

Covid -19 Risk Assessment Form

Wrap Around Care Provision January 2022

This Risk Assessment follows DFE guidance and expectations and the Government guidance for protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak

Highfield Infant and Junior School			
Date of assessment	7/01/22		
Who is at risk	Staff, children, contractors, visitors (Contractors and visitors on site to be kept to a minimum and only for essential work)		
This risk assessment needs to be completed by the provision lead, with input from staff members as needed and in agreement with the Headteacher.			
Risk and NEST Expectation	Plan for mitigation/way to meet expectation	Risk Before mitigation L, M, H	Risk After mitigation L, M, H
Prevention:			
Planning for the safe opening and running of the provision, including the number attending the provision at any session.	Decisions on group sizes for the provision should be based on the: <ul style="list-style-type: none"> Current government guidance Age of the children in attendance Set up of the provision (for example, static, classroom set-up rather than an activity that requires a range of movement) Size or layout of the premises – including consideration of ventilation and access to outdoors. Reference to the NEST Covid Contingency Plan as needed Levels of staffing available 	H	L
Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend wrap around care provision.	Children, staff and other adults must not come into the setting if: <ul style="list-style-type: none"> They have one or more coronavirus symptoms. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus They have been informed by Track and Trace that they need to isolate. Children under the age of 18 years old and those who are double vaccinated no longer be required to self-isolate if they are contacted by NHS Test and Trace. Instead, they will be informed they have been in close contact with a positive case and advised to take a LFD or PCR test. Returning from travel abroad, staff need to follow the rules. https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive 	H	L

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	<ul style="list-style-type: none"> • They have had a positive test - both PCR and LFD test. • They are over 18 years 6 months, are not fully vaccinated, and live in the same household as someone with COVID-19. They are legally required to stay at home and self-isolate for 7 days. <p>Additional note:</p> <ul style="list-style-type: none"> • If staff are fully vaccinated and live in the same household as someone with COVID-19, they are not legally required to self-isolate. However, they are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive. 		
	<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:</p> <ul style="list-style-type: none"> • Sent home to begin isolation - the isolation period includes the day the symptoms started and the next 7 full days. Self-isolation can end after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • Advised to arrange to have a test (LFD or PCR) as soon as possible. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 7-day isolation period from the day they develop symptoms. 	H	M
	<ul style="list-style-type: none"> • Children under 5 are not advised to take part in daily testing of close contacts. • If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. • If they live in the same household as someone with COVID-19 they should arrange to take a PCR test as soon as possible. They can continue to attend a childcare setting while waiting for the PCR result. • If the test is positive, they should follow the stay at home: guidance for households with possible or confirmed COVID-19 infection. 	M	L
Promote and engage in asymptomatic testing.	<p>Staff are encouraged to complete a Lateral Flow Test twice a week when working on the school site.</p> <p>All test results are reported to the NHS and recorded by the school.</p> <p>All tests are logged in school by their serial number.</p>	H	L

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	<p>Staff who receive a positive LFD test do not come to school and start the 7 day self-isolation</p> <p>Even if someone has tested positive for COVID-19 within the last 90 days, they are strongly encouraged to take part in LFD testing on-site once they have completed their isolation period for their prior infection.</p>		
Clean hands thoroughly more often than usual	<p>Children clean their hands regularly, when they arrive at the provision, when they return from being outside, when they change rooms/spaces and before and after eating. Soap and running water, hand sanitiser and skin friendly skin cleaning wipes can be used. Posters on the importance of hygiene will be on display around the provision. Children will be taught about the importance of thorough hand washing and how this should be done.</p>	H	L
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	<p>Ensure that there are enough tissues and bins available in the provision to support children and staff to follow this routine. For children who find it hard to manage good respiratory hygiene an individual risk assessment should be put in place. Posters on good respiratory hygiene will be clearly displayed around the provision. Children will be taught good respiratory hygiene and reminded about this as needed.</p>	H	L
<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products</p> <p>COVID-19: cleaning of non-healthcare settings guidance.</p>	<p>The cleaning schedule ensures cleaning is generally enhanced - with rotas to ensure expectations are met.</p>	H	L
	<p>More frequent cleaning of rooms and shared areas that are used by different groups.</p>		
	<p>Frequently touched surfaces being cleaned more often than normal.</p>		
	<p>Toilets will need to be cleaned regularly and children will be encouraged to clean their hands thoroughly after using the toilet.</p>		
Use of Face Coverings	<p>From September 2021 face coverings will only need to be worn when advice is given to do so following the NEST Contingency Plan.</p> <p>Staff and other adults may choose to wear face coverings in busy and/or communal areas within school and its grounds.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</p> <p>Face visors should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p>	H	L

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	From December 2021 staff should wear a face covering when supervising and supporting indoor activities. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity.		
Safe use of Face Coverings	<p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • Cleaning of hands before and after touching – including removal/putting on • Safe storage of them in individual, sealable plastic bags between use • Wearer not touching the front of their face covering when wearing or removing • Safe disposal of masks in sealable black bags • Discarding of face masks that become damp 	M	L
Safe playing within the provision	For children who have complex needs or who need close contact care an individual risk assessment will be completed.	M	L
	<p>Provision to be set up before children arrive.</p> <ul style="list-style-type: none"> • Toys will be cleaned regularly. • Outdoor equipment will be cleaned regularly. • All IT to be cleaned regularly. 	H	L
	Use of the toilets to be actively managed to prevent overcrowding – especially at mealtime.	H	L
	Movement around the school site kept to a minimum to ensure cleaning can be achieved.	H	L
	The NEST Behaviour Policy addendum will support behaviour expectations in school.	M	L
	<p>Ventilation to be a priority – windows and doors to be open when possible and safe to do so.</p> <p>Air conditioning can be used. If using a centralised ventilation system that removes and circulates air to different rooms, it is recommended that recirculation is turned off and a fresh air supply used.</p> <p>Opening higher level windows can limit draughts and have good impact on consistent ventilation.</p>	H	L
	Use of planned routes and movement times limits overcrowding.	M	L
	Visitors to the provision will wear face masks and have completed a LFD test prior to entering the provision.		

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Eating within the provision	Tables to be cleaned before each child has their meal.	H	L
	Children to be supervised washing their hands thoroughly before eating.		
	Kitchen staff to remain in the kitchen area and provision staff to not enter the kitchen area.		
Measures for arriving at and leaving school	Remind parents and carers that gathering at the school gates is not advisable.	M	L
	Limit parents and carers coming into the provision to drop off and collect as far as is possible.	H	L
Use of public transport	Encourage walking and or cycling to the provision to avoid use of public transport.	M	L
	Staff and families using public transport will be referred to the safer travel guidance for passengers .		
Staff, parents and carers who are anxious about returning	<p>Those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus, including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes should discuss their concerns with the provision and if necessary, an individual risk assessment should be considered.</p> <p>The setting will follow specific guidance for pregnant employees. https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeedingxz</p>	H	L
Children with complex health needs	Children who generally remain under the care of a specialist health professional should discuss their care with their health professional before accessing to the provision.	L	L
Training for staff and communication to families	Training on Health and Safety and this Risk Assessment will be completed for all staff. This Risk Assessment and pertinent information to be shared with families.	H	L
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<p>Have regular keeping in touch meetings and discussions with staff and children. Communicate to staff and children about how to raise concerns or who to go to so they can talk things through.</p> <p>Involve staff, parents, carers and children in completing risk assessments so they can help identify potential problems and identify solutions.</p>	M	L

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	Keep staff, families and children updated on what is happening so they feel involved and reassured.		
Use of PPE			
PPE to be used if child becomes unwell with Covid-19 type symptoms or is vomiting or has diarrhoea	<p>PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:</p> <ul style="list-style-type: none"> • A child becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2m distance cannot be maintained • Staff are performing aerosol generating procedures (AGPs) <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#aerosol-generating-procedures-agps</p>	H	M
Personal or intimate care for children with SEND.	Where a child already has routine intimate care needs PPE should continue to be used. safe working in education, childcare and children's social care	L	L
Staff delivering first aid to be aware of safe use of and disposal of PPE	Disposable PPE to be used only once and securely disposed of following use in a plastic bin bag	M	L
First Aid/ill child			
Only qualified first aiders to deliver first aid	The provision will always have a dedicated first aider on site. All first aid to be administered with gloves – which are then disposed of securely in a sealed plastic bag	H	L
Identify a room that sick children can be kept in until parents come to collect them	<p>If a child is awaiting collection:</p> <ul style="list-style-type: none"> • 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 • A window should be opened for fresh air ventilation if it is safe to do so • If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people • 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>Ensure that the first aid room is thoroughly cleaned when a child who is unwell leaves See the COVID-19: cleaning of non-healthcare settings guidance</p>	H	L

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	<p>Staff need to wash their hands thoroughly for 20 seconds with soap and running or use hand sanitiser after contact with an ill child</p> <p>A face shield should be used if there is any risk of a splash to the face from coughing spitting or vomiting</p>		
Staff who have supported a child with symptoms of Covid.	<p>All members of staff or children who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • They develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) • They are requested to do so by NHS Test and Trace or the UK Health Security Agency (UKHSA) or local health protection team if escalated • They have tested positive from an LFD test 	H	M
Response to any infection			
Engage with the NHS Test and Trace process	<p>NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.</p>	H	L
	<p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119.</p>		
	<p>Parents, carers and staff will be asked to inform the setting immediately of the results of a test.</p>		
Manage confirmed cases of coronavirus (COVID-19) amongst the community	<p>Additional measures may be put in place following the NEST Covid -19 Contingency Plan if the following thresholds are reached:</p> <p>Primary schools:</p> <ul style="list-style-type: none"> • There are 5 positive cases amongst children or staff who are likely to have mixed closely within a 10-day period • 10% of children or staff who are likely to have mixed closely test positive within a 10-day period <p>Additional Provision:</p> <p>There are 2 positive cases among children or staff who are likely to have mixed closely within a 10-day period</p>	H	L



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Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

<p>NAME OF THE ASSESSOR Please Print: Donna Hassan</p> <p>SIGNATURE OF THE ASSESSOR: - Mrs D.Hassan</p> <p>POSITION OF RESPONSIBLE PERSON: - Allison Morris - Headteacher</p>		
<p>Date of planned review: This plan should be reviewed weekly, with updated versions published on the school website.</p> <p>The provision should have active arrangements in place to monitor that the controls are:</p> <ul style="list-style-type: none">• effective• working as planned• updated appropriately considering any issues identified and changes in public health advice		