

Risk assessment KCCC

Company name: Kingston Child Contact Centre Manager

Assessment carried out by: C. Lee, Centre

Date of next review: August 2020

Date assessment was carried out: 28/7/20

Risk Rating 1= low 2 = medium 3 = high


This Risk Assessment has been written for the sole purpose and use of Kingston Child Contact Centre for the safety and GDPR confidentiality of its users and those we aim to protect where possible through the considered mitigation of risks outlined.

Thank you for your time to read and agreeing to follow the actions as advised. Kind regards, Charmaine Lee.

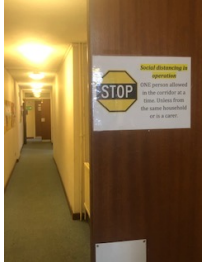
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk Rating
Health and Safety Check/Setting up	Volunteers, non-resident parents and children.	Prior to Centre opening go through Health and Safety Checklist (S. Chandler)	Ensure that the Centre is fully operational to open. Report any problems to the Centre Manager or On-Duty Church staff.	Volunteers, Centre Manager or On-Duty Church staff.	Pre-session	1

<p>Resident parents procedures with child(ren) check in/out.</p> <p>Resident parent to wear mask when speaking to volunteer.</p> <p>Volunteer to wear a shield (mask and gloves optional).</p> <p>Volunteer to ask parent if they or child(ren) have symptoms of CoVID (see end): -High temperature, -New continuous coughing/sneezing -Loss of taste Other symptoms: dizziness, upset stomach, rashes and shortness of breath.</p>	<p>Gathering in the lobby or sanctuary area poses risk to volunteers as well as waiting for child(ren).</p> <p>Need to reduce 'foot traffic,' in church and Mayo Centre (see KURC Guidelines).</p> <p>Conversations between parents and volunteers.</p> <p>Symptoms not checked.</p>	<p>Adhere to visible tape and clear signage to guide visitors arriving/ leaving at the church.</p> <p>No waiting inside the church to reduce foot traffic.</p> <p>Children can be escorted from outside. One family per time at the entrance.</p> <p>Parents wear masks at the door.</p> <p>Volunteers to wear face shields (and mask).</p> <p>Asking if any recent CoVID symptoms.</p>	<p>Resident families observe rules and do not congregate around the door.</p> <p>Form social distance queuing outside.</p> <p>If recent symptoms are shared no contact can take place and advised straight home. Volunteer to inform the Duty Coordinator to annotate the register accordingly.</p> <p>Keep conversations to a minimum - encourage parents to email queries.</p>	<p>Resident parent with child(ren).</p> <p>Volunteer at the door.</p> <p>Volunteer in the sanctuary to take child(ren) to hall.</p>	<p>From the start of the contact session.</p>	<p>1</p>
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<p>Toys and gift exchanges.</p>	<p>No centre toys/ craft/drawing equipment. Child(ren) bring *own toys 1 plastic bag.</p> <p>Non-resident parents wanting to give gifts.</p>	<p>Children have own toys in *1 bag for personal play with non-resident parent. No sharing with other families.</p> <p>Children will carry in own toys and *no more than 1 bag will not be permitted.</p> <p>Gifts must be prior arranged by email to Admin Team (Centre Manager).</p> <p>This must be agreed by resident parent, which can be communicated by Centre Manager/ Admin Team</p>	<p>Remind child(ren) no sharing of their own toys with other families.</p> <p>To carry in 1 bag in/out of the contact session.</p> <p>Bag will not be handled by volunteers.</p> <p>One gift for their child who must be able to carry themselves in a 1 plastic bag.</p>	<p>Resident parents to agree.</p> <p>Non-resident parent not to share toys with other families and they will be responsible to pack toys away for children to carry out.</p> <p>Gift exchanges without prior arrangement will be prohibited and will jeopardise future use of the centre.</p>	<p>Start/end of contact session.</p> <p>Immediate procedure.</p>	<p>2</p>
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<p>CoVID-19 Register for Track and Track/Data Protection</p>	<p>Volunteer and families register checked and updated (30/7/20)</p>	<p>Adhere to visible tape and clear signage to guide visitors arriving/ leaving the church.</p> <p>Volunteers safe to work (ie., shielding will not be working).</p>	<p>Clear register of who is available and all have agreed to wear face shield with optional mask and gloves. Regular washing of hands and maintaining 2m distance.</p>	<p>All volunteers (staff), our families and church duty staff.</p>	<p>Arriving and leaving the church and whilst on duty.</p>	<p>1</p>
<p>Non-resident parents procedures and payment.</p> 	<p>Arrive wearing a mask at foyer door entrance, hand sanitiser, register and pay, then set selves up in the hall.</p> <p>Must have their own personal sanitiser for self and children during contact sessions.</p>	<p>Adhere to visible tape and clear signage to guide visitors arriving/ leaving the church.</p> <p>Gel sanitisers in all areas where washing facilities are not readily available (plus own personal sanitiser).</p> <p>Wearing a mask, sanitiser and washing hands in toilets.</p>	<p>Self-set up and clean table, chairs as they feel appropriate.</p>	<p>All non-residents and their prior registered accompanied visitor.</p>	<p>Arriving and leaving the church and whilst in contact with their own child(ren).</p>	<p>2</p>

Toilets



Only available for non-resident children, volunteers.

Non-resident to accompany their children.

Wash hands before and after use.

Cleaning products available outside of toilets for use.


Hand sanitiser for everyone available.

Keep children safe from cleaning products when using themselves.

Non-resident parents, children and volunteers.

Arriving and leaving the church and non-resident parents whilst in contact with their own child(ren).

2

<p>Washing Hands and Cleaning</p>	<p>Volunteers arriving, in the contact session and leaving the church at all times.</p> <p>Non-resident parents and children asked to wash hands arriving and leaving the contact session.</p> <p>Hand washing facilities with soap and water in place (in toilets only).</p> <p>Drying of hands with disposable paper towels and disposed of in toilet lidded bins.</p> <p>Hall and communal areas</p>	<p>See hand washing guidance. https://www.nhs.uk/livewell/healthy-body/best-way-to-wash-your-hands/</p> <p>Volunteers will frequently clean and disinfect objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception areas using appropriate cleaning products and methods.</p> <p>Hall floor, carpet communal areas, tables and chairs</p>	<p>Everyone on site is reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching your face, eyes, nose or mouth with unclean hands.</p> <p>Tissues will be made available throughout the centre.</p> <p>Cleaning to use disposable antiseptic wipes and put in lidded bins or can make a mixture of Miltons part water to wipe areas.</p> <p>Co-ordinator to check.</p> <p>Hall floor cleaned before/ after session by church cleaners.</p> <p>Furniture will be the responsibility of non-</p>	<p>Volunteers and non-resident parents (upon request).</p>  <p>Church cleaners</p> <p>Non-resident parents</p> <p>Volunteers to wipe table tops after session.</p>	<p>Arriving and leaving the church and whilst in contact session.</p> <p>Pre-session.</p> <p>During session.</p> <p>After session.</p>	<p>1</p>
<p>General Cleaning</p>						

<p>Tea/coffee/soft drinks/water/light snack</p>	<p>Volunteers, non-residents and children may gather around drinks and snacks.</p> <p>No outside food or drinks will be allowed in.</p> <p>No water bottles.</p>	<p>Ensure there is an adequate supply of drinking water through taps.</p> <p>No one to share drinking cups or glasses.</p>	<p>Volunteers to wear gloves and to wash hands regularly throughout serving and collecting.</p> <p>Service will be to each table mid-way contact session, so not gathering around a table or point.</p> <p>Non-resident parents and children must wait to be served and observe 2m distance when left at own table.</p>	<p>Volunteers to wear gloves and to wash hands regularly throughout serving and collecting.</p> <p>Volunteers will collect a table at a time and all cups/glasses in the dishwasher to be washed at a high temperature.</p>	<p>Mid-way session and volunteers will manage. Dishwasher on high temperature setting towards end of session.</p> <p>Volunteers will remove cutlery with gloves to put away.</p>	<p>1</p>
<p>Paperless systems</p>	<p>Annotating Paper Register and Health and Safety Checklist (pre-session).</p> <p>Emails/telephone calls Pre-meetings and Reviews</p>	<p>iPad for register marking and Health and Safety Checklist (ensure fully charged and ready for each session).</p> <p>All communication preferred email. By Zoom or Googlemeet (TBA)</p>	<p>May use iPad pen therefore clean before/after use.</p> <p>Keeping everyone informed by email where possible to reduce face-to-face talking or keeping verbal communication to a minimum.</p>	<p>Centre Manager and Admin Team.</p> <p>Volunteers.</p>	<p>iPad immediate implementation.</p> <p>Emails/telephone communications currently happening. Zoom - TBA for new families.</p>	<p>1</p>

**CoVID-19
Prevention
spreading
measures.**



To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://coronavirusresources.phe.gov.uk/handhygiene/resources/>

Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.

Reduce foot traffic in church by only allowing non-resident parents and children inside as well as volunteers (no exceeding duty number).

Centre Manager checks to ensure this is adhered to.

Rigorous checks will be carried out by Co-ordinators to ensure that the necessary procedures are being followed.

Extra routine cleaning of surfaces.

Everyone to be reminded of the importance of social distancing both in the workplace and outside of it.

E-mails to families and volunteers updates in line with our policies and procedures for visiting our centre and KURC for use of premise for Child Centre purposes. Regular communication of mental health information and open door policy for those who need additional support.

Everyone involved in the Kingston Child Contact Centre and KURC church staff.

Internal communication channels and cascading of messages through Centre Manager and Admin Team will inform regularly to reassure and support all in a fast changing situation.

Centre Manager and Admin Team

<p>Mental Health and Wellbeing Awareness</p> <p>Safe-Guarding Policy</p>	<p>Not coping with new changes to the Centre.</p> <p>Families feeling displaced.</p>	<p>Volunteer training about Mental Health Awareness and what signs to spot.</p> <p>How our Centre can play a vital role in children's support and coping mechanisms during this fast moving time.</p>	<p>Manager to provide team training and information to volunteers and families.</p> <p>Being vigilant.</p> <p>Following our Safe-Guarding Policy and Procedure.</p>	<p>Volunteers and our families.</p> <p>New families enquiry/joining us.</p>	<p>Centre Manager</p> <p>Online resources and supplements</p>	<p>1</p>
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NHS UK Check if you or your child has CoVID-19 symptoms. <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Risk Assessment Template published by the Health and Safety Executive 10/19

FURTHER INFORMATON/ADDITONAL READING:

What is a Risk Assessment?

The legal standard for risk assessment is 'suitable and sufficient' this means that all potential hazards have to be identified, the likelihood of harm evaluated and the level of risk estimated and measure to control the risks to 'as low as is reasonably practicable'. The HSE says that an assessment should be carried out before any work is done that 'presents a risk of injury or ill health'.

The risk assessment process is not complicated, it is an examination of the work and the workplaces to identify any hazards that could cause harm to people. The HSE, trade unions and the TUC all have examples. Risk assessments identify hazards that could cause both physical or mental harm. It is the employer's responsibility to carry out the risk assessment.

A hazard is something with the potential to cause harm or injury.

A risk is the likelihood of harm or injury arising from a hazard.

Employers should correctly and accurately identify hazards and potential hazards, determine the likelihood of injury or harm arising, quantify the severity of the consequences and the people who would be affected, take into account any existing control measures, identify any specific legal duty or requirement relating to the

hazard, ensure assessments remain valid, provide sufficient information to enable control measures to be determined, prioritise remedial measures and then record the findings.

Useful Links:

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

- ❖ Professor Andrew Watterson Covid19 in the UK and occupational health and safety. Predictable but not inevitable failures what can we do now: https://www.researchgate.net/publication/340502136_COVID_19_in_the_UK_and_occupational_health_and_safety_-_predictable_but_not_inevitable_failures_what_can_we_do_now_updated
- ❖ Hazards Magazine: <http://www.hazards.org/index.htm> Exposed Coronavirus issue 149
- ❖ Hazards Campaign: <http://www.hazardscampaign.org.uk/> Briefings, statements on CV19
- ❖ TUC Risk Assessment: <https://www.tuc.org.uk/research-analysis/reports/risk-assessment-guide-safety-reps>
- ❖ TUC Preparing for return to work outside the home <https://www.tuc.org.uk/research-analysis/reports/preparing-return-work-outside-home-trade-union-approach>
- ❖ British Occupational Hygiene Society guidance on how to ensure a safe and healthy environment during the COVID-19 pandemic. <http://www.bohs.org/return-to-work-guidance/>
- ❖ Fast moving situation so keep up to date by following: Hazards Campaign on Twitter: @hazardscampaign @CentreGreater @hazardsmagazine
 - ❖ Risk Assessment and Safeguarding Children <http://cdn.communitycare.co.uk/VPP/PageFiles/51646/Comm%20Care%2013%20-%20Final%20-%20NSPCC.pdf>
- ❖ <https://www.anxietyuk.org.uk/> Explaining to Children about CoVID-19 <https://www.anxietyuk.org.uk/blog/how-to-talk-to-children-about-covid-19/>

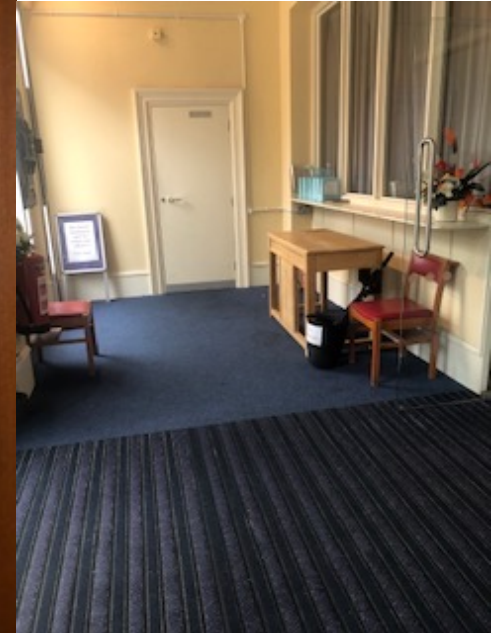
KINGSTON CHILD CONTACT CENTRE PHOTOS:



Foyer reception



Clear signage



Volunteer waiting area for check-in



Wall hand sanitizer units Cleaning materials