



RISK ASSESSMENT FOR BEFORE AND AFTER SCHOOL WRAPAROUND PROVISION

Location / Site	Gnosall St Lawrence C.E. Primary Academy and Pre-school
Activity / Procedure	Wrap around provision - SEPTEMBER 2020
Assessment date	07.08.2020 - to be updated regularly in line with guidance released

Identify people at risk	YES or NO
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

<u>Identify hazard</u>	Child becomes ill whilst in the provision resulting in direct transmission of the virus			
<u>Existing level of risk</u>	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> When a child becomes ill with a high temperature and/or new, persistent cough and/or loss/change to sense of smell and taste, they will be immediately isolated in the Sanctuary. Parents/Carers will be immediately contacted to collect the child and any siblings. Parents/Carers will be directed to the advice contained in 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. Recommend that the child has a coronavirus test. If the child needs to use the bathroom whilst waiting to be collected, they will use the downstairs disabled toilet. A 'do not use' sign will then be placed on the door until thorough cleaning has taken place. A member of staff will supervise the child from outside the Sanctuary. Should the child need to receive care of any kind whilst waiting, the member of staff will wear PPE. If a child tests positive for coronavirus, the school will contact the DfE helpline on 0800 046 8687 Option 1. My need to contact local team - PHE West Midlands North Health Protection Team, Stonefield House, St Georges Hospital Corporation Street, Stafford, ST16 3SR, 0344 225 3560. If a positive case occurs in Pre-school and we are advised to close the bubble, Ofsted will be notified. 			
<u>Remaining level of risk</u>	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Lack of social distancing in the rooms used for wraparound provision resulting in direct transmission of the virus			
<u>Existing level of risk</u>	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> Number of children accepted into provision reduced from 45 to 30. Use of social bubbles where possible. Where this is not possible, social distancing in place. School rules adapted to discourage children from touching one another or one another's belongings. If children consistently break rules re distancing, parents will be contacted. 			



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	6. Regular cleaning of shared spaces and resources, e.g. tables after snack, toys, games.			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> 1. Extra signs in toilet re washing hands 2. Extra soap ordered to ensure we do not run out. 3. Staff to monitor children in toilets. 4. Wherever possible, children wash hands in kids club room whilst supervised by an adult. 5. Sanitiser available. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Lack of social distancing waiting to enter/exit provision resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> 1. Instructions shared re social distancing with parents and carers for drop off and collection times. 2. Signage for parents and children displayed in entrance. 3. Walkie Talkie sanitised between uses. 4. Wraparound staff to monitor. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Lack of social distancing when eating snack resulting in direct transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> 1. Small number of children eating at one time. 2. Children spaced out around table. 3. Monitored by staff. 4. Table cleaned between groups. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> 1. Shared resources will either be cleaned between uses or put into quarantine for the recommended time period (up to 72 hours dependent on material). 2. Tables, door handles and other surfaces cleaned with appropriate cleaning products regularly throughout the sessions. 3. Children wash hands regularly. 4. A First Aid Kit is in the main wraparound room. 5. Parents notified of injuries by the on collection, but no paperwork will be signed. Staff to keep records in line with First Aid policy. 6. Following use of the medical room, the Headteacher or Assistant Headteacher will use appropriate cleaning materials on all hard surfaces. 7. Any first aid materials used will be disposed of in the yellow medical bin. 			



Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Identify hazard</u>	Emotional distress of the children			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> Appropriate activities will be provided to allow children to discuss their feelings. Staff to report any concerns to Headteacher and SENCO so that extra support can be provided if necessary. Parents contacted if necessary. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Children with additional needs			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> Some children due to age, sensory or physical need, salivate more than usual. Staff will support them to frequently wipe their face using tissues. Tissues will be immediately disposed of in a bin and all concerned will wash their hands. Children whose needs have to be met via close physical contact will still be cared for. Staff involved will wear relevant PPE and/or ensure high levels of hygiene for the child and themselves. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Emotional distress of the staff - including anxiety			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> Inclusion in risk assessment process - input into hazard identification and control measures Onsite INSET day in September to discuss risk assessment. Risk assessments reviewed after day one, week one and fortnightly after that - this is flexible. Assistant Headteachers and Headteacher to carry out regular checks on staff well-being and act accordingly. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> Liquid soap in main room - checked by staff each day. Children wash hands regularly throughout their time in the provision. Also, at any time throughout the session that the staff deem necessary. Hand washing posters updated in all washing areas. Reminders how to wash hands properly - videos and posters. Procedure agreed for children to wash hands thoroughly. Sanitiser available. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE


<u>Identify hazard</u>	Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
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Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned regularly throughout the session. 2. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission. 3. Cleaning products available to ensure touch points are cleaned throughout the session. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

OVERALL level of risk following use of control measures			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Assessor's comments	Adherence to this risk assessment will be monitored to ensure its effectiveness in reducing risk of harm.		

Name of assessor	Signature of assessor	Date
Kirsten Sweet		01.09.2020

Risk assessment reviews	Set future review dates & sign/comment upon completion
Friday 11 th September	No additions or amendments
Friday 18 th September	No additions or amendments
Friday 25 th September	Addition of use of hand sanitiser.
Friday 16 th October	Addition of DfE helpline for use in the event of a positive case.