**Gorse Hill Studios**

**OPERATIONAL RISK**

**ASSESSMENT**

**CHECKS AND BALANCES:**

**RESPONDING TO COVID-19**

**Staying COVID Secure – Our Commitment**

* We recognise the risk posed by Coronavirus (COVID-19) to our staff, children, young people and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
* We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and children and young people.
* We will share this Risk Assessment and its findings with employees and consult on its contents.
* We will continue to comply with all relevant Health and Safety Legislation.
* We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding Gorse Hill Studios reopening and implementing protective measures in education and childcare settings against COVID-19.
* We have regard to advice and guidance issued by Public Health England.

# COVID-19: Operational risk assessment for Gorse Hill Studios reopening

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020?utm_source=3daf3f8c-87d9-4a78-90ec-6196e4a070e5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

[Coronavirus (COVID-19): implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings?utm_source=0e6da19a-f422-4893-af47-770e78e58269&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

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| Assessment conducted by:  | Louise Russell | Job title: | Operations coordinator | Covered by this assessment: | Staff, children and young people, contractors, visitors, volunteers |

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| Date of assessment:  | 04.01.2021 | Review interval: |  | Date of next review: |  |

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| Related documents  |
| **Gorse Hill Studios/Trust/Local Authority documents:** | **Government guidance:**[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020?utm_source=3daf3f8c-87d9-4a78-90ec-6196e4a070e5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)[Coronavirus (COVID-19): implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings?utm_source=0e6da19a-f422-4893-af47-770e78e58269&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)[Coronavirus (COVID-19) Collection: guidance for Gorse Hill Studioss and other educational settings](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)[Actions for Gorse Hill Studioss during the coronavirus outbreak](https://www.gov.uk/government/publications/covid-19-school-closures)[Coronavirus (COVID-19): implementing social distancing in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings)[Coronavirus (COVID-19): guidance for educational settings](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19)[COVID-19: cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) |

**Risk matrix**

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| Risk ratingHigh (H), Medium (M), Low (L) | **Likelihood of occurrence** |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major:** Causes major physical injury, harm or ill-health. | H | H | M |
| **Severe:** Causes physical injury or illness requiring first aid. | H | M | L |
| **Minor:** Causes physical or emotional discomfort. | M | L | L  |

| Areas for concern | Risk rating prior to action(H/M/L) | Control measures | In place?(Yes/No) | Further action/comments | Residual risk rating(H/M/L) |
| --- | --- | --- | --- | --- | --- |
| **1. Establishing a systematic process of partial opening, including social distancing** |
| **1.1 Net capacity** |
| **Available capacity of the Gorse Hill Studios is reduced when social distancing guidelines are applied**  | H | * Agreed number of children and young people who can attend the premises on any given day to enable compliance with social distancing rules.
* Agreed new timetable and arrangements confirmed for all users
* Arrangements in place to support children and young people when not at Gorse Hill Studios with remote learning and activities at home and regular welfare checks if necessary.
 | Y | * Max 30 young people in building at one time, other sessions remain online, contact via online platforms and phone contact
 | M |
| **1.2 Organisation of spaces** |
| **Room sizes will not allow adequate social distancing**  | L | * Room size and numbers reviewed.
* group sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 children and young people per class)
* Rooms re-modelled, with chairs and tables in place to allow for social distancing.
* Spare chairs removed so they cannot be used.
* Clear signage displayed in rooms promoting social distancing.
* assuming that setting is maintained, the set group stays together and does not mix with other children and young people.
 | Y | * Sessions to remain 1-2-1 on site, no more than 6 people per room at one time, Staff to wipe down surfaces after each session.
* Max numbers for each room to be displayed on entrance to the rooms
 | L |
| **Large spaces** | L | * Limits set for large spaces (e.g. theatre and dance studio) for sessions.
* Large gatherings prohibited.
* Design layout and arrangements in place to enable social distancing
* Maximise use of external areas where practicable .
 | Y | * Maximum of 6 people per room, with up to 15yp in theatre space at socially distanced. Park and our outdoor spaces to be used and socially distanced walks to be utilised and used where appropriate.
 | L |
| **1.3 Availability of staff** |
| **The number of staff who are available is lower than that required to run sessions in Gorse Hill Studios and operate effective home learning** | H | * The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned.
* Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online.
* Full use is made of testing to inform staff deployment.
* A blended model of home learning and attendance at Gorse Hill Studios is utilised until staffing levels improve.
 | Y | * Timetabled staff, signing in system and trace and track log. Shielding staff delivering online sessions. Daily contact with all staff. Where appropriate YP have been offered onsite provision or social distanced health walk/online learning alternatives.
 | M |
| **1.4 Prioritising provision** |
| **The continued prioritisation of vulnerable children and young people and the children of critical workers will create ‘artificial groups’ within Gorse Hill Studios when they reopen** | L | * Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending Gorse Hill Studios.
* SEND support is deployed wherever possible to support prioritised children and young people.
* Efforts continue to improve the attendance of vulnerable children and young people and those from disadvantaged backgrounds.
* A plan is in place for the phasing in of the other cohorts.
 | Y | * Sessions available on site for majority – online sessions are available when required
 | L |
| **1.5 The Gorse Hill Studios day** |
| **The start and end of the Gorse Hill Studios day create risks of breaching social distancing guidelines** |  M | * Start and departure times are staggered.
* The number of entrances and exits to be used is maximised.
* Different entrances/exits are used for different groups.
* Staff, parents and children and young people are briefed and signage provided to identify which entrances, exits and circulation routes to use.
* A plan is in place for managing the movement of people on arrival to avoid groups of people congregating.
* Floor markings are visible where it is necessary to manage any queuing.
* Attendance patterns have been optimised to ensure maximum safety.
 | Y | * Staggered arrival times, hand sanitiser and washing facilities at door, sign in to track and trace system and go straight to room. (Please note max number of 30 YP per day, 15 at any one time in a group session)
 | L |
| **1.6 Planning movement around the Gorse Hill Studios** |
| **Movement around the Gorse Hill Studios risks breaching social distancing guidelines** | M | * Circulation plans have been reviewed and revised.
* One-way systems are in place where possible.
* Corridors are divided where feasible.
* Appropriate signage is in place to clarify circulation routes.
* Pinch points and bottle necks are identified and managed accordingly.
* Movement of children and young people around Gorse Hill Studios is minimised as much as possible, with children and young people staying in rooms and staff moving round.
* session change overs are staggered to avoid overcrowding.
* Children and young people are regularly briefed regarding observing social distancing guidance.
* Appropriate duty rota and levels of supervision are in place.
 | Y | * Staggered lunchtime/usage of kitchen facilities, no lesson change over, exit building at staggered times. YP reminded of social distancing rules frequently, supervised by staff throughout session. Dining area set up with lunch being brought to YP by staff
* Staff on lunch duty rota to minimise any breaches to social distancing
 | L |
| **1.7 Curriculum organisation** |
| **Children and young people will have fallen behind in their learning and personal development during Gorse Hill Studios closures and achievement gaps will have widened** | M | * Gaps in learning are assessed and addressed in planning.
* Home and remote learning is continuing and is calibrated to complement in-Gorse Hill Studios learning and address daps identified.
* Plans for intervention are in place for those children and young people who have fallen behind in their learning.
 | Y | * Sessions have remained in place for YP throughout the closures, YP continue to work towards completion of Arts Award and AQA accreditations.
 | L |
| **1.8 Staff workspaces** |
| **Staff rooms and offices do not allow for observation of social distancing guidelines** | L | * Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing.
* Staff have been briefed on the use of these rooms, and use is staggered
 | Y | * Low numbers matched against space- N/A- no staff rooms
 | L |
| **1.9 Managing the Gorse Hill Studios lifecycle** |
| **Limited progress with Gorse Hill Studios’ summer term calendar and work plan because of COVID-19 measures**  | L | * Gorse Hill Studios calendar for the summer term rationalised.
* Senior Leadership Team (SLT) and staff work plans to include short- and medium-term planning.
* Staff recruitment for September 2020 completed.
* Curriculum and timetable for September 2020 completed.
 | Y | * N/A. Plans in place to continue assessments and accreditations, moving up to next levels where appropriate
 | L |
| **1.10 Governance and policy** |
| **Trustees are not fully informed or involved in making key decisions** | L | * Meetings are held online with GHScc Trustees where key decisions need to be made.
* Trustees are involved in key decisions on reopening.
* Trustees briefed regularly on the latest government guidance and its implications for the Gorse Hill Studios.
 | N/A | * All H&S documents and decisions shared with the trustees
 | L |
| **1.11 Policy review**  |
| **Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances** | M | * All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the Gorse Hill Studios.
* Staff, children and young people, parents and Trustees have been briefed accordingly.
 | Y | * Ongoing and shared with staff. Safeguarding and online working policies, mitigating risk assessment, risk assessments for all YP for social distanced walks
 | L |
| **1.12 Communication strategy**  |
| **Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health** | M | * Communications strategies for the following groups are in place:
* Staff
* Children and young people
* Parents
* Trustees
* Local authority
* Regional Gorse Hill Studioss Commissioner
* Professional associations
* Other partners
 | Y | * Documents attached, and communication with schools, funders and TMBC -ongoing
 | L |
| **1.13 Staff induction and CPD**  |
| **Staff are not trained in new procedures, leading to risks to health** | L | * A revised staff handbook is issued to all staff prior to reopening.
* Induction and CPD programmes are in operation for all staff prior to reopening, and include:
* Infection control including hand hygiene and enhanced cleaning regime
* Fire safety and evacuation procedures
* Constructive behaviour management
* Safeguarding
* Risk management
 | Y | * Staff updated weekly, documents in shared file, ongoing online training. Infection control incl hand hygiene displayed around building.
 | L |
| **New staff are not aware of policies and procedures prior to starting at the Gorse Hill Studios when it reopens** | L | * Induction programmes are in place for all new staff – either online or in-Gorse Hill Studios – prior to them starting.
* The revised staff handbook is issued to all new staff prior to them starting.
 | Y | * Processes in place for new starters, including induction and socially distanced meet ups. Invitations to online training and meetings and issued with relevant and updated documents
 | L |
| **1.15 Risk assessments**  |
| **Risks are not comprehensively assessed in every area of the Gorse Hill Studios in light of COVID-19, leading to breaches of social distancing and hygiene guidance.** | M | * Risk assessments are updated or undertaken before the Gorse Hill Studios reopens and mitigation strategies / additional controls are put in place and communicated to staff covering:
* Different areas of the Gorse Hill Studios
* When children and young people enter and leave Gorse Hill Studios
* During movement around Gorse Hill Studios
* During break and lunch times
* Delivering aspects of the curriculum, especially for practical subjects and especially where shared equipment is required to be used
* Risk assessments are systematically revisited once Gorse Hill Studios reopens
 | Y | * Mitigation risk assessment attached. Revised risk assessments to be reviewed weekly over the term
 | L |
| **1.16 Gorse Hill Studios transport** |
| **Changes to bus schedules as a result of COVID-19 adversely affect children and young people’ attendance and punctuality and do not align with staggered start and departure times** | M | * The details of how children and young people will travel to and from Gorse Hill Studios are known prior to opening.
* Effective liaison with bus companies is used as a basis for planning staggered start and departure times.
* Parents reminded of the need to ensure social distancing and changes to drop off and pick up routines,
 | Y | * Parents or taxis to bring YP to provision as arranged with parents/carers and schools. Hand washing on arrival and before leaving site.
 | M |
| **2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19** |
| **2.1 Cleaning** |
| **Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required** | H | * A return-to-work plan for cleaning staff (including any environmental cleans) is agreed with contracting agencies prior to opening.
* An enhanced cleaning plan is agreed and implemented which minimises the spread of infection to include regular cleaning of all touch points and welfare areas.
* Working hours for cleaning staff are increased.
 | Y | * Cleaners in three times per week, sprays, wipes and products handed to staff to wipe areas after use, staff to wipe areas on arrival in the building before YP attend.
 | M |
| **2.2 Hygiene and handwashing** |
| **Inadequate supplies of soap and hand sanitiser mean that children and young people and staff do not wash their hands with sufficient frequency** | M | * An audit of handwashing facilities and sanitiser dispensers is undertaken before the Gorse Hill Studios reopens and additional supplies are purchased if necessary.
* Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.
* Handwashing is built in to the daily routine and is supervised by staff.
* Teachers should ensure they wash their hands and surfaces, before and after handling children and young people’ books
 | Y | * Hand washing facilities and soaps/sanitisers provided. YP will be reminded to go and use facilities, signs up around building and on all room doors. Staff on duty to check levels of products and replace where necessary.
 | M |
| **Children and young people forget to wash their hands regularly and frequently** | M | * Staff training includes the need to remind children and young people of the need to wash their hands regularly and frequently to include start of Gorse Hill Studios day, after breaks and after using any shared equipment
* Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.
* Gorse Hill Studios leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.
* Children and young people should be encouraged where possible not to touch their faces or to put objects in their mouths.
 | Y | * Staff to remind YP and constantly positively reinforce the need to wash hands
 | L |
| **2.3 Clothing/fabric** |
| **Not wearing clean clothes each day may increase the risk of the virus spreading** | M | * Policies are agreed prior to the Gorse Hill Studios opening on the wearing of uniforms by children and young people and business dress by staff to minimise risks which may include a ‘bare below the elbow’ approach
* Expectations and guidance are communicated to parent and carers
 | Y | * Staff, volunteers and young people to wear appropriate clothing, and changing into clean clothes each day encouraged
 | M |
| **The use of fabric chairs may increase the risk of the virus spreading** | M | * Take fabric chairs out of use where possible.
* Where that is not possible then ensure chairs are limited to single person use.
 | Y | * Metal, wooden and plastic chairs in use and wiped down each night
 | L |
| **2.4 Testing and managing symptoms** |
| **Testing is not used effectively to help manage staffing levels and support staff wellbeing** | M | * Guidance on getting tested has been published.
* The guidance has been explained to staff as part of the induction process.
* Health and Wellbeing support is available through the LA <https://myzone.salford.gov.uk/people-zone/health-and-wellbeing>
 | Y | * People entering building on arrival asked how they are feeling via prompt. Staff being offered extra supervisions and weekly team meetings are being held to share information and concerns. Staff encouraged to go for testing if symptoms present.
 | L |
| **Infection transmission within Gorse Hill Studios due to staff/children and young people (or members of their household) displaying symptoms** | H | * Robust collection and monitoring of absence data, including tracking return to Gorse Hill Studios dates, is in place.
* Procedures are in place to deal with any pupil or staff displaying symptoms at Gorse Hill Studios. This includes the use of testing for both staff and children and young people and appropriate action, in line with government guidance, should the tests prove positive or negative.
* Children and young people, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms (no one with symptoms should attend a setting for any reason). This includes an understanding of the definitions and mitigating actions to take in relation to the terms **clinically vulnerable** and **clinically extremely vulnerable** should these apply**.**
* A record of any COVID-19 symptoms in staff or children and young people is reported to the trust or local authority.
 | Y | * Track and trace signing in system. Staff/YP sent home straight away if displaying symptoms and all people who have been in contact with them will be informed. Information to be sent to schools where appropriate
 | M |
| **Staff, children and young people and parents are not aware of the Gorse Hill Studios’s procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19** | M | * Staff, children and young people and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the Gorse Hill Studios.
* This guidance has been explained to staff and children and young people as part of the induction process.
* Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.
 | Y | * Continue communication with parents/carers and update where appropriate, inform of developments and updates.
 | L |
| **Staff, children and young people and parents are not aware of the Gorse Hill Studios’s procedures should there be a confirmed case of COVID-19 in the Gorse Hill Studios** | M | * Staff, children and young people and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the Gorse Hill Studios.
* This guidance has been explained to staff and children and young people as part of the induction process.
* Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.
 | Y | * Implemented track and trace and inform carers/parents and schools of any relevant information when necessary
 | M |
| **2.5 First Aid/Designated Safeguarding Leads** |
| **The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children’s safety at risk** | M | * First Aid certificates extended for three months.
* A programme for training additional staff is in place.
* Collaborative arrangements for sharing staff with other Gorse Hill Studioss in the locality have been agreed.
* All relevant staff are aware of all children and young people in Gorse Hill Studios with relevant health conditions
 | Y | * Capacity enables us to continue as usual. Staff contactable even when not on site
 | M |
| **2.7 Communication with parents, and carers**  |
| **Parents and carers are not fully informed of the health and safety requirements for the reopening of the Gorse Hill Studios** | M | * As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the Gorse Hill Studios’s expectations on a weekly basis using a range of communication tools.
* A COVID-19 section on the Gorse Hill Studios website is created and updated.
 | Y | * Website updated with information. Regular contact with parents/carers
 | L |
| **Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19** | M | * Key messages in line with government guidance are reinforced on a weekly basis via email, text and the Gorse Hill Studios’s website.
 | Y | * Ongoing communication with all concerned
 | L |
| **2.8 Personal Protective Equipment (PPE)** |
| **Provision of PPE for staff where required is not in line with government guidelines** | M | * Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.
* Those staff required to wear PPE have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.
* Staff are reminded that wearing of gloves is not a substitute for good handwashing.
 | Y | * Staff offered PPE and adequate provision in place for hand washing and sanitisers.
 | L |
| **3. Maximising social distancing measures** |
| **3.1 Children and young people’s behaviour** |
| **Children and young people’ behaviour on return to Gorse Hill Studios does not comply with social distancing guidance** | M | * Clear messaging to children and young people on the importance and reasons for social distancing is reinforced throughout the Gorse Hill Studios day by staff and through posters, electronic boards, and floor markings. For young children this is done through age-appropriate methods such as stories and games.
* Staff model social distancing consistently.
* The movement of children and young people around the Gorse Hill Studios is minimised.
* Large gatherings are avoided.
* Break times and lunch times are staggered and structured to support social distancing and are closely supervised.
* The Gorse Hill Studios’s behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, children and young people and parents.
* Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed.
* Messages to parents reinforce the importance of social distancing.
* Arrangements for social distancing of younger primary Gorse Hill Studios children have been agreed and staff are clear on expectations.
* Consistently impose sanctions when rules are broken, in line with the behaviour policy, as well as positively reinforcing well-executed rules through encouragement and rewards.
 | Y | * Work started with YP online about returning to provision and how it will look versus how they would like it to look. Positive reinforcement of rules and expectations. Staggered arrivals, breaks lunches and finishing times. Sessions to remain 1-2-1. Numbers to remain small with designated rooms and staff.
 | M |
| **3.2 Rooms and teaching spaces** |
| **The size and configuration of spaces does not support compliance with social distancing measures**  | L | * Home base arrangements in place.
* Net capacity assessment completed, with each room and teaching space compliant with social distancing measures and in line with government guidance
* All furniture etc. not in use has been removed from rooms
* Arrangements are reviewed regularly.
 | Y | * Small numbers, large rooms, reviewed weekly.
 | L |
| **3.3 Movement in corridors** |
| **Social distancing guidance is breached when children and young people circulate in corridors** | L | * Circulation plans have been reviewed and amended.
* One-way systems are in operation where feasible.
* Corridors are divided where feasible.
* Circulation routes are clearly marked with appropriate signage.
* Any pinch points/bottle necks are identified and managed accordingly.
* The movement of children and young people around Gorse Hill Studios is minimised as much as possible.
* Where possible, children and young people stay in rooms and staff move around.
* session change overs are staggered to avoid overcrowding.
* Children and young people are briefed regularly regarding observing social distancing guidance whilst circulating.
* Appropriate supervision levels are in place.
 | Y | * Small numbers, large spaces , movement minimised peoples stays in space
 | L |
| **3.4 Break times** |
| **Children and young people may not observe social distancing at break times** | M | * Break times are staggered.
* External areas are designated for different groups.
* Children and young people are reminded about social distancing as break times begin.
* Social distancing signage is in place around the Gorse Hill Studios and in key areas including all drop off and collection points.
* Supervision levels have been enhanced, especially with younger children and young people, to support social distancing.
 | Y | * Small numbers, staggered breaks
 | L |
| **3.5 Lunch times** |
| **Children and young people may not observe social distancing at lunch times** | M | * Children and young people are reminded about social distancing as lunch times begin.
* Children and young people wash their hands before and after eating.
* Tables and chairs have been cordoned off where this is not possible.
* Floor markings are used to manage queues and enable social distancing.
* Additional arrangements are in place, such as staggering lunch times, delivering grab bags to rooms, children and young people eating in rooms or other spaces.
* Guidance has been issued to parents and children and young people on packed lunches (e.g. the use of disposable bags instead of lunch boxes).
* Eating areas are cleaned after lunch.
 | Y | Lunches will be served to lunch room where YP will be seated  | L |
| **3.6 Toilets** |
| **Queues for toilets and handwashing risk non-compliance with social distancing measures** |  | * Queuing zones for toilets and hand washing have been established and are monitored.
* Floor markings are in place to enable social distancing.
* Children and young people know that they can only use the toilet one at a time.
* Children and young people are encouraged to access the toilet during class/throughout the day to help avoid queues.
* The toilets are cleaned frequently.
* Monitoring ensures a constant supply of soap and paper towels.
* Bins are emptied regularly.
* Children and young people are reminded regularly on how to wash hands and young children are supervised in doing so.
 | Y | * N/A
 |  |
| **3.8 Reception area** |
| **Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines** | M | * Social distancing points are clearly set out, using floor markings, continuing outside where necessary.
* Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk).
* Non-essential deliveries and visitors to Gorse Hill Studios are minimised.
* Arrangements are in place for segregation of visitors.
* Any essential visitors asked to comply with all required control measures.
* Parents should come into Gorse Hill Studios buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required).
* Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable).
 | Y | * Parents and carers pick up outside – track and trace in place – sanitizing on arrival
 | L |
| **3.9 Arrival and departure from Gorse Hill Studios** |
| **Children and young people and parents congregate at exits and entrances, making social distancing measures difficult to apply** | L | * Start and finish times are staggered.
* The use of available entrances and exits is maximised.
* Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points.
* Weekly messages to parents stress the need for social distancing at arrival and departure times.
 | Y | * Pick up outside, staggered times
 | L |
| **3.10 Transport** |
| **The use of public and Gorse Hill Studios transport by children and young people poses risks in terms of social distancing** | M | * Guidance is in place for children and young people and parents on how social distancing can be observed on public and Gorse Hill Studios transport. This includes advice on the use of face coverings if children and young people are travelling with children other than from their own class.
* Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied.
* Settings should also consider ways to minimise use of public transport to get to and from Gorse Hill Studios at peak time
 | Ye | * Transport through travel plans mainly taxis – discussions and guidance
 | L |
| **3.11 Staff areas** |
| **The configuration of staff rooms and offices makes compliance with social distancing measures problematic** |  | * Reconfiguration of staff rooms and offices has been undertaken prior to the Gorse Hill Studios opening to allow for social distancing between staff.
 | Yes  | All staff only spaces configured for safe use  |  |
| **4. Continuing enhanced protection for children and staff with underlying health conditions** |
| **4.1 Children and young people with underlying health issues** |
| **Children and young people with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them** | L | * Parents have been provided with clear guidance and this is reinforced on a regular basis.
* Parents have been asked to make the Gorse Hill Studios aware of children and young people’ underlying health conditions and the Gorse Hill Studios has sought to ensure that the appropriate guidance has been acted upon.
* The Gorse Hill Studios, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.**
* Gorse Hill Studioss have a regularly updated register of children and young people with underlying health conditions.
 | Y | * Updated register and regular contact with parent/care – anyone isolating will not be able to attend and will be delivering lessons online
 | L |
| **4.2 Staff with underlying health issues** |
| **Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them** | L | * All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the Gorse Hill Studios. Records are kept of this and regularly updated.
* Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.
* Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as **clinically vulnerable** and **clinically extremely vulnerable.**
* All staff with underlying health conditions that put them at increased risk from COVID-19 are working from home in line with national guidance.
* Current government guidance is being applied.
 | Y | * Staff working from home
 | L |
| **4.3 Staff at higher risk of developing more severe complications** |
| **Employees with additional risk factors and measures have not been put in place to protect them.** **(Additional risk factors are BAME, smoking, high blood pressure, obesity, age, disability, pregnancy)** |  | * Employees have had discussions with their line managers and provided with clear guidance specific for their needs.
* Employees have been asked to make their line manger aware of any underlying health conditions and the manager has sought to ensure that the appropriate guidance has been acted upon.
* The service is clear about the definitions and associated mitigating strategies relation to people who have any additional risk factors**.** The following are classed as additional risk factors; BAME, smoking, high blood pressure, obesity, age, disability, pregnancy
* Records are kept of this and regularly updated.
* Members of staff with additional risk factors have been asked to seek and act on the advice of their GP/consultant/midwife/occupational health or current government advice.
* Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as having an additional risk factor.
* All staff with additional risk factors that put them at increased risk from COVID-19 are working in line with national guidance and the services’ risk assessment.
* Current government guidance is being applied.
 |  | * Complete with the employee the ‘risk assessment for frontline staff in community-based services or conducting home visits in Salford’ before they can undertake any frontline visits or role.
* Discuss and agree appropriate control measures and adaptations that can be put in place including but not limited to:
* Social distancing
* PPE
* Health checks
* Access to testing
* Adapting roles (don’t do specific tasks)
* Full-time homeworking
* Deployment to alternative roles
 |  |
| **5. Enhancing mental health support for children and young people and staff** |
| **5.1 Mental health concerns – children and young people** |
| **Children and young people’ mental health has been adversely affected during the period that the Gorse Hill Studios has been closed and by the COVID-19 crisis in general** | M | * There are sufficient numbers of trained staff available to support children and young people with mental health issues.
* There is access to designated staff for all children and young people who wish to talk to someone about wellbeing/mental health.
* Resources/websites to support the mental health of children and young people are provided.
 | Y  | * Wellbeing checks and social distance meet ups – group wellbeing sessions and referrals to mental health agencies
* Increased social media support
 | L |
| **5.2 Mental health concerns – staff** |
| **The mental health of staff has been adversely affected during the period that the Gorse Hill Studios has been closed and by the COVID-19 crisis in general** | M | * Staff are encouraged to focus on their wellbeing.
* Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.
* Staff briefings and training have included content on wellbeing.
* Staff briefings/training on wellbeing are provided.
* Staff have been signposted to useful websites and resources.
 | Y | * External supervision available – regular checks in social gather – respite from delivery when needed
 | L |
| **Working from home can adversely affect mental health** | M | * Staff working from home due to self-isolation have regular catch-ups with line managers.
* Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.
* Appropriate work plans have been agreed with support provided where necessary.
* Staff working from home may help provide remote learning for any children and young people who need to stay at home.
 | Y  | * Team meetings and social gatherings – online knowledge sharing and wellbeing sessions
 | L |
| **5.3 Bereavement support** |
| **Children and young people and staff are grieving because of loss of friends or family** | M | * The Gorse Hill Studios has access to trained staff who can deliver bereavement counselling and support.
* Support is requested from other organisations when necessary.
 | Y | * Access to support organisations shared
 | L |
| **7. Operational issues** |
| **7.1 Review of fire procedures** |
| **Fire procedures are not appropriate to cover new arrangements** | M | * Fire procedures have been reviewed and revised where required, due to:
* Reduced numbers of children and young people/staff
* Possible absence of fire marshals
* Social distancing rules during evacuation and at muster points
* Possible need for additional muster point(s) to enable social distancing where possible
* Staff and children and young people have been briefed on any new evacuation procedures.
* Incident controller and fire marshals have been trained and briefed appropriately.
* New arrangements are tested and amended if necessary
 | Y | * Assembly point to remain the same, space outside effective to remain socially distanced, staff to make sure they leave with their YP
 | L |
| **Fire evacuation drills - unable to apply social distancing effectively**  | M | * Plans for fire evacuation drills are in place which are in line with social distancing measures.
 | Y | * Staff to escort YP from building to assembly point
 | L |
| **Fire marshals absent due to self-isolation** | M | * An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly.
 | Y | * Duty rota
 | L |
| **7.3 Contractors working on the Gorse Hill Studios site** |
| **Contractors on-site whilst Gorse Hill Studios is in operation may pose a risk to social distancing and infection control** | L | * Ongoing works and scheduled inspections for Gorse Hill Studioss (e.g. estates related) have been designated as essential work by the government and so are set to continue.
* An assessment has been carried out to see if any additional control measures are required to keep staff, children and young people and contractors safe.
* Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.
* Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/children and young people are kept apart.
* Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.
* In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction).
 | Y | * All contractors and maintenance completed outside of delivery hours, if required during delivery times face masks to be worn, and social distancing to be maintained
* Track and trace system in place
 | L |
| **8. Finance** |
| **8.1 Costs of the Gorse Hill Studios’s response to COVID-19** |
| **The costs of additional measures and enhanced services to address COVID-19 when reopening places the Gorse Hill Studios in financial difficulties** | M | * Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.
* The Gorse Hill Studios’s projected financial position has been shared with governors and LA or trust.
 | Y | * We have remained open and applying for grants to cover loss of earnings and to initiate free provision for the future
 | M |
| **9. Governance** |
| **9.1 Oversight of the governing body** |
| **Lack of Trustee or/CO oversight during the COVID-19 crisis leads to the Gorse Hill Studios failing to meet statutory requirements.** | L | * The Trustees and CO continue to meet when key decisions need to be made via online platforms.
* The governing body/directors agendas are structured to ensure all statutory requirements are discussed and Gorse Hill Studios leaders are held to account for their implementation.
* The proprietor report to governors/directors includes content and updates on how the Gorse Hill Studios is continuing to meet its statutory obligations in addition to covering the Gorse Hill Studios’s response to COVID-19.
* Regular dialogue with the Chair with designated responsibilities is in place.
 | Y | * Chief Officer and Board of trustees have overseen the Covid 19 response and followed guidelines and implemented changes when and where necessary
 | L |
| **Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them** |
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| **Approved by**  | Image preview 23.06.20Caroline Gleaves | **Date of Approval** | Click here to enter a date.  |
| **Chair of Trustees** | 06/07/2020 | **Date of Review****17th September**  | Click here to enter a date. |