

GHF RISK ASSESSMENT – ANNOTATED FOR Kingswood Primary School		
Service/Person: Gipsy Hill Federation of Primary Schools	Assessment Team Members: Extended Services Manager	Assessment Review Dates
Area Assessed: Suitability of site to implement Breakfast and After School provision on a daily basis	Name: F Maher Sign:	Date of 1st Review:
Date of Assessment: 08 September 2020	Name: F Maher Sign:	Date of 2nd Review:
School: Kingswood Primary School	Name: Sign:	Date of 3rd Review:

This document outlines the arrangements for the reintroduction of Breakfast and After School Clubs across the relevant schools in the Gipsy Hill Federation. **Extended Service specific points have been highlighted.**

Appendix A – details cleaning arrangements

Appendix B – details how BC and ASC sessions will group the children in attendance in order to reduce transmission of COVID19.

FURTHER INFORMATION:

This risk assessment should be used alongside the government guidance below:

<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/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

The following school policies have been reviewed and updated as required:

- *Behaviour Policy*
- *Safeguarding & Child Protection Policy*
- *Health and Safety Policy*
- *Infection Control Policy*
- *School Business Continuity Plan to be adapted by each HoS*
- *First Aid Policy*

The following abbreviations are in use throughout this document:

- *GHF – Gipsy Hill Federation*
- *GB – Governing Body*
- *EHT – Executive Headteacher*
- *Hol – Head of Inclusion*
- *HoS – Head of School*
- *SENDCo – Special Educational Needs and Disability Co-ordinator*
- *CT – class teacher*
- *PO – premises officer*
- *FSO – Family Services Officer*
- *DSL – Designated Safeguarding Lead*
- *SAO – Senior Administrative Officer*
- *DHI – Deputy Headteacher for Inclusion*
- *BC – Breakfast Club*
- *ASC – After School Club*
- *ES – Extended Services*
- *ESM – Extended Services Manager*

	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline
Sub sections	Key section: Awareness of and adherence to policies and procedures			
Awareness of and adherence to policies and procedures	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	No	EHT HoS HoS	21.8.20
	<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection. 	Yes	HoS, Hol	31.8.20
	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE; NHS; Department of Health and Social Care; PHE, Lambeth and Southwark local authorities. 	Yes	HoS, EHT, Hol	Ongoing
	<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus. 	Yes	HoS, Hol	31.8.20
			Yes	HoS, EHT, Hol

	<ul style="list-style-type: none"> • ES staff are regularly updated on any new guidance through the ES Manager • Parents are made aware of the school’s infection control procedures in relation to coronavirus via text, letter and school website– they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance. In all GHF schools this will be achieved through repeat texts and emails home, use of GHF website and school notice boards, materials to be available in most commonly spoken languages in school community. Where there are concerns around compliance / understanding, FSOs/SLT will make direct contact. • Pupils are made aware of the school’s infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. In all GHF schools this is achieved through class teaching, circle times, virtual assemblies, adult re-enforcement and modelling. All to be repeated regularly, and reinforced through positive praise. • Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. This is included in information about infection control procedures as described above, and is monitored by school staff at entry points to the school. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>ESM</p> <p>HoS</p> <p>HoS</p> <p>HoS</p>	<p>Ongoing</p> <p>2.9.20 onwards and repeated</p> <p>From 16.7.20 onwards and repeated</p>
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	withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.			
Sub sections	Key section: Prevention			
Minimise contact with individuals who are unwell with COVID-19 symptoms	<ul style="list-style-type: none"> Pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and anyone developing those symptoms during the school day is sent home. Signage at entry points to the school makes this clear. Staff are aware of the process and are reminded as needed. Parents are reminded through use of website, text, emails, signage and direct contact FSO / SLT as needed. Breakfast Club staff are first point of contact for a number of families and therefore must be incredibly vigilant in the identification of a child showing any symptoms. If a child tests positive both Breakfast and After School Club registers must be checked to see if they have been present. Any child that has been in close contact will then have to isolate. Bubbles established during the school day are to be strictly maintained in BC and ASC. 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 are 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). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the time they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. 	Yes	HoS	Ongoing
		Yes	ESM	Ongoing
		Yes	SAO	Ongoing

	<ul style="list-style-type: none"> • If the pupil or member of staff tests negative they (and members of their household) can stop self-isolation and return to school when they no longer have symptoms. • If a child or adult is sent home with suspected COVID-19 symptoms, any other members of their household in Kingswood Primary school or at any other GHF site (pupil or staff) must also be sent home. School offices should offer to assist families / staff in making contact with other GHF sites, or any other educational setting if requested to do so by the family / school adult. • School offices will maintain a log of isolation dates for pupils, with likely return dates. Pupils (and their siblings) or school adults who are self-isolating for 14 days because someone in their household has tested positive will not be re-admitted to school earlier. • School offices will maintain a log of isolation dates for staff and will share this with GHF HR • Staff must supply isolation notes, medical certificates and any test results where applicable to the school office. These will be scanned and sent to GHF HR to retain in HR files. • If a child is awaiting collection, they are moved, where 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 ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. The isolation rooms at Kingswood Primary school are in the meeting room (KWL) and spotlight intervention room (KWU). In the event this room is in use or multiple children are waiting to be collected, the alternative area is Music room (KWL) and after school club room (KWU). • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. 	Yes	HoS	Ongoing
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	<p>The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. The identified toilet at disabled toilet in front entrance (KWL) school is staff toilet on the top floor (KWU).</p> <ul style="list-style-type: none"> • Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area. • PPE will be worn 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). More information on PPE use can be found in the <u>safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance</u>. • In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area.guidance to 			
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	<p>be followed to clean the area and to bag, remove and store any waste for disposal until the outcome of the test is known.</p> <ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administration of Medicine on School Premises Policy Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the guidance in <u>Cleaning in non-healthcare settings</u> https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area. 			
<p>Good hand hygiene practice</p>	<ul style="list-style-type: none"> The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy. Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, (or sanitise hands with alcohol based rub) dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again (or sanitise hands with alcohol based rub) before heading to their classroom. <p>Guidance on 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-</p>	<p>Yes</p>	<p>HoS</p>	<p>Ongoing</p>

	<p>including-the-use-of-personal-protective-equipment-ppe provides more advice.</p> <ul style="list-style-type: none"> • There will be adult supervision at all entry points to the school to ensure correct hygiene and disposal / storage of masks is maintained. The adult on duty will have access to a supply of suitable plastic bags as needed. A member of the BC will collect each child from the gate on arrival to ensure this is implemented. • Sufficient handwashing facilities are available and hand sanitiser is also available. • Each setting has their own BC/ASC PPE boxes including hand soap, hand sanitiser and paper towels. The BC/ASC teams inform the ES Manager if they require any additional stock. • Lidded bins are provided for disposal of used paper towels etc, and will be emptied regularly as needed. All staff are responsible for alerting the PO if bins become too full at any point. • On arrival to the BC and ASC children will be asked to wash their hands. This will also be a requirement before they go outside to play, when they come back in from play and before they eat. 	Yes	ESM	Ongoing
		Yes	PO/ESM	Ongoing
		Yes	ESM	Ongoing
Good respiratory hygiene	<ul style="list-style-type: none"> • 'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and lidded bins available in the school to support pupils and staff to follow this routine. Pupils are reminded frequently, and adults model correct behaviour. • BC/ASC are provided with tissues as part of their PPE pack; they must inform the ES Manger if they need additional stock. 	Yes	HoS	Ongoing
		Yes	ESM	Ongoing
Increased ventilation	<ul style="list-style-type: none"> • Good ventilation is important, and should be maximised wherever possible by opening windows, and propping open 	Yes	HoS, PO	Ongoing

	<p>doors, as long as they are not fire doors, where it is safe to do so. During BC/ASC this is achieved by:</p> <ul style="list-style-type: none"> ○ Windows in hall spaces to be kept open; these will be closed by the evening cleaners after session. ○ Doors leading into the hall space/s to be kept open. 	Yes	ESM	Ongoing
Enhanced cleaning	<ul style="list-style-type: none"> • PHE guidance for cleaning non-health care settings is followed (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings), in addition to • There will be more frequent cleaning of rooms or areas which are used by different groups, as detailed in Appendix A. • Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal with standard products such as detergents or bleach; Appendix A • Cleaning materials will be kept away from younger children to prevent ingestion. Where children are trained to help and involved in cleaning their own work areas or resources, safe cleaning products are chosen, such as washing up liquid, and children are supervised. These arrangements, if in use, are detailed in Appendix A • Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed from both settings. All settings are provided with box of resources that are easy to clean and appropriate for use. Should numbers increase in service and additional resources are required BC/ASC teams will communicate this to ESM. • Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. • Trips to the toilet are monitored in order to ensure there is no over crowding. 	Yes	HoS, PO	Ongoing
		Yes	ESM	Ongoing
		Yes	ESM, HoS, PO	Ongoing

<ul style="list-style-type: none"> • The <u>COVID-19: cleaning of non-healthcare settings guidance</u> is followed. • Resources used inside and outside by wrap around care providers / GHF staff are subject to the same guidance. Contracted extended care providers will detail arrangements for cleaning resources in their risk assessment, which will be shared with and approved by the ESM. A copy of this risk assessment is available in school and can be shared with service users. • The ESM will ensure a regular review and intermediate spot checks are in place to monitor compliance. • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the infection control section of the Health and Safety Policy and <u>Cleaning in non-healthcare settings</u> guidance • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • Extended cleaning hours by the day cleaner ensure the halls are cleaned after BC in preparation for the school day. There is also additional cleaning up to 4pm to ensure the halls are prepared for the ASC. • The schedule of cleaning detailed in <u>Appendix A</u> notes which staff members / cleaning contractors have the overarching responsibility for given areas. The PO / HoS will carry out and log routine inspections and spot checks. However, ALL staff are expected to be mindful of the need for thorough cleaning and should immediately alert the HoS if they have any concerns. • The Executive PA will hold regular meetings with the cleaning contractors to monitor service provision. 	Yes	ESM	In place prior to any start of service, then ongoing
	Yes	HoS, PO	Ongoing

<p>Minimise contact between staff / pupils / visitors in school</p>	<ul style="list-style-type: none"> • All bubbles established during the school day will be maintained during the ES provision. • Social distancing at tables will be implemented by having children sit with one empty seat space in between them. • Therefore, only a maximum of 8 students from each bubble can attend any given ES setting. This is implemented by the online booking portal; booking for each bubble is limited to a max of 8. • Staff will 'float' around the different tables but where possible will stick to 1 phase (EYFS, KS1 or KS2). • Children from different bubbles will be in the same hall space, as per the regulations, however they will be socially distanced from one another and on different tables with different play areas. Where possible the ASC will maximise the use of outdoor space. • Drop off to BC- Parents/carers to ring buzzer and wait with child/ren until a member of staff collects from the gate. They do not enter the school site at any point. • Collection from ASC- Parents/Carers to ring the buzzer, also where necessary a mobile number is on the exterior gate if children are playing outside. Students will then be taken to the gate by a member of staff. At no point are parents allowed on site. • Students will no longer queue for their breakfast/tea. Instead, if the setting is quiet students are able to go up one at a time where they can tell a member of staff what they would like and this will be taken to their seat for them. In busier settings students will remain at the seat and be told the options available, a member of staff will then bring their food over to them. Students will no longer clear their own plate; a member of the BC/ASC team will collect from their table and do this for them to ensure students from different bubbles are not passing one another. 	<p>Yes</p>	<p>ESM</p>	<p>In place prior to start of service</p>
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	<ul style="list-style-type: none"> • Staff to pour water out for children, jugs will no longer be on the table. • No sharing of food/drinks. • Where settings are using more than 1 hall space staff will use walkie talkies to communicate with one another to prevent additional movement across phases. • When moving around the school, where possible outside routes will be used in order to prevent phases passing. <p>Further details on the guidance for wraparound care can be found here: 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> <ul style="list-style-type: none"> • The number of students using the toilet at any one time is limited; this is monitored by the staff. <ul style="list-style-type: none"> ➤ The use of offices is carefully considered to ensure 2m distancing is maintained. Additional mitigations such as perspex screens should be used if required. If necessary, use of offices should be timetabled to minimise numbers using them. Other staff should not enter offices or workspaces if this compromises the 2m distancing of staff working there. ➤ <i>No access to the school office unless permitted by SAO</i> ➤ <i>Use PC wipes before and after using the photocopier and shared resources</i> <ul style="list-style-type: none"> • Key contractors (catering, cleaning and wraparound care provision) are made fully aware of the school's risk assessment by the Executive PA / HoS / Extended Services Manager. Their risk assessments are also shared with and agreed by the school. 	<p>Yes</p> <p>Yes</p>	<p>HoS, EHT, Hol, Executive PA, Extended Services Manager, DSL</p> <p>CT</p>	<p>Ongoing</p> <p>In place at start of school term and revisited regularly</p>
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	<ul style="list-style-type: none"> Each bubble has its own pack of resources including colouring pens/pencils, glue, arts and crafts resources, paper, colouring sheets and games. If staff need anything to be replenished they are to contact the ESM. 	Yes	ESM	In place prior to service starting
Where necessary, wear PPE	<ul style="list-style-type: none"> The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used Individual risk assessments to be put in place for children with intimate care or medical needs that require the use of PPE. These will be written and shared with parents and the young person. Read the guidance on <u>safe working in education, childcare and children's social care</u> for more information about preventing and controlling infection and follow <u>SCC PPE guidance</u>. Each setting is provided with their own PPE box for each service which includes disposable gloves, masks, aprons and glasses, visors, hand wash, hand sanitiser, disinfectant spray and wipes, jay cloths, tissues and paper towels. 	Yes	HoS	Ongoing
		Yes	SENDCo	Ongoing
		Yes	ESM	Prior to service start and ongoing
Sub sections	Key section: Response to Infection			
Test and trace	<ul style="list-style-type: none"> NHS Test and Trace process to be followed and understand how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers understand that they will need to be ready and willing to: 	Yes	HoS	Ongoing

	<ul style="list-style-type: none"> ○ <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils 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 ○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace ○ <u>self-isolate</u> if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or if anyone in their household develops symptoms of coronavirus (COVID-19) ● If a child tests positive both Breakfast and After School Club registers must be checked to see if they have been present. Any child that has been in close contact will then have to isolate. Bubbles established during the school day are to be strictly maintained in BC and ASC. ● A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. ● Staff are required to book the first possible test that they can access and inform their Head of School of the result as soon as they receive it. ● Parent code of conduct states that parents must access a test for their child if their child develops symptoms for coronavirus (Covid-19) and inform the school immediately once they have received the result. ● The school will ask parents and staff to inform them immediately of the result of the test: 	Yes	ESM	Ongoing
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	<ul style="list-style-type: none"> ○ If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. They may have another virus, such as a cold or flu, in which case it is still best to avoid contact with others until they feel better. Other members of the household can stop self isolating. ○ If someone test positive they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 day period starts from the day when they first became ill. If they develop symptoms after they test positive, the 10 day isolation period starts from the day that they develop symptoms, not from the day of the test. If they still have a high temperature, they should keep self isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. ● All GHF sites will ensure that this advice is regularly given to parents via newsletters, website etc. Whenever possible, the advice will be translated into the languages of the school community, or a text message sent in their own language urging them to seek assistance from a trusted member of their community to assist with translation. 			
<p>Managing confirmed COVID-19 cases</p>	<ul style="list-style-type: none"> ● If someone who has attended the site tests positive for COVID-19, the school must immediately contact the local health protection team. The local health protection team will also contact the school if they become aware someone who attends the school has tested positive. ● The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close 	<p>Yes</p>	<p>HoS</p>	<p>In case of suspected and confirmed cases</p>

	<p>contact with the person during the period they were infectious and ensure they are asked to self-isolate.</p> <ul style="list-style-type: none"> • Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> ○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ Travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the DfE recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. For all GHF sites, this information will be found in the relevant appendices, specifically B and E • A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves 			
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	<p>within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <ul style="list-style-type: none"> • Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • All GHF sites will ensure that this advice is regularly given to parents via newsletters, website etc. Whenever possible, the advice will be translated into the languages of the school community, or a text message sent in their own language urging them to seek assistance from a trusted member of their community to assist with translation. • Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 			
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Contain any outbreaks	<ul style="list-style-type: none"> • If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required. • Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution. • Whole school closure should not be considered except on the advice of health protection teams • In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive. • Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating. 	Yes	HoS	In the case of an outbreak
Sub sections Key section: Managing emergencies				
Ensuring rapid communication	<ul style="list-style-type: none"> • Booking via the online system requires parents to check and confirm emergency contact details (there must be a minimum of 2) before they are able to complete booking. In the current climate all bookings are to be made on a weekly basis. Bookings for BC go live on a Monday and ASC go live on a Tuesday at 8pm for the following week. • BC/ASC staff all have an iPad which is connected to the administrative side of the online booking system. This allows them access to all emergency contact details. • Parents are contacted as soon as practicable in the event of an emergency. • Pupil alternative contacts are called where their primary emergency contact cannot be contacted. • Parents and carers are frequently reminded to update contact details should they change 	Yes	ESM	Prior to start of service and ongoing on a weekly basis

Dealing with medical emergencies	<ul style="list-style-type: none"> The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy 	Yes	Hol / HoS	31.8.2020
Sub sections	Key section: Transport to school			
Staff, parents and pupils travelling to school	<ul style="list-style-type: none"> Staff, parents and pupils are encouraged to walk or cycle to their education setting where possible; Staff, parents and pupils accessing this service are less likely to be travelling during peak hours. 	Yes	HoS	Ongoing
Sub sections	Key section: Mental Health of children and adults			
Staff mental health has been adversely affected during the period of school closure/partial closure and by the COVID-19 crisis in general	<ul style="list-style-type: none"> All staff to be encouraged to regularly discuss well-being and raise concerns including proactive opportunities facilitated by the ESM. Staff signposted to resources and websites, including helplines regularly through regular communication with the ESM. Details of the Employee Assistance Support Programme displayed in the staff room and staff toilets. 	Yes	HoS ESM	Ongoing
Staff mental health impacted by returning to lockdown or isolation within the household including the impact of working from home	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers and working from home guidance will be shared in this situation. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. 	Yes	ESM	Ongoing
Pupils and staff are grieving because of loss	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. This includes the 	Yes	Hol, HoS, ESM	Where appropriate

of friends or family	<p>Council's critical incident team and the LA's educational psychologist team</p> <ul style="list-style-type: none"> Support is requested from other organisations when necessary. 			
Sub sections	Key section: Safeguarding			
Availability of Designated Safeguarding Leads	<ul style="list-style-type: none"> Trained DSLs (Play Workers and Support Staff) on each site until the last child has left the ASC. Individuals to attend refresher training when necessary. Staff able to contact ESM or FSO with any concerns whilst in session. 	Yes	HoI, ESM	
Sub sections	Key section: First Aid and meeting the needs of children with medical conditions/intimate care needs			
The lack of availability of designated First Aiders may put children's safety at risk	<ul style="list-style-type: none"> Existing support staff have completed emergency first aid refresher course on line. Updated paediatric training. Named first aiders on display around the building. 	Yes	HoI, HoS	Summer 2020
Increased risk of transmission of Covid-19 in the case of an asymptomatic carrier when administering medication	<ul style="list-style-type: none"> Staff to take above points for administration of first aid into consideration. Wherever possible, children to be supported and supervised to administer their own medication e.g. asthma pumps. Where staff have to administer medication to consider how they position themselves and ensure good handwashing hygiene before and after administration of medication. Additional advice to be outlined on staff room medical boards regarding the safe administration of common medication, such as asthma pumps. 	Yes	DHI	01.09.2020
Emotional impact on child when medication is being		Yes	DHI, SENDCo	01.09.2020 / Ongoing

<p>administered due to use of ppe by member of staff</p>	<ul style="list-style-type: none"> • Where individual medical care plans are in place, amendments are made to reflect increased safety controls needed. • Where appropriate, individual medical care plans to detail which ppe is needed in order ensure safe procedures with a clear rationale for its use and purpose. • PPE provided directly to all members of staff named on medical care plan specific to the delivery of the intimate care plan • Pupil who has a medical care plan in place to be supported to understand the use of ppe through e.g. visuals and familiarise themselves with the ppe (e.g. a set to play with themselves) • Where appropriate, older children to be provided with a face mask to wear whilst medication is being administered 			
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Appendix A

Cleaning Checklist

Hall Space

<p>Check the hall has been cleaned (as per evening cleaners' list*)</p>	<p>Inform ESM with any concerns.</p>
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Open windows & doors (excluding fire doors)	Keep the space well-ventilated
Children's PPE	Children should remove facemask/coverings as soon as they enter site (dispose of in the bin by the entrance gates or store in a sealed bag) unless detailed in their individual risk assessment. Children to wash their hands as soon as PPE has been removed.
Handwashing	At the start of the session, before/after trips to the toilet, before/after outdoor play, before/after breakfast/snack, after cleaning and before they go home.
Frequent cleaning of all flat surfaces	Use solution of clean water and washing up liquid/cleaning spray and blue roll to wipe dry. All tables must be cleaned and folded away at the end of each session.
Clean plastic equipment	Wash in a solution of clean water and washing up liquid, dry and put away anything that has been used.
Clean any contaminated areas	If a child displays COVID symptoms and goes into isolation, clean all items/surfaces touched by the child with a solution of clean water and washing up liquid/cleaning spray and blue roll prior to using again.

Overview of cleaning based on Guidance COVID-19: cleaning in non-healthcare settings out the home

<p>Cleaning during the COVID-19 pandemic</p> <ul style="list-style-type: none"> • Frequently touched surfaces identified in 'Key contact points' checklist (see appendix...) • As a minimum, frequently touched surfaces should be wiped down after snack and at the end of the session. • Cleaning services during the day increased to ensure halls are cleaned after BC and before ASC.
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- Suitable handwashing facilities are available including running water, liquid soap and paper towels or hand dryers and hand sanitisers located by entrances/exits and rooms throughout the school (*see appendix*)
- BC/ASC staff responsible for the cleaning of all resources and tables used during session, including seats.
- Anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so.
- Staff advised to bring in and use their own crockery and eating utensils, otherwise, advised to wash staffroom crockery and utensils with soap and hot water for at least 20 seconds and use at their own risk.
- Lidded bins provided in all rooms for waste. Waste does not need to be segregated unless an individual in the setting shows symptoms or tests positive for COVID-19.
- Disposal of routine waste as normal, placing any used cloths or wipes in waste bags. These do not need to be put in an extra bag or stored for a time before disposing of them.

Waste

- Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):
 - Should be put in a plastic rubbish bag and tied when full
 - The plastic bag should then be placed in a second bin bag and tied
 - This should be put in a suitable and secure place and marked for storage until the individual's test results are known
- This waste should be stored safely and kept away from children. This will be stored in the boiler room. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
- If the individual tests negative, this can be put indisposed of immediately with the normal waste.
- If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.
- If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:
 - keep it separate from your other waste
 - arrange for collection by a specialist contractor as hazardous waste

CLEANING CHECKLIST

After an individual with symptoms of, or confirmed case of COVID-19, has left the area

Based on Guidance COVID-19: cleaning in non-healthcare settings out the home

PPE: minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Masks are available and advised to also be worn.
PPE located in every first aid kit, in every first aid cupboard and in the medical room.
Staff to remove PPE outside in the garden area. A lidded bin and hand sanitiser are located in the garden area for the removal and disposal of PPE and sanitation of hands before re-entering the building. Staff should then wash hands with soap and water for 20 seconds once they have re-entered the building.
Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.
All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells. Class-based staff to be responsible for this clean. This should be completed as soon as symptomatic person has been identified. SLT to be notified that this has been completed.
To complete the clean, use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.
Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below in 'waste'.
When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used.



<u>Day cleaning check list:</u>					
	10am	11am	12.15pm	1.15pm	2.15pm
Cleaning of all adult toilets (including the disabled one in the reception area), including					
Spraying and wiping the seat					
Spraying and wiping the flush handle					
Spraying and wiping the door handle & lock (internal & external)					
Spraying and wiping the toilet roll dispenser					
Cleaning the sink area					
Is there soap? (Let Adel/Randolph know if not)					
Are there paper towels? (Let Adel/Randolph know if not)					
Check toilet roll and ensure there is a spare (Let Adel/Randolph know if not)					
Empty bin if needed & wipe down bin lids with spray					
Cleaning of all children's toilets, including					
Spraying and wiping all seats					
Spraying and wiping all flush handles					
Spraying & wiping all cubicle doors around lock/handle areas					
Spraying and wiping the door handles & locks (internal & external)					
Cleaning the sink areas					
Is there soap? (Let Adel/Randolph know if not)					
Are there paper towels? (Let Adel/Randolph know if not)					
Check toilet roll (Let Adel/Randolph know if none)					

Empty bin if needed & wipe down bin lids with spray					
Staff Rooms					
Spray and wipe down all surfaces					
Spray and wipe cupboard doors and handles					
Spray and wipe the hot water machines and drinking water taps					
Spray and wipe sink and taps					
Empty bins when needed					
Spray and wipe down all bin lids					
Spray and wipe down the table/table cloth and coffee table					
Wipe the telephone handset and the table it's on					
Communal Areas					
Spray and wipe down any large surfaces such as the tops of the large drawer chests, top shelves outside classrooms etc					
All handrails going up all staircases					
Check bins are not overflowing					
Spray and wipe all bin lids					
Spray and wipe light switches					
Clean the front of the wall-mounted hand sanitiser dispensers					
Clean the 'release' button to open the double doors from atrium to reception					
Spray and wipe all internal door handles, doors and metal panels on all doors					
Spray and wipe down the reception office welcome hatch area					
In reception area, spray and wipe the metal pole handle of main door and toilet handle					
Cleaning the main gate's handle, 'release' button and intercom button with spray and cloth					

All bins are to be emptied, tied and disposed of in the general waste, with a new liner placed in. All bin lids should be wiped.

<u>Evening cleaning check list:</u>	
Cleaning of all adult toilets (including the disabled one in the reception area), including:	
Spraying and wiping the seat	
Spraying and wiping the flush handle	
Spraying and wiping the door handle & lock (internal & external)	
Spraying and wiping the toilet roll dispenser	
Cleaning the sink area	
Is there soap? (Let Adel/Randolph know if not)	
Are there paper towels? (Let Adel/Randolph know if not)	
Check toilet roll and ensure there is a spare (Let Adel/Randolph know if not)	
Empty the bin and spray and wipe any bin lids	
Mop floors	
Cleaning of all children's toilets, including	
Spraying and wiping all seats	
Spraying and wiping all flush handles	
Spraying & wiping all cubicle doors including lock/handle areas	
Spraying and wiping the door handles & locks (internal & external)	
Cleaning the sink areas	
Is there soap? (Let Adel/Randolph know if not)	
Are there paper towels? (Let Adel/Randolph know if not)	
Check toilet roll (Let Adel/Randolph know if none)	

Empty the bin and spray and wipe any bin lids	
Mop floors	
Staff Rooms	
Spray and wipe down all surfaces	
Spray and wipe cupboard doors and handles	
Spray and wipe hot water machines and drinking water taps	
Spray and wipe sink and taps	
Empty all bins and spray and wipe the lids	
Spray and wipe down the table/table cloth and coffee table	
Wipe down all hard chairs (seats and backs)	
Wipe the phone (in particular picking up the handset to clean all over) and the table that it's on	
Mop all floors	
Classrooms / Offices	
Empty all bins and spray and wipe the lids	
All light switches to be wiped down	
All table tops to be sprayed and wiped, including table edges and table legs. Please also lift the plastic folders and clean underneath them	
All chairs to be sprayed and wiped - including the backs of chairs	
All sinks, taps and draining boards to be cleaned	
Any surface that can be touched at your height to be wiped down	
Teacher's/adult's desk to be cleaned, including the computer keyboard	
If there is a phone, this should be cleaned too (picking up the handset to clean properly)	
If there is one, wipe the phone (in particular picking up the handset to clean all over) and the table that it's on	
Hoover and mop all floors	
Communal Areas	

Spray and wipe down any large surfaces such as the tops of the large drawer chests, top shelves outside classrooms etc	
Wipe down light switches	
All handrails going up all staircases	
Check bins are not overflowing	
Spray and wipe all bin lids	
Spray and wipe light switches	
Clean the front of the wall-mounted hand sanitiser dispensers	
Clean the 'release' button to open the double doors from atrium to reception	
Spray and wipe all internal door handles, doors and metal panels on all doors	
Spray and wipe down the reception office welcome hatch area	
In reception area, spray and wipe the metal pole handle of main door and toilet handle	
Cleaning the main gate's handle, 'release' button and intercom button with spray and cloth	
Hoover and mop all floors	

All bins are to be emptied, tied and disposed of in the general waste, with a new liner placed in. All bin lids should be wiped.

Appendix B

GROUPINGS

To reduce transmission of COVID-19

BC and ASC

- Children will be grouped into class and year group bubbles- these bubbles will be maintained during BC and ASC in order to support the reduction of transmission of COVID-19.
- All bubbles from the school day will be maintained during and ES provision in order to maintain their integrity.
- Students from one bubble will remain on one table or within a designated play area.
- Children will be sitting diagonally to each other to allow for a space in between each child. This will avoid children sitting immediately opposite one another.