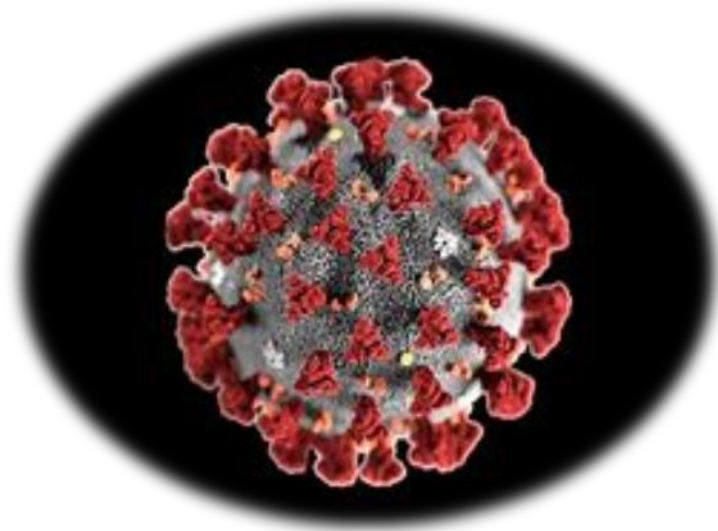




St Modwen's Catholic Primary School

20/21

# Wraparound Provision Covid-19 Risk Assessment – Return to school



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St Modwen's Catholic Primary School

20/21

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# School reopening: Wraparound provision risk assessment/recovery plan

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Documents the risk control measures school have in place to restart our wraparound provision, such as after-school and breakfast clubs, from September. It covers the measures we need above and beyond the usual control measures we have in place to run your wraparound provision, for example related to security, fire safety and hygiene during food preparation.

The example measures we list are based on current (as at 17 July 2020) government guidance:

- › <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>
- › <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>
- › [Guidance for full opening: schools](#)
- › [Protective measures for out-of-school settings during COVID-19](#)
- › [Guidance for early years settings](#)
- › [Guidance for food businesses on COVID-19](#)
- › [Implementing preventative measures in education settings](#)
- › [Managing school premises during COVID-19](#)
- › [Planning guide for early years and childcare settings](#)


School has considered measures workable in our school. For example, take into account:


- › The number of staff and pupils you expect to have in
- › The type of activity (e.g. if you're serving food)
- › Any [risk assessments for individual staff](#) that you do, particularly for staff who are at higher risk of contracting or becoming seriously ill from coronavirus (e.g. those who are clinically vulnerable and/or who are BAME)
- › Any reasonable adjustments you'll need to make to enable everyone to follow the measures, including pupils with EHC plans (e.g. having signs written in Braille, designing approaches to help children with challenging behaviour who may struggle to follow the rules)
- › The size and layout of your school premises
- › The resources you have in stock or can order easily (e.g. soap, cleaning products)


We've also highlighted in yellow some particular parts you'll need to adapt – delete the yellow text as you go. In some sections you may want to add relevant measures from your [whole-school risk assessment](#) – we've noted in yellow where this is most likely.


## RAG rate control measures


- > Red: this measure cannot be put in place
- > Amber: this measure isn't in place yet, but can be in place for the autumn term
- > Green: this measure is already in place


HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	RAG RATING
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Pupils</li> </ul>	<p>Everyone will be asked not to attend the wraparound provision if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person attends the wraparound provision, they will be sent home immediately or isolated until they can be picked up. Isolation room located in Reception area. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a></p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <a href="#">local health protection team</a> and follow any guidance they provide.</p> <p><b>Refer to whole-school risk assessment.</b></p>	Breakfast Club and ASC Leaders	<p>22.3.2021 – re-opening of Breakfast Club</p> <p>1.9.2020 – re-opening of Breakfast Club and After School Club. After School Club closed 13.11.2020</p> <p>Reviewed by SMT, Breakfast Club, Catering Manager, Caretaker, Office Staff 16.3.2021</p>	

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	RAG RATING
<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible.</p> <p>Car-Sharing is only permitted for the purposes of one household linking with another to form a childcare/support bubble – Any children in school who are part of a childcare/support bubble with other pupils have been advised to provide details of school pupils in those bubbles for track and trace purposes.</p> <p>All children attending Breakfast Club will be required to attend at 7.45am. School cannot accommodate staggered starts to Breakfast Club w.e.f 22.3.2021.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times, with different groups being given different times</li> <li>• The protocols for minimising adult to adult contact Separate entrance for Breakfast Pupils to drop off and collect. Breakfast Club drop off point – Hall doors.</li> <li>• That only one parent/carer should attend</li> <li>• Not to gather at entrance gates or doors</li> </ul> <p>If a childminder often comes to school to drop off/pick up several children, we will request they let us know so we can adjust our risk assessment accordingly.</p> <p><b>Refer to our whole-school risk assessment</b></p>	<p>Breakfast Club and ASC Leaders</p>	<p>22.3.2021 – re-opening of Breakfast Club</p> <p>1.9.2020 – re-opening of Breakfast Club and After School Club. After School Club closed 13.11.2020</p> <p>Reviewed by SMT, Breakfast Club, Catering Manager, Caretaker, Office Staff 16.3.2021</p>	


HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	RAG RATING
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Handwashing facilities will be provided – adjacent to Breakfast Club. Hand Sanitiser station located outside Hall close proximity for Breakfast Club, KS2 Concourse area, Library Area.</p> <p>Everyone attending the wraparound provision will:</p> <ul style="list-style-type: none"> <li>• Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a>, or use alcohol-based hand sanitiser to cover all parts of their hands</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> <li>• Have their temperature checked on entry to the Breakfast Club – any temperature over 38 degrees parents will be requested to take their children home immediately and book a PCR Covid-19 test.</li> </ul> <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up in the areas used for the wraparound provision.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Consider if there are any pupils attending the provision that won't be able to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant, and if there are different/additional measures you can put in place for these children and the staff who work with them.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make</p>	<p>Breakfast Club and ASC Leaders</p>	<p>22.3.2021 – re-opening of Breakfast Club</p> <p>1.9.2020 – re-opening of Breakfast Club and After School Club. After School Club closed 13.11.2020</p> <p>Reviewed by SMT, Breakfast Club, Catering Manager, Caretaker, Office Staff 16.3.2021</p>	


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		<p>sure they're not close to running out.</p> <p>Lidded bins for tissues, preferably operated by a foot pedal, will be emptied at the end of the activity.</p>			
<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the activity.</p> <p>As part of this, cleaning staff will use standard cleaning products (e.g. bleach, detergent) to clean frequently touched surfaces including:</p> <ul style="list-style-type: none"> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Outdoor handrails and gates</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Outdoor play equipment</li> </ul> <p>Breakfast Club staff will clean down/sanitise all hard surface/equipment once children move to class on daily basis.</p> <p>Pupils and parents/carers will be asked to limit the amount of equipment they bring to the wraparound provision to essentials like bags, hats, coats, books, stationery and mobile phones.</p> <p><b>Refer to our whole-school risk assessment</b></p>	<p>Breakfast Club and <b>ASC Leaders</b></p>	<p>22.3.2021 – re-opening of Breakfast Club</p> <p>1.9.2020 – re-opening of Breakfast Club and After School Club. After School Club closed 13.11.2020</p> <p>Reviewed by SMT, Breakfast Club, Catering Manager, Caretaker, Office Staff 16.3.2021</p>	


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Spreading infection through contact when preparing food	<ul style="list-style-type: none"> <li>•</li> </ul>	<p>Our catering service will follow appropriate protective measures to ensure safe handling of food, including:</p> <ul style="list-style-type: none"> <li>• Regular hand washing with soap and water for at least 20 seconds before and after handling food, if they change rooms, and after nose blowing, sneezing or coughing</li> <li>• Wearing of PPE is social distancing cannot be maintained in kitchen – preparation of food</li> <li>• Breakfasts will be pre-ordered on ParentMail (Breakfast menu) function on booking a place.</li> <li>• Breakfasts will be served at year Group Tables between 7.45 -8.00am to all children who have booked a Breakfast Club Place with Breakfast</li> <li>• NO BREAKFASTS WILL BE SERVED AFTER 8.00AM</li> </ul>	Catering manager, Breakfast Club and ASC Leaders	<p>22.3.2021 – re-opening of Breakfast Club</p> <p>1.9.2020 – re-opening of Breakfast Club and After School Club. After School Club closed 13.11.2020</p> <p>Reviewed by SMT, Breakfast Club, Catering Manager, Caretaker, Office Staff 16.3.2021</p>	

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<p>Spreading infection due to excessive contact and mixing between pupils and staff during the activity</p>		<p>Assign staff to 'Breakfast Bubbles' so school can:</p> <ul style="list-style-type: none"> <li>Where possible, keeping pupils in the same groups that they're in during the school day, for example with others in their year group or 'bubble'</li> <li>If that's not practical, having pupils in small, consistent groups of max 15 pupils</li> </ul> <p>Children will be grouped into Breakfast Club Bubbles by Key stage and have a designated member of Breakfast Club staff. Within those Breakfast Club Bubbles children will also be socially distanced by Year Group. School will operate 2 breakfast Club Bubbles Breakfast Club Bubble 1 (Reception, year 1 and year 2) and Breakfast Club Bubble 2 (years 3-6)</p> <p>Children will be grouped with a maximum of 15 pupils to 1 Adult dependant on space operating within.</p> <p>Breakfast Club activities will take place outside where possible – parents to ensure children have appropriate footwear and warm, waterproof coat.</p> <p>On days Breakfast Club cannot operate outside children will be in their Breakfast Club Bubbles either in the hall, Library area or KS2 Concourse. When inside children will access desk-top activities at tables set socially distanced apart within their year Group.</p> <p>Children in the EYFS will be kept in consistent groups based on their age groups, wherever possible, while adhering to the usual staffing ratios. If children need to be in mixed age groups, we will adhere to the EYFS staffing ratios as applicable.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Where possible, pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of spaces used for activities to allow for this.</p>	<p>Breakfast Club and ASC Leaders</p>	<p>22.3.2021 – re-opening of Breakfast Club</p> <p>1.9.2020 – re-opening of Breakfast Club and After School Club. After School Club closed 13.11.2020</p> <p>Reviewed by SMT, Breakfast Club, Catering Manager, Caretaker, Office Staff 16.3.2021</p>	




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		<p>We will avoid group activities that involve singing, chanting or shouting.</p> <p>Live performances to an audience will not take place.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Parents will be made aware that staff working in Breakfast Club also work in another Year Group Bubble within school. SLT and Governors have been made aware of this increased risk and the risk this poses if there is an outbreak in Breakfast Club – this could potential cause a full/partial closures of the school.</p>			
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>		<p>Wherever possible, pupils will be kept in the same groups at all times, and be kept separate from other groups.</p> <p>All children attending Breakfast Club MUST attend at 7.45am. Breakfast will be served in the Hall 7.45 – 8.00am. Children will be seated in their tables by Year Group within their designated Breakfast Club Bubble Group. Social distancing will be maintained at all times.</p> <p>Movement around the school site will be restricted to the Breakfast Club areas and movement within those areas kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between</p>	<p>Breakfast Club and ASC Leaders</p>	<p>22.3.2021 – re-opening of Breakfast Club</p> <p>1.9.2020 – re-opening of Breakfast Club and After School Club. After School Club closed 13.11.2020</p>	

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		<p>groups doesn't occur, and they will be reminded about the rules throughout the activity.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>Toilet use will be managed to avoid crowding. Only use disabled toilet adjacent to Library/Hall area.</p> <p>We will advise parents/carers to limit the number of extended service providers they use as far as possible, so their children mix with fewer groups. We will advise parents/carers that if they are using other extended service providers, they should seek assurances about the providers' protective measures.</p> <p>Breakfast Club staff will communicate with each other and other school staff via walkie talkie in school to reduce contacts between staff and other pupils outside of their Bubble Group.</p>		<p>Reviewed by SMT, Breakfast Club, Catering Manager, Caretaker, Office Staff 16.3.2021</p>	
<p>Spreading infection due to the school environment</p>		<p><a href="#">Checks to the premises</a> will be done to make sure the school is up to health and safety standards before re-opening 22.3.2021.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p><b>Ventilation:</b> is a challenge in the hall area as it has no ventilation. Fire doors cannot be open due to safeguarding risk.</p> <ul style="list-style-type: none"> <li>Hall Doors into corridor will be propped open, Library area windows will be opened, where fire safety and safeguarding wouldn't be compromised. Once breakfast club finished Hall Fire Doors will be open for 15 minutes to create circulation of air. Covid-19 particles live in the air for up to 6 hours. All Hall touch-points to be treated with 'zoono' weekly.</li> <li>KS2 Concourse area – Classroom external doors and internal door to be open to create a waft of air in</li> </ul>	<p>Breakfast Club and ASC Leaders</p>	<p>22.3.2021 – re-opening of Breakfast Club</p> <p>1.9.2020 – re-opening of Breakfast Club and After School Club. After School Club closed 13.11.2020</p> <p>Reviewed by SMT, Breakfast Club, Catering Manager, Caretaker, Office Staff 16.3.2021</p>	

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		<p>concourse, Children will be placed in their year groups in areas outside of their classrooms. Breakfast Bubble Group2 (years 3-6) KS2 concourse area will use the toilet facilities in their year group classrooms. Breakfast Bubble Group1 (Reception , years 1 and 2) will use the toilet facilities in their year group classrooms Children in the Hall - this measure is to reduce the risk of transmission due to touchpoints – mitigated to a degree by ‘zoono’ application to all touchpoint surfaces in toilets -Disabled toilet - sanitisation before and after Breakfast Club commences/ends.</p> <ul style="list-style-type: none"> <li>Library area (if required) – external doors and windows to be open to create a waft of air for circulation. Children will be placed in their year groups socially distanced. Children will use disabled toilet at end of Concourse area. Note this will be shared with Hall/Concourse Breakfast Bubble – increased risk of transmission due to touchpoints – mitigated to a degree by ‘zoono’ application to all touchpoint surfaces in toilets -sanitisation before and after Breakfast Club commences/ends</li> </ul> <p>The use of lifts will be avoided</p> <p>Lidded bins will be provided in areas being used for the provision.</p> <p>Outdoor space will be used for activities, where possible.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> <li>3.5m<sup>2</sup> per child for children under 2 years old</li> <li>2.5m<sup>2</sup> per child for 2 year olds</li> <li>2.3m<sup>2</sup> per child for children aged 3 to 5 years old</li> </ul>			
Individuals vulnerable to		We will continue to follow the latest government shielding guidance to decide who should attend.	Breakfast Club and	22.3.2021 – re-opening of	

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serious infection coming into school		Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will only be involved in the wraparound provision if it's possible to maintain social distancing. School will complete <a href="#">individual risk assessments</a> to help with this.	ASC Leaders	Breakfast Club  1.9.2020 – re-opening of Breakfast Club and After School Club. After School Club closed 13.11.2020  Reviewed by SMT, Breakfast Club, Catering Manager, Caretaker, Office Staff 16.3.2021	

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Safeguarding and health and safety concerns due to lack of necessary staff		<p>We will have at least one:</p> <ul style="list-style-type: none"> <li>• Staff member per [group of 15 pupils]</li> <li>• First aider</li> <li>• DSL (or deputy DSL) or an appointed person responsible for safeguarding during out-of-school hours. Staff to be provided with DSL contact number. Staff have access to CPOMS for the reporting of safeguarding concerns.</li> <li>• Caretaker and/or cleaner</li> </ul> <p>Where we have children aged between 2 and 5 on site, we will make sure we have a paediatric first aider present. Both Breakfast Club Staff are Paediatric First Aiders.</p> <p>Should staff working in Breakfast Club/ASC Club report sick then school will try and cover from within existing staffing capacity without compromising the integrity of year Group Bubbles. Parents of children attending Breakfast Club will be made aware that due to limited staffing available and the need for school to maintain the integrity of Year Group Staffing Bubbles – it will be more likely school will be forced to close Breakfast Club at short notice if staff report sick. Breakfast Club Staff:pupil ratios will NOT exceed a ratio of 1:15 ratio. If Breakfast/ASC Club staff are required to isolate then school will temporarily suspend the Breakfast Club/ASC Club provision, please note because staff in Breakfast Club also work in Year Group Bubbles this is likely to have an impact on the wider closing of Year group Bubbles across school.</p>	Breakfast Club and ASC Leaders	<p>22.3.2021 – re-opening of Breakfast Club</p> <p>1.9.2020 – re-opening of Breakfast Club and After School Club. After School Club closed 13.11.2020</p> <p>Reviewed by SMT, Breakfast Club, Catering Manager, Caretaker, Office Staff 16.3.2021</p>	

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Fire Safety		<p>Fire Warden: Neil Hubbard will assist Breakfast Club staff in ensuring Breakfast club children safely exit the building in case of Fire.</p> <p>School to ensure that Fire Warden Training (Smartlog) is undertaken by Breakfast Club Staff. Fire Evacuation Procedures re-circulated to Breakfast Club staff prior to re-opening 22.3.2021.</p>	Breakfast Club and ASC Leaders	<p>22.3.2021 – re-opening of Breakfast Club</p> <p>1.9.2020 – re-opening of Breakfast Club and After School Club. After School Club closed 13.11.2020</p> <p>Reviewed by SMT, Breakfast Club, Catering Manager, Caretaker, Office Staff 16.3.2021</p>	