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OUTDOOR PLAY

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Use of play space and play equipment	Transmission via play equipment	<ul style="list-style-type: none"> • Large box with equipment for each group that is only used by that group and rotated • Minimal sharing of equipment • Careful and vigilant supervision 	HoC, Room Leader All staff who supervise in the outdoor area	
Use of play space and play equipment	Social distancing of adults in outside areas	Children stay in their groups during outdoor time Cleaning of play areas daily Zoned play spaces Staff supervision	HoC All staff who supervise in the outdoor area	



FIRST AID PROVISION

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
First aid provision	Risk of transmission whilst treating a child either to or from the child	<ul style="list-style-type: none"> • PPE identified as required in place in 1st aid room • PPE used whilst treating • Ventilation of 1st aid room • Cleaning of room after each use 	All staff Pastoral team	








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		<ul style="list-style-type: none"> Trained staff available within each group 		
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GENERAL WELFARE





AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
<p>Child or member of staff develops symptoms of Covid-19</p> <p>A confirmed case of Covid-19 in the setting</p>	Risk of transmission to others to others	<ul style="list-style-type: none"> Protocol in place for identification, treatment and return home. Child to be isolated immediately and temperature taken. If any symptoms child to be sent home, cleaning of the room they were in. PPE to be worn by staff if a child becomes symptomatic Child's family advised to get a test for the child for Covid-19 Protocol in place for if the test is positive for child or member of staff. Contact PHE and follow agreed guidelines Inform HLT and PA Short notice closure protocol in place (where an outbreak rather than an individual case occurs) 	<p>Pastoral team</p> <p>Janet or SLT on duty</p> <p>hoC</p>	
General building cleanliness	Spread of disease via hard/soft surfaces	<ul style="list-style-type: none"> Cleaning increased Hourly wipe down of high traffic touch points with cleaning substance (children in class, school keeper in all other areas) Doors left open where possible Soap provision and sanitiser provision checked every morning Bins emptied 2x per day and double bagged Handwashing on entry and departure 	<p>Premises manager</p> <p>All staff</p>	

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Staff experiencing COVID19 symptoms	Staff experience COVID19 symptoms and know what to do	<ul style="list-style-type: none"> Staff advised not to attend if they are displaying symptoms 	HoC/SLT	
Pupils who have experienced DV		<ul style="list-style-type: none"> DSL to use current procedures to inform key staff and keep them updated Close links with social care Individual care plans where appropriate Support from HLT 	Sheena/HOC	
Visitors	Visitors on site spread or introduce the disease	<ul style="list-style-type: none"> Only essential visitors to be allowed on site Visitor protocol in place Deliveries before 8am and after 4pm wherever possible 	Admin team Premises manager Ben	
Death of member of school community		<ul style="list-style-type: none"> Follow Bereavement Policy 	Sheena	
Fire safety	Risk of harm in case of fire	<ul style="list-style-type: none"> New procedures in place and evacuation areas maintain social distance guidelines All staff aware of new procedures Pupils aware of new procedures Fire practice on calendar regularly Fire marshalls on site and aware of new procedures 	Premises manager	
Hydration	Ensuring all pupils have access to water in the absence of drinking fountains	<ul style="list-style-type: none"> Staff to have responsibility for giving out and collecting labelled cups daily Each child has an individually labelled cup 	Room Leader	
Food preparation	Spreading of disease	<ul style="list-style-type: none"> All staff handling food have Food Safety training All staff ensure handwashing before and after any food preparation 	HoC/SLT	

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STAFF SAFETY AND WELLBEING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Staff travel	Public transport being overcrowded	<ul style="list-style-type: none"> Staff offered staggered start times if using bus, tube or train Staff encouraged to follow government guidelines when travelling on public transport Staff with caring responsibilities to have flexibility in start times if they are dropping children at another setting Free car parking in marked bays close to the school for all staff All staff aware of cycle scheme 	Janet	
Staff toilets	Not enough toilets	<ul style="list-style-type: none"> Toilets cleaned during the day Designated toilets for each group Ensure plentiful supply of cleaning products and ensure all staff are clear on cleaning protocols after using facilities 	Premises manager	
Kitchen	Staff sharing fridge/ microwave / kettle takes them outside their pod Social distancing to be observed	<ul style="list-style-type: none"> Cleaning Morningside staff are offered (and encouraged to take) a school meal at no cost Staggered lunchtimes if possible Area to eat outside Tables wiped down after lunch 	Premises manager All staff	
Anxiety	Staff at risk of not attending work/underperforming due to anxiety	<ul style="list-style-type: none"> Clear and consistent messages Supervision Time out as necessary Access to staff assistance programme Staff are encouraged to share their anxieties with leaders/colleagues. Leaders to be in close contact with teams and to support and signpost to services where necessary 	Janet	



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Workload	Stress caused by increased workload	<ul style="list-style-type: none"> • Arrangements in place to provide planning • Home learning support from colleagues if working remotely 	HOC	
Staff availability	Staff who are clinically vulnerable, extremely clinically vulnerable or shielding	<ul style="list-style-type: none"> • Full use is made of those staff who are self-isolating or shielding but who are well enough to work remotely • The health status and availability of every member of staff is known and regularly updated so that deployment can be planned • Vulnerability risk assessments to be completed for all staff 	HoC/SLT	



SAFEGUARDING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Vulnerable Pupils	Vulnerable pupils not attending and not engaging with home learning	<ul style="list-style-type: none"> • Follow LA protocols • SENDCo/SLT to speak to parents and encourage attendance • CSC links where necessary • Good communication – link with class 	Hoc Simran/Sonya	
Changes to Safeguarding Arrangements		<ul style="list-style-type: none"> • PA Safeguarding policy in place and reviewed regularly with staff • COVID 19 addendum shared with all staff and on website 	Sheena	
Absence	Children not attending because of a lack of clarity around attendance	<ul style="list-style-type: none"> • Weekly call for families • Home visits for those who are a cause for concern 	HoC/ Room Leader Admin team	


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Staff absence	An increase in staff absence impacts on the ability of a setting to ensure the safety of children within the normal parameters or school health and safety and in the current context of distancing and isolation within groups	<ul style="list-style-type: none"> Short notice closure protocol in place 	Janet	
First Aid provision	Not enough qualified first aiders on site No paediatric first aider on site	<ul style="list-style-type: none"> Staffing to include the correct ratio of suitably qualified staff on a daily basis-at least one 12 hour paediatric first aid course level 3 qualified person available at all times All staff have first aid qualification Admin team and SLT are first aid trained and can support if needed 	HOC	


LEARNING

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
Underachievement	Not meeting milestones	<ul style="list-style-type: none"> Monitoring and review of learning as part of stage 2 of the federation restart process Referrals to area SENDCO and SALT 	Hoc Room Leader	
Pupil readiness for learning	On return children are not ready to access learning due to social, emotional and behavioural needs or response to trauma	<ul style="list-style-type: none"> Phased and careful return Establishment phase Plans for pupils with identified needs or EHCPs Activities planned meet needs Clear communication and information sharing 	Hoc Room Leader	

CHILDREN'S CENTRE RE-OPENING RISK ASSESSMENT

Staff absence	An increase in staff absence impact on the ability of a school to provide adequate provision for children	<ul style="list-style-type: none"> Short notice closure protocol in place 	Janet	
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FINANCE

AREA OF RISK	ISSUE	MITIGATION	PERSON RESPONSIBLE	RISK ASSESSMENT
School budget	Additional expenditure	<ul style="list-style-type: none"> Tracking additional expenditure Budget review meetings 	Finance and Admin manager Janet	

KEY DECISIONS

Following your risk assessment, if you have made decisions which do not directly follow the current Government advice (e.g not opening an identified year group), please summarise your actions and reasons here:

We are implementing a cautious and phased approach to the wider return of children to Morningside Children's Centre. We will welcome returning children on 7th September and new children on 8th September. New children will have a gradual phased entry due to limitations on settling in systems during COVID. Parents during settling in period will only be allowed outside with a face covering. They will use a separate entrance that ensures no need to enter the building. Any off site visit will take place in an outdoor venue such as a local park with social distance maintained. Staff handbook will be shared so any new protocols are known and understood by all. All staff have completed the Staff Vulnerability Risk Assessment. In March the reopening to targeted groups and then wider reopening in June was successful. Staff have full confidence in the safety measures that were put in place. All systems were reviewed before completion of the return risk assessment for September. Government guidance has been scrutinised and adhered to and Local Authority guidelines have also been included.

Please note, the assessment above will be used by the Central Team and the Governors COVID Committee in their oversight role. Please provide sufficient detail.

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Signed

Date

Headteacher, Central team, COVID committee