

GRA 91.0 COVID – 19 SCHOOL – WRAP AROUND CARE

In accordance with Management of Health & Safety at Work Regulations 1999

Date:		School:				
Significant Hazards	Persons at risk	Control Measures	RISK H/M/L	Actions Required	By Who	Date Complete
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Government advice:</p> <p>Follow the Governments advice as detailed via the web link below (The main points have already been inserted into this RA below):</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>System of controls:</p> <p>Prevention:</p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard</p>	M	<p>If you do have a confirmed case in your school the track and trace system will be used.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p>	Principal	ongoing
				<p>The local health protection team will advise the school on what measures to take – follow advice</p> <p>Thinking about close contact with others and travel arrangements of that pupil.</p> <p>Ensure sanitiser, wipes and spray are well stocked in hall and entrances and exits to hall for morning club.</p> <p>PPE available for administration of first aid.</p> <p>Tables positioned to maintain a safe 2m+ distance between bubbles.</p>		

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		<p>products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p> <p>Response to any infection:</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p>		<p>Staff allocated to 2 bubbles each. Staff will not mix with or stand closer than 2 metres to children or staff from other bubbles.</p> <p>Staff will wear masks when moving around the walkways if they have to leave their bubble.</p> <p>Staff and children will wear masks on arrival and departure from hall and if using the toilet.</p>		
Contracting COVID-19 through infected contact points or close	Staff and pupils	<p>Response to infection:</p> <p>Staff and all visitors must sign in on the ipad to ensure full records are kept of those attending the school.</p> <p>Staff and pupils must not come into the school if they</p>	M	<p>Ipads to be cleaned regularly and visitors informed to sanitize hands after signing in.</p> <p>Schools will be provided with 10 Home test kits by the</p>	Admin	Principal

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<p>personal contact with infected persons</p>		<p>have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</p> <p>Engage with test and trace:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Follow the stay at home guidance if unwell or tested positive:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for</p>		<p>government. These should only be offered in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers?utm_source=cfddd7d1-6426-45af-830d-f6fe10317a3f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>All staff to be clear on procedures and transparency with declaring any symptoms or feeling unwell.</p> <p>Provide a test to be administered immediately to be able to get work force back to school.</p> <p>If a child is unwell and waiting for a parent, they will sit in squirrel, door closed, window open, staff member with PPE outside the room. SLT will be called if insufficient staff available in the hall.</p> <p>Staff member will enter the room if a child is distressed.</p>	<p>All staff</p> <p>Principal</p> <p>SPSO or attending first aider.</p>	
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		<p>ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn (face mask, eye protection visor, disposable apron and gloves) by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Follow the PPE advice:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>		<p>Plastic chair will be put into the room for a child to sit on so that it can be cleaned.</p> <p>The medical room toilet will be used if they need to go.</p> <p>PPE stored and kept replenished in hall for emergency use.</p>	<p>Site Manager</p> <p>SPSO/PS A</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Managing a confirmed case:</p> <p>In the event of a confirmed case within the school, contact the local health protection team immediately. Also inform the Director of Estates, Phase Director and CEO.</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>The local health protection team will guide schools through the actions needed.</p>	<p>M</p>	<p>Follow advice of local health protection team in all cases.</p> <p>When precautions outlined in this risk assessment are followed only the bubble where there is a case and the staff supervising will need to isolate.</p>	<p>Principal</p>	<p>ongoing</p>

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		Persons who have come into close contact with a confirmed case will be sent home and advised to self isolate for 14 days. Follow the advice given by the local health protection team.				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Maintain good hand and respiratory hygiene:</p> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly. use hand sanitiser gel where hand washing is not available or impracticable. clean their hands on arrival at the setting, when moving around the school, before and after eating, and after sneezing or coughing. are encouraged not to touch their mouth, eyes and nose. use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). ensure that help is available for children and young people who have trouble cleaning their hands independently. consider how to encourage young children to learn and practise these habits through games, songs and repetition. ensure that bins for tissues are emptied throughout the day. where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), 	M	<p>Pupils to be briefed at the beginning of term and supervised by staff to follow the hygiene techniques.</p> <p>Timetable of hand-washing routines to be established for each bubble in acorns.</p> <p>Boxes of tissues to be purchased for each bubble. Labelled and stored in hall.</p> <p>Additional cloths and ICE spray and anti-bac wipes available in the hall.</p> <p>Hall windows opened daily</p> <p>Pupils to be briefed at the beginning of term and supervised by staff to follow the hygiene techniques – additional briefing for acorns rules to be given and reminded of regularly.</p>	<p>Principal</p> <p>Class teachers</p> <p>Site Manager</p> <p>Site Manager</p> <p>Site Manager</p> <p>Acorns staff</p>	<p>From September</p> <p>Ongoing</p> <p>From September – regularly review</p>

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		<p>to limit use of door handles and aid ventilation</p> <ul style="list-style-type: none"> • Site Managers will ensure supplies of soap, anti-bacterial gel and cleaning products are available at all times • there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting 				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Wrap around Care bubbles</p> <ul style="list-style-type: none"> • Bubbles should maintain small groups of no more than 15 children • The same children and staff should be in the same wrap around care bubble each time • Ensure the staffing levels are sufficient so that there is no mixing across bubbles • Consider appropriate staff:child ratios depending on the type of provision or size of the group. • Consideration given to siblings and how they are placed in the setting • You should keep a written or electronic list of the children in each group for at least 21 days for Test and Trace purposes. 	M	<p>Bubbles will be separated into class groups and no bubble will contain more than 10 children.</p> <p>Bubbles will not mix with each other.</p> <p>Large walkways at least 3m in width will be in place which children will use when going to the toilet and if staff are moving around the hall.</p> <p>Staff will be responsible for 2 bubbles. TAs working in acorns will work with the same bubbles they are working with during the school day to ensure no mixing.</p> <p>2 sports coaches, 2 TAs (contracted wrap around hours) and 1 member of SLT/PLT will be on duty for each morning session.</p> <p>Siblings will be placed in their own class bubble.</p>	<p>Principal</p> <p>Acorns staff</p> <p>Principal</p> <p>Acorns staff</p> <p>Principal</p>	

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				Lists will be maintained and stored on the admin computer for 28 days for track and trace purposes.	SPSO	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Indoor Provision <ul style="list-style-type: none"> • Where possible sessions should be run outside when weather permits. • Restrict the mixing of class groups and keep each class in one bubble where possible • Consideration should be given to Siblings and how or where they are placed in the setting • Social distancing is observed wherever possible. • Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • Reduce the amount of equipment used each day as everything used will need to be cleaned daily • Do not move equipment between bubbles unless cleaned or not used and out of reach for a period of 48 hours (72 hours for plastics). • Equipment/toys should be cleaned regularly, along with all frequently touched surfaces. • Normal disinfectant spray should be used to clean resources after each use and before they are put away. Site Managers will ensure disinfectant spray and paper roll or cloths are available in all teaching spaces. 	M	<p>Sessions will be run with each bubble on separate tables which are spaced at least 2m apart.</p> <p>Staff will be responsible for 2 bubbles and these will be the bubbles they will be working with during the day.</p> <p>Resources will be available for each individual bubble and these will be stored separately and labelled with the bubble name. These will not be mixed.</p> <p>The hall will be set up and tables and stools wiped at 7.30 by the 2 contracted members of staff.</p> <p>Activities will be table based. There may be opportunities for 2 bubbles to go outside to play. When this happens they will be supervised by their member of staff and the two bubbles will be separated using the markings on the playground.</p>	Acorns staff Acorns staff Acorns staff/PSA Acorns contracted staff Acorns staff	

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<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Outdoor provision</p> <ul style="list-style-type: none"> • Keeping facilities and equipment clean - touch points (e.g. handrails and gates) should be particular areas of focus for increased cleaning • Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of pupils using it, and that multiple groups do not use it simultaneously. 	<p>M</p>	<p>No outdoor equipment will be used.</p> <p>Handrails and external door handles will not be touched by children. Door handles will be wiped by staff between uses.</p>	<p>Acorns staff</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>After school clubs</p> <p>Sports</p> <ul style="list-style-type: none"> • Additional social distancing to be observed due to the way in which people breathe more heavily and more rapidly during exercise. • Each sporting activity to refer to guidance from Sport England, and advice from organisations such as the Association for Physical Education and the Youth Sport Trust and add the controls in to their activity risk assessment. <p>Music</p> <ul style="list-style-type: none"> • Club leader to follow the guidance from The Department for Digital, Culture, Media & Sport <p>Drama</p> <ul style="list-style-type: none"> • The performing arts guidance should be followed <p>General</p> <ul style="list-style-type: none"> • Club leader to provide school with a risk assessment for the session 		<p>Principal to ensure the subject lead/provider has COVID controls detailed in their class risk assessment.</p> <p>No after school clubs will run at the present time</p>		

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		<ul style="list-style-type: none"> ensure that children attending are in small groups of no more than 15, with the same children each time wherever possible and at least one staff member children are socially distanced (2 metres apart), are outside or in a well-ventilated room 				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Movement around the school <ul style="list-style-type: none"> Identify rooms to be used Minimise movement around the school as far as possible Review the toilets to be used by particular bubbles Consider pinch points such as corridors, exits, staff room and playgrounds Staff and pupils in Year 7 and above should wear face masks on entry and exiting the school and whilst in corridors and communal areas 		No movement away from the hall unless under the supervision of staff for first aid or to use the toilet.	Acorns staff	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Use of toilets: <ul style="list-style-type: none"> Control numbers allowed to go to the toilet at a time. One in one out system in place where possible. Sanitise hands before and after visiting the toilet where possible. 	M	Individual toilets identified for each bubble. Only allowed to use that toilet. These will be labelled. Strictly 1 in 1 out to toilets.	Site Manager Wrap around staff	
Contracting COVID-19 through infected	Staff, pupils and parents	Drop off and pick up procedures: Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Each school will have	M	Parents will drop off and pick up at the hall door and children will walk down the central aisle (at least 3 m in width) to reach	Acorns staff	

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<p>contact points or close personal contact with infected persons</p>		<p>local procedures to be agreed and communicated with staff and parents for each class</p>		<p>their bubble.</p> <p>Staff will take children through central aisle and line up at external door at take children to their external classroom door at their designated class start time.</p> <p>Masks will be worn by children and staff on entrance and exit to school.</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>PPE – Government link</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education?utm_source=53671f11-6c05-454a-845e-8e2a4463752b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>Staff and pupils in Year 7 and above should wear face masks on entry and exiting the school and whilst in corridors and communal areas</p> <p>Staff can chose to wear facemasks or face shields in the classroom.</p> <p>Disposable gloves and aprons should be used for daily cleaning tasks</p> <p>Face masks and eye (visor) protection are available to deal with any close contact work including first aid, medical procedures/assistance and dealing with a suspected COVID -19 case until the case is removed from the site.</p>	<p>M</p>	<p>PHE state that it is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society. Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school/office will keep an emergency stock.</p> <p>Full PPE will be available in the hall for emergency use with first aid, etc.</p>	<p>Site Manager</p> <p>Acorns staff</p>	

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Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	First Aid: Ensure all staff know First Aiders on site if less than normal If provision is less than usual, minimise hazardous activities which may result in injury Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly	M	SPSO, first aid lead, will be on site during breakfast club. Also site manger and phase leaders, first aiders, will be available if required.	SPSO Site Manager/ PLT	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Clinically vulnerable staff and pupils Guidance Advice for those who are clinically vulnerable, including pregnant women is available : https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people), https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)	M	Principal read the current advice on shielding and fill out the appropriate GRA: GRA 90.6 CLINICALLY VULNERABLE STAFF GRA 90.9 COVID - CLINICALLY VULNERABLE PUPILS RETURNING TO SCHOOL – INDIVIDUAL RISK ASSESSMENT Pregnant staff to alert Principal to pregnancy at the earliest opportunity	Principal	
Contracting COVID-19 through infected contact points or close personal	Staff and pupils	Daily cleaning: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Enhanced cleaning regime is in place in line with	M	Hall will be cleaned the evening before each session. Tables and chairs will be wiped down prior to each session by the contracted Acorns staff. Contact points will be wiped	Site Manager/ cleaners Acorns staff	

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<p>contact with infected persons</p>		<p>government guidance</p> <p>Disinfectant spray and disposable cloths or paper roll will be available for use.</p> <p>Site Managers will ensure appropriate supplies of cleaning materials are available.</p> <p>Additional cleaning of wraparound care areas will be addressed depending on areas use and bubbles identified</p>		<p>down between use.</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Waste:</p> <p>All waste must be removed to the secure bin store and placed in the appropriate waste bin as soon as possible.</p> <p>Any potentially infected waste shall be placed in the first aid bin and treated as class b contaminated waste.</p>	<p>M</p>	<p>No breakfast will be provided therefore there will be no food waste.</p> <p>All staff made aware of managing recyclable waste.</p>	<p>Site Manager</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Catering:</p> <p>Consider reasonable adjustments to the catering provision including:</p> <ul style="list-style-type: none"> • Who is providing • How it is distributed • queuing with social distancing • hand sanitisation • regular cleaning between bubbles <p>The catering contractor shall follow the governments</p>	<p>M</p>	<p>No breakfast will be provided. Children may bring their own water bottles.</p>	<p>Wrap around staff</p>	

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		<p>advice and produce their own site specific risk assessments:</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>			
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff/Pupils/Contractors/Visitors	<p>Staff and contractors visiting the school</p> <p>Maintenance of the premises will take place outside of school open hours where ever possible</p> <p>Supply teachers, peripatetic teachers WHF staff and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and follow the hygiene procedure. Cleaning after peripatetic teachers have visited may be required.</p> <p>Records are kept of all visitors to site</p>	M	Hygiene procedure and distancing briefed to PH Sports staff and they will be required to sign to say they agree prior to start.	Principal
Communication of controls	Staff/Pupils	<p>Communication of controls:</p> <p>Staff to receive a copy of the risk assessment and briefed on local controls</p> <p>Pupil control measures to be briefed to pupils regarding good hygiene and distancing</p> <p>Risk assessment to be adjusted as new Government guidance is published</p> <p>Pick up and drop off procedures to be communicated to parents</p>	M	All staff and families to be fully briefed and informed of wrap around procedures before the start of term 2.	Principal September
Wellbeing	Staff/Pupils	Supporting staff and pupils wellbeing	M	Visit the Government Web site	Ongoing

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		<p>The Department for Education provides support for both pupil and staff wellbeing in the current situation.</p> <p>Staff also have access to Care First</p> <p>Staff to inform the Principal of any concerns</p>		<p>for support links</p> <p>Nurture provision in place for those identified as having additional needs.</p> <p>Mental health first aiders on site and available.</p> <p>Visit the Government Web site for support links</p>	<p>All staff</p> <p>SLT</p> <p>Principal /Dep Principal</p>	
Date of original Assessment: Sep 2020	Date of this Assessment: 21.10.20	Review	Reference: GRA 91.0 VI	Name of Assessors: Anna Willcox/Helen Biles-Wood		
Overall Risk Rating (H, M L): The risk rating for the overall risk is Medium due to the nature of the virus and the potential consequences.		Managers signature:				
Notes:						
RESIDUAL RISK RATING			ACTION REQUIRED			
HIGH (H) Strong likelihood of fatality / serious injury occurring			The activity must not take place at all. You must identify further controls to reduce the risk rating.			
Medium (M) Possibility of fatality/serious injury occurring			You must identify controls to reduce the risk rating. If it is not possible to lower risk further you will need to consider the risk against the benefit Monitor risk assessment at this rating more regularly and closely			
LOW(L) Minimal risk			No further action needs to be taken reviewed annually			

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