



Early Years Alliance Children and Family Centre Procedures

CC1.1 (a) Risk Assessment Form for use with Standard Health and Safety Procedure CC1.1 Risk Assessment

LADYWELL CHILDREN'S CENTRE, LEWISHAM LONDON AND KENT SERVICE HUB

London and Kent Service Hub staff will all still continue to work from home, as per current government and Alliance guidance, and centres will not be opening generally to the public at this time only during bookable sessions and limited in number.

However, we need to access Ladywell Children's Centre **from Monday 5th April 2021** to:

1. prepare the centre rooms for appropriate use in line with government guidelines on social distancing (all sessions will be bookable only and with only a small number of parents and children in each room) **Also the Centre will only be open during sessions and not every day.**
2. enable parents to collect Vitamin D from the centre in bookable timeslots from 19th April

Note the LA will be arranging for a deep clean service before we enter the building.

see details of each of these below.

The centre has a Reception office, a large training room and a play room with garden, plus some space in the foyer and two toilets in the corridor and a disabled toilet with baby changing facilities. There is a shared staffroom, shared with other users of the building including Ladywell Pre-school, Complex Needs Unit and Watergate Special Needs School. It will only be possible for two members of staff to work in the reception office including the receptionist, to work safely and effectively at an appropriate social distance, maintaining good cleaning and hygiene practices and a screen between the desks. There is a couple of windows in the reception office which must be open when a member of staff is in reception. Windows must be open in the training room and windows and door to garden to be open in the playroom when in use to let air circulate and anyone moving around the building will need to wear a mask and keep to the social distance rules. There is a settee in reception which will need to have a sign on so that

only one person can sit on it at any one time. All sessions to be booked with safety and appropriate social distance, maintaining good cleaning and hygiene practices while completing work listed above. The toilets will be labelled, and one used for EYA staff only and one for parents. .

Piece of work needed within the centre	Reason	Impact if work cannot be carried out
<p>1. Deep Clean service of the areas we need to work in, including large training room, playroom, toilets, foyer, and reception</p>	<p>While we have been away from the building, the space has not been used for over a year and therefore needs a good clean to be carried out to make the area clean for us to go back into, for staff and families.</p>	<p>We will not be able to go back into the centre and run any sessions. The rooms will not be ready, and we will not be able to meet our contractual obligations.</p>
<p>2. We need to create signage and organise furniture and PPE resources to enable staff to run small sessions back in the children's centre. We want to start to use designated spaces in the centre from 19th April, whilst adhering government guidelines and social distancing.</p> <p>Regular checks have been carried out in the building, e.g. fire extinguisher, legionella, PAT, refuse collection, which have been and are still organised by Gery Richards LBL Complex Needs Unit.</p>	<p>Rooms have not been used for over a year during the lockdown. They need to be cleaned, organised, and made ready, with inappropriate resources removed and clear signage and mitigations put in place, as per current government guidance.</p> <p>Checks need to be carried out regularly which will be easier to manage once staff are back in the building.</p>	<p>Rooms will not be ready for use in time.</p>

Piece of work needed within the centre	Reason	Impact if work cannot be carried out
<p>3. Access the centre to run bookable sessions for parents and children at the beginning of the week (Monday to Wednesday)</p>	<p>We wish to resume delivery of universal sessions. Small face to face sessions will run from the two rooms; these include OWL Babies, Starting solid courses as well as Top tips on Toileting. Staff will need to access to the centre to set up and run the sessions from 19th April 2021. It's important that these sessions start as soon possible, as no Children Centre services have been delivered from Ladywell for a year.</p>	<p>We will not be able to meet our contractual delivery targets if we are unable to deliver these sessions in the centre. Some families find online challenging and not as interactive. We need to support isolation and begin to engage with parents face to face.</p>
<p>4. To print, copy, laminate, collate marketing materials ready for distribution in the community</p>	<p>We have emailed our online timetable and support services information to many agencies and services, but there are many areas of the community which have now re-opened where we need to deliver timetables and other marketing information, for example to local early years settings, and in order to update noticeboards we normally maintain in health clinics, libraries, shops and community centres as they open.</p>	<p>We will be unable to print out the large volume of paperwork needed to distribute, and we cannot laminate posters for noticeboards, so will be unable to market effectively, and thus will be unable to achieve our contractual community reach targets.</p>

Initial Risk assessment carried out by Liz Staggs, Children Centre Administrator, LCFC Reviewed and amended by Reviewed and amended					Date 16.3.21 Date Date Date
<i>Note: this risk assessment will be reviewed regularly, including as Government advice or Alliance internal guidance changes, and as a response to any changes or challenges faced in the centres themselves during use. Normal building risk assessments obviously also still apply – this risk assessment has additional safety measures in using the centre specifically during the Covid-19 pandemic.</i>					
Signed off by					Date
Risk identified	Who is at risk	Level of risk before control measure	Control measure and person/s responsible	Level of risk after control measure	Review
Risk to member of staff of catching Covid 19 due to underlying health conditions, family circumstances or during journey to LCFC Building because of method of travel	All staff	High	Manager responsibility <ul style="list-style-type: none"> • Manager to identify staff who are not in an at-risk group as identified in Government guidance • Identify a 'Team Bubble' (<i>maximum of 6 people working in a socially distanced way</i>) on any given day • Manager to identify staff were working from home is not an option and specific task can only be completed in a centre • Manager to identify staff who can complete journey either by walking, cycling or in private vehicle • All staff are advised in line with best practice to take a home lateral flow test before coming into centres and meeting with colleagues and families. • Test can be collected from the Children Centre or from local pharmacy 	Low	After control measures complete and individual staff members risk assessments or checklist completed
Risk of spreading and catching Covid 19 when working in a building being	All centre users	High	Manager responsibility <ul style="list-style-type: none"> • Liaise with other internal team Managers to ensure no clash in planned use of buildings 	Low	After consulting with other building users

used by other teams or partner organisations			<ul style="list-style-type: none"> • Liaise and agree with other centre users with regards to the following <ul style="list-style-type: none"> ○ Staggered arrival and departure times of any staff teams ○ Identifying alternative entrances and exits and agreeing which team will use which entrances ○ Allocation of workspaces to avoid different teams coming into contact ○ Only one member of staff in reception at any one time as space is small, with only one small window, which needs to open at all times whilst on site ○ Identify high risk times of potential contact, e.g. beginning and end of clinics or sessions ○ Agree, allocate and label toilet facilities for each team and toilet for parents only ○ Agree a room that can be used as an isolation room if a member of staff becomes unwell while in the LCFC building • Report back to L&K SH Transition Planning Group and ensure daily safety sweep is updated accordingly 		
Risk of staff team catching Covid 19 from surfaces within a LCFC Building	All centre users	Medium	<p>All Staff responsibility when entering the building</p> <ul style="list-style-type: none"> • All staff to report their home lateral flow test to their line manager and NHS website and follow guidance on self-isolation and reporting if positive. • Wash or sanitise hands and put on gloves before entering building • Wear face mask always whilst in the centre and moving around • Display signage reminding staff to wash hands regularly for 20 seconds • Display signage and tape on walls and floors reminding staff of social distancing • Clean all touch points, i.e. light switches, door handles and finger plates • Furniture and rooms to be re-arranged to allow for 2 metre social distancing of staff members 	Low	

			<ul style="list-style-type: none"> • Clean desks, tables, chair arms and any equipment identified as being needed to be used to carry out piece of work using antibacterial spray or wipes • Allocate toilets to be used during the time the building is in use and put up any signage needed • Prepare isolation room and put up any signage needed • Clean toilet, sink, taps, light switch, and door handles using antibacterial spray or wipes • Remind staff verbally, and visually through signage, to wash hands for 20 seconds regularly • Agree cleaning rota while using building, which includes hard surfaces –remind staff to follow this • Checklist to include safe exit procedures • Outside area to be used wherever possible to do so instead of inside spaces • All rooms used to have windows open to ensure access to fresh air <p>All staff responsibility</p> <ul style="list-style-type: none"> • Follow cleaning rota and other management guidance while using building space, as instructed 		
Risk of injury from non-Covid 19 related accident or incident	All centre users	High	<p>Manager responsibility</p> <ul style="list-style-type: none"> • Ensure there is an identified First Aider and Fire Marshall on site • Ensure the following non Covid 19 Risk Assessments and Policies are adhered to by using the revised Daily Check List: <ul style="list-style-type: none"> ○ Children Centre Policy - CC4 ○ Building Risk Assessment <p>All staff responsibility</p> <ul style="list-style-type: none"> • To follow all relevant health and safety procedures at all times 	Low	
Risk of staff spreading Covid 19 into a LCFC Building		High	<p>All staff responsibility</p> <ul style="list-style-type: none"> • All staff to complete Infection Control E-course before entering a centre • Ensure staff have PPE pack supplied by manager with supplies and checklist 	Low	

			<ul style="list-style-type: none"> Do not enter building if showing any symptoms of Covid 19 (as listed below) If unwell with any other symptoms, consult your Manager before coming to a centre Wash or sanitise hands and put on gloves before entering building Wear face mask before entering building, and whilst in the building at all times Wash hands regularly for 20 seconds after entering the building, and regularly while working in the building, and throw used paper towels in the foot operated lidded bin provided Use allocated toilet, and clean toilet before and after use, including seat, flush handle, all surfaces, taps, door handles, light switches, finger plate using cleaning materials provided, and throw paper towels used into the foot operated lidded bin provided 		
Risk of catching Covid 19 from a colleague who is unwell	All	High	<p>All staff responsibility</p> <ul style="list-style-type: none"> Note that Covid-19 can be both asymptomatic and pre-symptomatic, so all staff should follow the hygiene, health and safety measures always outlined above rigorously to avoid transmission If any member of staff is showing any of the following symptoms, they are to inform their manager, self-isolate, call 111 and not enter any LCFC building <ul style="list-style-type: none"> high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal 	Low	

			<ul style="list-style-type: none"> • If a member of staff becomes unwell while in the centre, they are to leave work straight away, wearing a face mask, if safe to do so • If not safe to do so, they should use the identified isolation room while they wait for assistance to arrive • Follow government guidance around testing and self-isolation <p>Manager Responsibility</p> <ul style="list-style-type: none"> • Ensure potentially contaminated gloves, cleaning cloths, paper towels, aprons, face masks are double bagged at the end of the day and securely stored for 72 hours • Ensure isolation room cleaned if used • Ensure other centre users are informed • Ensure L & K Service Manager is informed 		
Risk of spreading and catching Covid 19 from eating and drinking	All centre users	Medium	<p>All staff responsibility</p> <ul style="list-style-type: none"> • Staff to bring or make own drinks • Only food bought in to be consumed on site • Remove all food rubbish needs to be removed and disposed of in main external rubbish bins. • Wash hands regularly and for 20 seconds and throw used paper towels in foot operated lidded bin provided 	Low	
Risk of catching Covid 19 from contaminated gloves, cleaning cloths, paper towels, aprons, face masks	All	High	<p>All staff responsibility</p> <ul style="list-style-type: none"> • Ensure all gloves, cleaning cloths, paper towels, aprons, used tissues, face masks are disposed of in a foot operated bin with a lid after use <p>Manager Responsibility</p> <ul style="list-style-type: none"> • Ensure potentially contaminated gloves, cleaning cloths, paper towels, aprons, face masks are double bagged at the end of the day and securely stored for 72 hours 	Low	

NOTE:

- Workers will be issued with individual safety pack before commencing work in centres or in the community.
- Workers to do the online infection control course before commencing work in centres or in the community.
- Workers will be issued with a copy of this Risk Assessment.
- Workers to raise any concerns or any additional safety measures identified with their line manager.
- Workers to sign below which signifies agreement to follow the control measures within this Risk Assessment and to follow handwashing and other hygiene and personal safety measures, social distancing measures and any other internal Alliance relevant guidance.

I understand and agree to follow all the control measures within this Risk Assessment, and to follow handwashing and other hygiene and personal safety measures, including social distancing measures, at all times. I will also follow any other internal Alliance relevant guidance, and I understand that all other Alliance policies and procedures, and normal centre risk assessments, still apply.

NAME

SIGNED

DATE