

Draft COVID Risk assessment for The Bridge Baby group sessions October 2020 RC 30^h Sept 2020

HAZARD or POTENTIALLY HAZARDOUS SITUATION	COVID RISK ASSESSMENT	Control	Action needed	Who is responsible & by when
<p>Arrival at /leaving site Overcrowding by gates</p>	<p>Likely to happen Not able to keep distance from others /pinch points (and many different hands touching gate) Medium – high risk</p>	<p>One gate to be used for entry and one for exit to reduce risk of congestion. Gates to be cleaned before /after each daily session Hand-sanitiser to be used by all when arriving /leaving the site.</p>	<p>The Bridge to provide clear instructions and clear booking procedure. Bridge to manage entry & exit Gates to be cleaned before and after sessions</p>	<p>Bridge to agree on how this will be managed and who will be at gate. Provide hand sanitiser at gates for entry /exit Agree on who is responsible for cleaning gate</p>
<p>Unauthorised people accessing site. (Before event, during event etc)</p>	<p>Likely to happen. Potentially serious. Litter/cigarette ends, glass etc possibly left on site If happens during the session then</p>	<p>Patio, benches etc to be checked prior to session and cleaned appropriately (as necessary) . Site checked for litter etc Staff on site to monitor site in advance of people arriving</p>	<p>Bridge staff/vols to be aware of possibility of general public trying to enter site Bridge staff/vols to be aware of importance of site check</p>	<p>Bridge ensure site is checked before each session starts, Staff /vols must use appropriate ppe when picking up any litter etc. Bridge carefully checks patio, benches, log cabin etc and ensures all is clean</p>

	disruptive and could compromise social distancing & cleanliness			before session starts and at end of session.
Social distancing (not adhered to on site)	Likely to happen Risks should be managed and sector guidelines followed appropriately	Entry into building and toilets to be controlled. Sessions designed and managed taking into account necessary protective measures. Session is run & managed based on Govt guidelines	Use of inside space & outside space to be managed. Numbers of adults and babies inside the building at one time to be managed (refer to Govt guidance and protective measures required) Building to be kept open and well ventilated throughout the hire period.	Bridge manage the adults & babies on site (and any external speakers etc) & follow appropriate guidelines for sessions taking place in a community centre. Mats/chairs etc used to clearly set out positions inside the building. Participants are briefed on use of toilets to avoid congestion. Signs to be put up reminding of social distancing and use of masks inside the building
Problems Re: management & use of playground equipment/ playground	Could happen . Medium – high risk. Too many children on equipment could impact social distancing (and	Playground equipment will not be used in baby sessions, apart from possibly log cabin if weather is good.	No eating or drinking allowed in playground & while on equipment, including log cabin. Bridge staff/vols manage adults, as necessary to avoid too many children	Bridge staff/vols manage adults on site and set rules for eating & drinking Signs will be set up re: use of playground equipment while will apply to all

	many different hands could touch equipment)			
Child or adult starts to display signs/symptoms of Covid 19 on site at The Bridge	Could happen. Very serious.	Adult to be kept away from other participants and Bridge to follow up to date procedures Appropriate cleaning must be carried out and details of what has happened should be recorded.	Bridge ensures that PPE is available and provides disposable gloves, masks, protective glasses etc. Bridge staff/vols cleaning up after a suspected case of Covid 19 should follow specific guidelines applying to non-health care settings. QR code relating to site will be on display which can be used by those who have app on phone. .	Bridge is responsible for briefing all staff/vols about how to deal with this situation. Special cleaning needs to be carried out Bridge engages with Track & Trace process as required if there is a positive case
General health/safety of staff/workers	If staff and volunteers do not know what is expected of them and how to protect themselves there is risk	Staff/volunteers need to be clear on specifically how to protect themselves & others, following government guidelines. .	Bridge staff & vols briefed so are clear about safety measures. Bridge staff/vols should only attend if they are well and no-one in their home is self-isolating PPE should be provided for key tasks Staff/vols should use hand sanitiser on arrival and on leaving site	Bridge is responsible for its staff and volunteers & has a duty of care.

<p>Company disregard staff rules, inappropriate behaviour.</p>	<p>Possible. Low likelihood, but could be high risk</p>	<p>Bridge has responsibility for managing risks and should take account of agreed rules & guidelines and risk assessments.</p>	<p>Children/adults must only attend the site if they are symptom free & have completed any required isolation period.</p> <p>Signs to be put up to support the rules and remind staff and volunteers of requirements</p> <p>Appropriate posters and signs to be provided in the Bridge eg, showing good handwashing technique, importance of regular hand washing, use of hand sanitiser, importance of trying not to touch face etc, how to cough/sneeze safely & dispose of tissues.</p>	<p>Bridge staff & volunteers are to be fully briefed and understand Covid requirements. The Bridge ensures that appropriate signs are displayed.</p>
<p>Waste disposal & waste management</p>	<p>All waste and litter to be dealt with carefully otherwise could pose a significant risk</p> <p>(See separate food & drink section)</p>	<p>Bridge staff manage groups to avoid litter being dropped.</p> <p>Black sacks/Bins to be used</p> <p>Potentially contaminated waste should be double-bagged and put by staff in a secure place for 72 hours</p>	<p>Staff & vols should be briefed by the Bridge regarding how to deal with different waste on site.</p> <p>Users must respect the outside space and outdoor environment (Eg Avoid litter being thrown into bushes etc. The grounds must never be used as a toilet).</p>	<p>Bridge staff & vols to be clear about waste management requirements</p> <p>Nappy Bin to be used by parents/carers in adult toilet and Initial cleaning company to deal with emptying etc on regular basis as part of service provided</p>

		and then put in normal black bin waste.	Bridge to ensure that adults have hand sanitiser available to be used throughout the duration of the session to reduce risk.	
Food and drink - hygiene	Adults may not follow Bridge guidance – This could pose a risk Unlikely but possible	Any dropped food must be picked up appropriately. Definitely No eating or drinking when in playground area Staff and vols to be clear about whether food is allowed on site and how drinking will be managed	Adults are responsible for following guidance given by Bridge to support good hygiene Food and drink rules to be included in booking information If the kitchen area and kitchen units are used in any way then the Bridge staff /vols are responsible for cleaning and putting away any kitchen equipment	Bridge staff are responsible for putting in place hygiene measures and clear procedures. Bridge provides hand sanitiser for use on site. Bridge to agree rules re: drinking and eating on site and ensures that participants are clear about the rules. Bridge volunteer to be fully briefed

<p>Equipment (non-fixed)</p> <p>Management of items</p>	<p>Possibility of several adults/babies sharing and handling items</p> <p>This could pose a medium-high risk</p>	<p>Items/equipment to be cleaned both before & after use, following appropriate guidelines. Items must be actively managed & monitored</p> <p>Bridge is responsible for cleaning items before, and after the session</p>	<p>Bridge staff/vols should be clear on rules for managing, cleaning and storing equipment and relevant items including any event shelters or gazebos used.</p> <p>Appropriate cleaning product to be used for baby toys (eg Milton)</p> <p>Storage containers or bags to be used as necessary for baby toys.</p> <p>Session only takes place once a week (so the baby toys are unused for a week before the next use)</p>	<p>Bridge responsible for actively managing items and cleaning & storing equipment safely.</p> <p>Volunteer to be fully briefed on how to manage and store toys.</p>
<p>Toilets/welfare facilities</p>	<p>Could present a risk if not used appropriately or if facilities are inadequate.</p> <p>Likelihood – medium</p> <p>Risk – medium - high</p>	<p>Use of toilets must be managed to reduce overcrowding – adopt limited entry approach</p> <p>Hand sanitiser should be available to use before adults go into the toilet area.</p> <p>Social distance markings & signs can be put in place</p>	<p>Bathroom should be left in appropriate condition before it is used by anyone else.</p> <p>Parents/carers provide own changing mat and ensure that bathroom is left in clean state (following instructions)</p> <p>Soap and Paper towels to be provided by The Bridge.</p> <p>Bin for paper towels & disposable gloves to be clearly provided.</p>	<p>Bridge staff/vols responsible for managing the use of the toilets and avoiding overcrowding.</p> <p>One adult and baby in toilets at any one time. Signs put up to remind people.</p> <p>Bridge will ensure that toilet facilities have necessary</p>

		<p>Clear use & cleaning guidance for toilets & nappy changing to be provided.</p> <p>Appropriate supplies of soap and paper towels to be provided and nappy bin available</p>		<p>supplies of paper towels & soap.</p> <p>Nappy bin will be provided and instructions provided for nappy changing (ie people to provide own changing mat and baby wipes etc)</p> <p>Bridge ensures that cleaning contractor empties Nappy bin</p> <p>Bridge provides hand sanitiser for adults</p> <p>Bridge provides cleaning wipes so that facilities are left clean</p>
<p>Building & site safety and management</p>	<p>Problems unlikely but possible. Medium – high risk if rules not followed</p>	<p>Protective measures in place to minimise risk to children and adults in the setting</p> <p>Building to be well maintained & clean</p> <p>Fire alarms to be tested well in advance by Bridge staff and signs clear re: fire exit /procedure.</p>	<p>When toilet facilities are used, staff should direct people appropriately, past kitchen area, into toilet area.</p> <p>Signs (eg arrows) can be used to indicate directions as needed.</p> <p>Floor to be kept clear with no trip hazards</p> <p>Children to be monitored/supervised at all times</p>	<p>Bridge responsible for managing the session on site</p> <p>Premises should be kept well ventilated.</p> <p>Bridge actively manages use of outdoor and indoor spaces and briefs session</p>

		Fix doors open only if safe to do so.		participants in advance of requirements
Cleaning	<p>If cleaning is inadequate = high risk</p> <p>Need to reduce risk of cross contamination</p>	<p>Bridge cleaner will clean toilets and inside space at the very end of the day. Special attention will be paid to frequently touched surfaces, doors, door handles, light switches etc.</p> <p>Before and after session Bridge must ensure that building – especially floor, toilet area and frequently touched surfaces /doors/light switches etc is clean and that outside area is checked & clean (including gates)</p> <p>Bins inside the Bridge will be clearly labelled as to use.</p>	<p>At the beginning of the session staff/vols check that building is clean and ready for the session.</p> <p>At the end of the session Bridge staff/vols are responsible for appropriate checking and cleaning of, gates, any gazebos/event shelters used, tables/chairs used, any crash mats used etc. plus floor, frequently touched surfaces, etc etc</p> <p>items & play equipment used should be cleaned\checked by Bridge staff /vols both before and after use and stored appropriately.</p>	<p>The Bridge to agree the required specific and detailed cleaning duties and responsibilities.</p> <p>Staff and vols to be clear as to their responsibilities.</p> <p>Parents/carers to be clear as to the rules eg re: use of toilet area.</p> <p>Bridge is responsible for checking and ensuring that the site is clean and safe before the session begins and that necessary agreed end -of -session cleaning and checking duties are carried out inside and outside.</p> <p>The Bridge will set up a cleaning check list system (LM)</p>

Record of attendees	If not kept then cannot follow up easily re: Track & Trace. Potentially not able to help contain spread of virus. If details are not captured this goes against the guidelines.	. Bridge will keep a record of bookings and details in line with Government guidance.	<p>The Bridge is responsible for setting up a system for booking places and holding booking and necessary contact information.</p> <p>Details will be made clear and transparent to people booking a session.</p> <p>For those who have Track and Trace app on their phones the Bridge will provide a QR code that can be easily accessed by attendees. (However this is not compulsory for participants).</p> <p>Provide link to Bridge privacy policy as necessary.</p>	<p>Bridge holds contact details and is responsible for communications with parents/carers.</p> <p>Bridge responsible for following the Government guidelines and for communicating requirements clearly to people booking a session.</p> <p>Bridge to ensure that all details are clear & transparent at time when booking is made.</p>
Managing numbers on site	<p>Parents/carers may forget rules,/ impact social distancing & disrupt planning.</p> <p>This is likely to happen and is medium – high risk</p>	<p>Manage booking system to limit number. Participants must pre-book.</p> <p>Manage arrival & departure of participants to reduce risk of congestion.</p> <p>Ensure that participants are aware of rules on site</p>	<p>Bridge to provide clear instructions for parent and carers and is responsible for managing arrival at the site</p> <p>Parents/carers should be reminded about social distancing and rules.</p> <p>Detailed rules about outdoor activities must be set and and communicated. If Forest School site is used only one adult and child allowed inside at any one time. Use of playground equipment to be actively managed to avoid overcrowding on one item.</p>	<p>Bridge is responsible for managing the arrival/departure of participants and for setting out a clear procedure.</p> <p>No ‘drop ins’ allowed.</p> <p>Bridge staff to remind parents/carers of importance of social distancing & of following rules throughout the session.</p> <p>Appropriate signs to be displayed.</p>

				Bridge staff and vols are to be clear /fully informed about the rules set.
Managing numbers – Not following limits.	<p>There could be confusion about who is attending due to last minute changes & people dropping out</p> <p>This is low likelihood due to necessary advance booking, but would be medium – high risk</p>	Bridge follows Government guidelines for use of community centres. Bridge puts limit on numbers and puts in place rules to minimise mixing and contact	<p>Bridge is responsible for setting restrictions on numbers etc & this will be explained to parents/carers in the booking & briefing information.</p> <p>The Bridge follows up to date guidelines and good practise.</p>	<p>Bridge is responsible for carrying out a site specific risk assessment .</p> <p>Clear information to be provided at booking stage and signs on gates to make clear no Drop-Ins allowed.</p> <p>Bridge is responsible for managing the risks which arise from their own activities.</p>
Accident/First Aid	Accident is likely Eg bump on the head, grazed knee. Risk is potentially high as close contact may be required in order to administer first aid.	Bridge ensures that First Aid equipment and PPE is provided (and staff and vols appropriately trained & briefed)	Bridge is responsible for dealing with any accidents etc and Bridge staff & volunteers should be briefed on Covid 19 risks.	<p>Bridge is responsible for First Aid on site and training of staff and volunteers.</p> <p>FIRST AID KIT to have appropriate PPE re: Covid 19.</p> <p>Staff & vols to be briefed on Covid 19 risks & protocol</p> <p>Bridge will provide protective gloves & have masks available on site .</p> <p>Key Information re: Covid to be available on site.</p>

Risk assessment to be reviewed at end of October 2020.
Take action if controls are not being followed.

RC 29th Sept 2020