

COVID-19 Infection Control Framework

April 2022

Risk Assessment

It is a legal requirement for schools/settings to have a coronavirus / COVID-19 risk assessment, which sets out the reasonable measures needed to reduce the risk of exposure to, or spread of, coronavirus at the school / setting. Risk assessments should be reviewed and updated when necessary, for example when the national or local coronavirus risk level changes or guidance is updated.

The overall coronavirus risk level for Wales is determined nationally by Welsh Government.

The reasonable measures that should be considered in schools and settings are set out in the Local Covid-19 Infection Control Decision Framework for Schools on <https://gov.wales/school-operations-coronavirus>

Mitigations which are deemed unnecessary at a point in time can be reintroduced if / when required to reduce risk, for example, if Covid cases significantly increase within the school/ setting.

The following core measures are in place regardless of risk level:

- All staff and learners should be reminded to follow the Welsh Government guidance for [self-isolation](#) and [testing](#).
- Staff and learners should not attend school if they have any COVID-19 symptoms. If they become symptomatic whilst at school they should be sent home as soon as possible. Wherever possible, they should remain in a separate area until they leave.
- Ensure learners clean their hands regularly, including when they arrive at school, when they return from breaks, before and after eating, use of toilets, etc.
- Ensure good hand and respiratory hygiene by promoting regular handwashing and the 'Catch it, Bin it, Kill it' approach for coughs and sneezes.
- Improve ventilation by opening windows and adjusting ventilation systems to maximise fresh air. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Windows can also be opened more fully before learners and teaching staff come in and at the end of the school day.
- Maintain appropriate levels of cleaning, paying particular attention to frequently touched surfaces. There is no longer a need for schools to set aside specific days for deep cleaning but a deep clean if there has been a cluster/outbreak in school will be helpful in reducing transmission. [Areas where someone with symptoms has been must also be cleaned after they have left.](#)

National risk level

The overall coronavirus risk level for Wales is determined nationally by Welsh Government.

Regional or local risk level

Local risk levels can vary, for example if there is a local cluster/outbreak., Test Trace Protect (TTP), Public Health Wales (PHW) and Wrexham County Borough Council (Education and Public Protection services) will work with and advise schools if the local risk level differs from the national risk level. An Incident Management Team (IMT) will also be in place to manage clusters/outbreaks

If the local risk level is judged to be above the Low level, schools will be supported to review their risk assessment and put additional proportionate tailored interventions in place using the table below.

	Low	Moderate	High	Very high
Reducing close interactions	Implement arrangements aimed at reducing close interactions between staff and learners where possible.	Implement arrangements aimed at reducing close interactions between staff and learners. This may include: <ul style="list-style-type: none">• not holding large group gatherings such as assemblies• the use of one way systems• consistent seating plans (recognising this may not be possible for younger learners)• using outdoor spaces where possible	Implement arrangements aimed at reducing close interactions between staff and learners. This may include: <ul style="list-style-type: none">• not holding large group gatherings such as assemblies• the use of one way systems• consistent seating plans (recognising this may not be possible for younger learners)• using outdoor spaces where possible• floor signage	Reduce close interactions between learners to the lowest practical level. This may include the measures set out at the High level as well as introduction of contact groups and potentially pausing after school/breakfast provision, or team sports where necessary.
Physical distancing	Encourage physical distancing in indoor communal areas outside of the classroom, such as corridors, recognising that this may not be possible with younger children or with learners that require one to one support.	Physical distancing in place in classrooms depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to one support.	Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to	Physical distancing and seating plans in place in classrooms. This may include forward facing desks depending on room capacity and risk assessment, recognising that this may not be possible with younger children or with learners that require one to

			one support.	one support.
Use of face coverings for staff and visitors	Face coverings are not routinely recommended, but may be worn by staff and visitors anywhere on the school site should they wish to do so.	Face coverings may be worn by staff and visitors in schools when moving around communal areas outside of the classroom, such as corridors.	Face coverings should be worn by staff and visitors in schools when moving around indoor communal areas outside of the classroom, such as corridors, where physical distance cannot be maintained.	Face coverings should be worn by staff and visitors in all indoor areas, including classrooms, where physical distance cannot be maintained.

The Covid risk assessment for school settings must be reviewed and updated whenever the national /local Coronavirus alert level changes and details on the types of control measures schools might be asked to put in place to manage should be implemented from the Covid framework into the risk assessment.

Further advice is available from the Council's [Corporate Health and Safety](#) service

Guidance for all staff

This risk assessment has been reviewed in line with the '*Local Covid-19 Infection Control Decision Framework for Schools*' published by Welsh Government: <https://gov.wales/school-operations-coronavirus> It will be kept under review and will always reflect the most up to date WG guidance for schools. This risk assessment seeks to plan and organise provision to:

- support the health and well-being of staff and learners; helping to keep people safe
- manage the facilities and logistical arrangements: including buildings, resources, cleaning and transport safely.

As nationally, we transition from pandemic to endemic we will inevitably have to live with a background of on-going transmission of COVID-19, and therefore we can expect to continue to see cases amongst learners and staff.

The following are core measures:

- All staff and learners / parents should be reminded to follow the Welsh Government guidance for self-isolation and testing.
- Staff and learners should not attend school if they have any COVID-19 symptoms. If they become symptomatic whilst at school they should be sent home as soon as possible. Wherever possible, they should remain in a separate area until they leave.
- Regular handwashing, and respiratory etiquette (Catch it, Bin it, Kill it) are key interventions to prevent spread and manage cases, incidents & outbreaks.
- Adequate ventilation by opening windows.
- Maintain appropriate levels of cleaning in line with other communicable diseases.

Tailored interventions can be implemented based on local risk are:

- reduce close interactions e.g. avoiding mixing between separate contact groups where practicable and possible
- physical distancing e.g. staff maintaining distance from other staff and from learners where practicable and possible; making the most of the space available, including outdoor space
- use of face coverings by staff and visitors.

Principles to adhere to:

1. Do not come to school if you have coronavirus symptoms, or go home as soon as these develop (after informing the headteacher) and access a test as soon as possible.
2. Do not come to school if you are self-isolating because you are symptomatic or have had a positive test result.
3. Clean your hands and wrists more often than usual - with warm running water and soap, drying them thoroughly, or use hand sanitiser ensuring, that all parts of the hands are covered.
4. Use the 'catch it, bin it, kill it' approach. Avoid touching your mouth, nose and eyes.
5. Ensure that the classroom is adequately ventilated by opening windows whilst maintaining a comfortable room temperature.
6. Avoid touching surfaces unnecessarily.
7. PPE should be worn when providing intimate care or first aid.
8. Clean frequently touched surfaces often using standard products, such as disinfectants, during the day.
9. Encourage physical distancing where possible, recognising that this may not be possible with younger children or learners that require 1-1 support.
10. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including through supervision, use of songs and by having posters up in rooms.

Risk Assessment

Directorate		Lifelong Learning		Activity (Brief Description)		COVID-19 Risk Assessment		
Service		Education		People at Risk		Staff, Pupils, Visitors, Contractors		
Location		School Setting Premises		Date		26/4/2022	Review Date	6/6/2022
Assessor/s		Chris Edwards & Liz Richardson		Issue Number		Version 12		
Item No	Hazard (include effects)	RISK RATING (without controls) High/Medium/ Low	Existing Control Measures					RISK RATING (with existing controls) High/Medium/ Low
1	People introducing coronavirus (Covid 19) into the school setting / premises	High	<ul style="list-style-type: none">Employees, pupils, agency workers and contactors do not attend the school setting if they:<ul style="list-style-type: none">have respiratory infection symptoms associated with COVID-19, orhave tested positive for coronavirus and are within the recommended stay at home / self-isolation period.If a learner, staff or visitor becomes unwell or symptomatic while attending the school, they should leave the school immediately and follow the advice on Test, Trace, Protect (TTP), including self-isolating.Unwell pupils who are waiting to go home will be kept in an area where they can be at least two metres away from others.Information notices/signs are displayed at building entrances and other locations to remind staff, contractors and visitors that they should stay away if they have any of the symptoms or COVID-19 or if they have tested positive for coronavirus and are within the recommended self-isolation period.Staff can check their own temperature on entering the building using contactless thermometer. <p>Visitors at School</p> <ul style="list-style-type: none">All visitors will be pre-arranged wherever possible.On arrival visitors will be asked to use hand sanitizer and guidance on school procedures available to all visitors.					Medium

			<ul style="list-style-type: none"> • A record of all visitors and contact details to be kept by the school office. Contact details will be destroyed after 21 days. • Visitors permitted in the building will be limited to those essential to maintenance of building or pupil welfare or learning wherever possible e.g. school nurse, social workers. FM contractors, coaches, learning providers. • Minimise contact during delivery / exchange of documentation and use electronic signatures / payments where possible. • Parents will be reminded to ensure that their child has all of their belongings for the day. • Supply teachers, peripatetic teachers and/or other temporary staff who move between schools should ensure they minimise contact and maintain as much distance as possible from other staff and learners. • Specialists, therapists, clinicians and other support staff for learners with ALN should provide interventions as usual. They should maintain as much distance as possible from staff and other learners. • Where possible, the same supply staff / peri teachers etc should visit the school. Any concerns about irregular staff should be reported to the HT / DHT. • Guidance will be provided for supply staff on arrival at Reception. <p><u>Meetings on Site</u></p> <ul style="list-style-type: none"> • Any non-statutory visits which can be conducted virtually will still be done so as much as practically possible. • Where an on-site meeting is deemed necessary, the rooms will be organised to ensure high level of ventilation, physical distance between seating / side by side seating, face coverings to be worn, etc. • If larger meetings or events are planned, consideration is given to holding these outdoors rather than indoors where practicable. <p><u>Transition to school - New Learners</u></p> <ul style="list-style-type: none"> • Requests for new pupil transfers to be dealt with in accordance with LA policy. Any visit request will be done outside school hours if deemed appropriate and necessary. 	
2	Coronavirus spreading within the school setting premises due to poor ventilation	Medium	<ul style="list-style-type: none"> • Windows to be open as much as possible whilst maintaining a comfortable working temperature; windows can be fully opened when rooms are empty to ventilate them thoroughly. • In cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. • Blinds to be opened as much as possible to avoid obstructing ventilation • Open external doors where it is safe to do so; internal door to be propped open with the exception of security doors. If any classroom fire door is propped open, in the event of a fire, the door stop is removed. • The importance of ventilating rooms regularly is reiterated and reminders that skylights can also be opened to increase ventilation. 	Low

			<ul style="list-style-type: none"> • Windows will also be opened more fully before learners and staff come in and at the end of the school day. • CO2 monitors in classrooms to support identification of when to purge air. • Fans (desk, pedestal, floor or ceiling) and fan heaters that only recirculate air are not used in poorly ventilated areas. • Visits to the school are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out. 	
3	Coronavirus spreading within the school setting premises due to poor hygiene practices	Medium	<ul style="list-style-type: none"> • Signs / posters are placed at entrances, on noticeboards and in kitchen and toilet facilities to encourage employees and visitors to adhere to good hygiene practices, including: <ul style="list-style-type: none"> - Regular hand washing and hand sanitising - Catching sneezes and coughs in a tissue, immediately binning the tissue and hand washing (Catch it, Bin it, Kill it). <p><u>Hand Hygiene</u></p> <ul style="list-style-type: none"> • Staff are ensuring that hands are cleaned more frequently with pupils. • Supervision arrangements are in place to support pupils with handwashing where it is needed. • Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet and before leaving school. • Hot and cold running water, soap and paper towels / hand dryers are available at all hand washing points which are kept clean. Sinks are cleaned after breakfast club, mid-morning and early afternoon each day in addition to being cleaned after school. • Paper towels should be disposed of in a lidded bin and not allowed to overflow. • Bins emptied daily. • Hand sanitiser points are provided at key locations around the school site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as lifts and stairs, classrooms, office facilities. • Hand sanitiser points are checked regularly and stock replenished where necessary. • Parents / Carers have been asked to ensure that learners do not bring own hand sanitiser to school due to risks of ingestion from unsupervised use. <p><u>Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. • All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it and wash your hands' approach. 	Low

			<ul style="list-style-type: none"> Parents are requested to support with using these practices with children at home. <p><u>Toilets</u></p> <ul style="list-style-type: none"> Cubicles and sinks labelled with classes to reduce transmission. Urinals taped off to enable all outer toilet doors to be propped open. Staff and learners sanitise hands before entering toilets. Numbers are limited in toilets. Additional cleaning of learner and staff toilets mid-morning and early afternoon in place. Disinfectant spray to be in staff toilets for cleaning before and after use by staff. 	
4	Coronavirus spreading within the school setting premises due to insufficient cleaning	Medium	<ul style="list-style-type: none"> An enhanced cleaning schedule is in place throughout the school. Extra cleaning introduced for high touch points throughout the school. Tables that are used by different year groups are cleaned between groups. Dining hall surfaces are cleaned between groups. Increased hours of cleaning during the day with focus on communal areas and shared high touch points outside classrooms. Sanitising spray and paper towel provided in classrooms for use by members of staff. Thorough cleaning of school at the end of the day by school cleaners/ caretaker. Cleaning staff to maintain physical distancing from each other and from staff and learners at all times. All waste to be removed daily by caretaker. All employees should take personal responsibility, alongside school cleaning routines for additional cleaning tasks as part of their daily routines e.g. shared equipment. Where reasonably practicable we have minimised contact with shared surfaces, for example by: <ul style="list-style-type: none"> reducing the amount of shared equipment/objects reducing clutter and difficult to clean items to make cleaning easier 	Low
5	Coronavirus spreading due to close contact between workers and non-workers/ pupils.	Medium	<ul style="list-style-type: none"> Entrances, exits and circulation spaces have been reviewed to avoid bottlenecks/queuing. Furniture is organised to create as much physical distance as possible where practicable. Staff to maintain physical distance from other staff and from learners where possible. Encourage older learners to maintain physical distance wherever possible. Outside space will be used to support learning wherever practicable and appropriate. <p><u>Arrival at School / Hometime</u></p> <ul style="list-style-type: none"> Staff enter/ exit through the staff entrance from the car park or through the main front door if on foot using fob entry key. 	Medium

			<ul style="list-style-type: none"> • Clear established one way system on entering the main school yard – one entrance (top gate) and one exit (middle gate) for learners and parents / carers using breakfast club and of children in Y1-6. • Families are encouraged to physically distance when dropping off / picking up from school. • Parents are requested to leave the yard promptly and discouraged from congregating at gates. • FP pupils store belongings on their peg. Shared resources are regularly changed and wiped down between groups where necessary. • KS2 pupils use lockers and minimal possessions are stored in their individual tray. <p><u>Movement around building</u></p> <ul style="list-style-type: none"> • Minimise travel around the inside of the school by staying in the same classroom area throughout the day. • Staff to walk around building <u>on the outside</u> wherever possible with groups of learners; no learner should leave a room without permission. • Older learners are encouraged to maintain physical distance from each other wherever possible and all staff are aware of the need to keep a safe physical distance where possible. • Routine / window for toilet and hand washing breaks in addition to individual fully supervised access. • Urinals out of use to enable all external toilet doors to be propped open (except adult toilets and security doors) • KEEP LEFT system established in shared areas around school building (hall and corridors). • Shared areas are as clear and free from restrictions as much as possible. <p><u>Lunchtime</u></p> <ul style="list-style-type: none"> • Designated classes eat in the hall / studio hall in two sittings. • Tables / chairs are cleaned between sittings. <p><u>Adult Support</u></p> <ul style="list-style-type: none"> • Adult support to be shared between classes, ensuring that ratios are appropriate to need. • Adults working with small groups to follow physical distancing guidelines wherever practically possible. • Where 1-1 or small group work with an adult, seating is planned carefully for physical distance between adults and learners and screens considered for close contact. • Size of groups should be kept to a minimum. • Screens should be used where physical distance can not be maintained. • Staff should not compromise personal safety or safety of learners. <p><u>Staff Areas / Offices</u></p> <ul style="list-style-type: none"> • Staff room, meeting room and offices containing shared work equipment such as printer/copiers reviewed and a maximum capacity set based on space available to allow physical distancing of 2m where this can reasonably be achieved but at least 1m to 1.5m with good ventilation.. • Room capacity has been demarcated using signage on doors. 	
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Staff and others are asked to be mindful and considerate of each other's personal space and physical distancing preferences.

Use of the Staffroom

- Physical distancing to be practised at all times. No physical contact between staff.
- No more than 2 people to access kitchen food / drinks area at a time.
- Reduce capacity of staff room seating to enable physical distancing.
- Rooms should be fully ventilated throughout when occupied.
- Where possible, staff could use a larger space for lunch e.g. old Y3 classroom which is not in use for learners. Ventilation and physical distancing adhered to at all times.
- Any area that has been used must be sprayed and wiped down before and after use.
- Food / drinks only to be prepared by individuals for own consumption. No shared food / drink.
- No shared cutlery / crockery to be used. Individuals to wash / store own cups / cutlery, etc. **NO CUTLERY / CROCKERY TO BE LEFT IN SINK / ON DRAINER AT ANY TIME.**
- Any touch points on shared kitchen equipment e.g. kettle handle, taps, boiler switch, microwaves, work tops to be cleaned before and after use.
- Use of open or pedal waste bins / recycling containers only.
- Staff to take advantage of eating and meeting for lunch break outside to support wellbeing where possible and practicable given colder weather with physical distancing.

Contact with the public

- Indoors, where reasonably practicable close face to face contact with or between the public is minimised by:
 - room and seating layout reviewed to allow physical distancing (2m where reasonable to achieve).
 - using clear screens at reception / face-to-face contact points.

Face Coverings

- Environment is organised to ensure that adults can maintain physical distancing from each other during normal school day.
- Face coverings are recommended (not mandatory) where close contact (less than 2m) is difficult to avoid.
- Staff may wear a face covering out of personal choice at any time and are asked to bear in mind other mitigations if wearing a face covering could impact on learning e.g. when teaching phonics, when talking to children with a hearing impairment, when delivering speech and language programmes.
- People who are unable to handle face coverings safely e.g. young learners, or those with special educational needs or disabilities, should not wear them as it may inadvertently increase risk of transmission.
- Staff who wear a face covering should:
 - Not touch the front of their face covering or their face during use or when removing it.

			<ul style="list-style-type: none"> - Wash / sanitise their hands immediately on arrival. - Dispose of temporary face covering in the 'tissue' pedal bin or place a reusable face covering in a plastic bag that they can take home with them. - Reusable face coverings should be washed with warm water before reuse. - Wash hands again before going into the classroom. • <u>Learners</u> who choose to wear a face covering should: <ul style="list-style-type: none"> - Not touch the front of their face covering or their face during use or when removing it. - Whilst with their parent on the yard, sanitise their hands before removing the covering. - Parents should place face covering in a bag and take away with them. Temporary face coverings should be disposed of by parents appropriately and reusable face covering washed before reuse. - Wash / sanitise their hands immediately on arrival. • <u>Learners who arrive at school unaccompanied</u> who choose to wear a face covering should: <ul style="list-style-type: none"> - Not touch the front of their face covering or their face during use or when removing it. - Wash / sanitise their hands immediately on arrival. - Dispose of temporary face covering in the 'tissue' pedal bin or place a reusable face covering in a plastic bag that they can be taken home with them, this should then be stored in their own tray. - Ask parents to wash face covering before using again. - Wash hands again before going into the classroom. 	
6	<p>Coronavirus spreading to: people with underlying health conditions or other personal factors</p> <p>pregnant employees</p>	Medium	<ul style="list-style-type: none"> • Staff who are at increased risk will have an individual risk assessment undertaken. While in school they should observe good hand hygiene and respiratory hygiene, minimise contact and maintain physical distancing. • Pregnant employees encouraged to discuss pregnancy with their line manager as soon as possible to allow individual risk assessment to be completed at an early stage. Pregnancy RAs are kept under review throughout the pregnancy to ensure appropriate mitigations are put in place in a timely manner. • Those who are 26 weeks pregnant and beyond, or are pregnant and have an underlying health condition must take a more precautionary approach and inform their line manager. • Individual risk assessments will be drawn up for any child who could potentially pose a risk to themselves, others or staff. 	Low
7	PPE	High	<ul style="list-style-type: none"> • Each class has own supply of PPE and first aid materials. • PPE stock to be stored in each classroom and central stock area; supplies ordered to replenish stocks when needed. Staff to inform school office when stocks become low. 	Low

	<p>Unable to maintain physical distancing whilst carrying out personal care, first aid or dealing with a learner who is poorly with symptoms.</p>		<ul style="list-style-type: none"> • Staff have accessed training for putting and removing PPE. Reminder is in staff handbook. - https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures <p><u>First Aid and Intimate Care</u></p> <ul style="list-style-type: none"> • Aprons and gloves to be used for first aid and intimate care e.g. nappy changing, washing, toileting and any other clinical procedures. High quality three-layer face coverings to be used where physical distancing cannot be maintained. • Fluid resistant masks and visors to be used where there is a risk of children coughing / spitting / vomiting and you can remain 2m away. Fluid resistant face masks should also be worn in these cases when providing intimate care or first aid. • Where Covid-19 is suspected - gloves, aprons and fluid resistant surgical mask must be worn. Visors must be worn if there is a risk of coughing / spitting and vomiting. • Gloves and aprons must be worn when cleaning down areas that someone suspected of having symptoms has used. • Gloves and aprons to be worn when cleaning down areas that have been contaminated with bodily fluids. • When PPE is removed, this should be double bagged for disposal. • Hands should always be washed before putting on and after removing PPE. <p><u>Injuries</u></p> <ul style="list-style-type: none"> • In case of serious injury to a child, in the event that a parent / carer could not come to school, a member of SLT / staff would follow an ambulance to hospital. <p><u>Catching / Spreading. Unable to maintain physical distancing whilst carrying out personal care.</u></p> <ul style="list-style-type: none"> • Follow guidance re PPE, including face masks, aprons and gloves. • Double bagging for waste. • Ensure that waste bins are emptied daily by cleaning team. Bins to be regularly sanitised by caretaker where waste of suspected case has been placed. • No learner with symptoms should be sent to school at all and it is vital that parents / carers are encouraged to act accordingly. • No parent / carer with symptoms to come on to school site. • If someone suspected with symptoms has been identified, all areas where this person has been should be ventilated and cleaned with disinfectant. Management of the area should be physical where possible i.e. barriers with suitable signage or behind locked doors. Cleaning will be in line with other communicable diseases: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings. • PHW can be contacted for any further advice if necessary. • Staff to be vigilant for any signs / symptoms of fever or other Covid symptoms. 	
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8	<p>Mixing of larger groups in Wraparound Care</p> <p><i>Wraparound Care Club (Before school, Nursery Plus and After School) have their own specific risk assessment for whilst children are in their care. This section relates to Free Breakfast Club and handover of children between WACC and school.</i></p>	High	<p><u>Free Breakfast Club</u></p> <ul style="list-style-type: none"> ● Arrival (8.15am-8.25am) - member of breakfast club to supervises learners from the yard into school through junior cloakroom. ● Register is taken as each learner arrives. ● Learners to wash hands on entering the building. ● All belongings to be taken to allocated seat. Coats should be placed on back of chair and any lunchbox below the table. A water bottle can be stored on the table if not in lunch box / bag. ● Wherever possible, class groups will be seated together. ● Breakfast - Children will collect breakfast from teh hatch or be served breakfast at their table, depending on year group. ● After breakfast (from 8.40am) - all children to be supervised washing their hands. Y1-Y6 learners are supervised to enter their class. EY learners are led to their class by staff. ● Tables and chairs are cleaned with disinfectant and hall floor is brushed by club staff. <p><u>Other Wraparound Care Handovers</u></p> <ul style="list-style-type: none"> ● Lists of learners transferring to Nursery Plus / Club to be kept up to date by appropriate WACC staff and communicated to teachers. ● Any issues to be reported to SLT who will liaise with Club manager / assistant managers. ● If there are any issues with school procedures, Club Manager / assistant managers to raise these with SLT. <p><u>Handover to Nursery Plus (am Nursery)</u></p> <ul style="list-style-type: none"> ● N+ staff will collect learners at 11.20am from the EY classroom. ● Learners to be led out through the staff entrance to the Club building. <p><u>Lunch for Nursery Plus</u></p> <ul style="list-style-type: none"> ● Hot meals will be delivered to the Club building by kitchen staff. <p><u>Handover to After-School Club</u></p> <ul style="list-style-type: none"> ● Club staff collect Reception from their class at 3pm and lead out through staff entrance to Club building.. ● Club staff collect Y1, Y2 and Y3 children from outside their classroom areas at 3.05pm and lead out through staff entrance to club building. ● Y4-6 children are supervised by a junior member of staff while they wait in the compound area for a member of club staff to call them in. ● Club staff have a register to check children off. ● Club staff to maintain a physical distance from other adults. 	Medium
9	<p>Educational Visits</p>	High	<ul style="list-style-type: none"> ● If a teacher wishes to arrange an educational visit, this must be discussed with the DHT / HT at least 4 weeks in advance. ● Visits for individual or pairs of classes only would be considered to minimise contact between groups. 	Medium

			<ul style="list-style-type: none"> Before speaking to the DHT, the teacher should consider and seek to find out: <ul style="list-style-type: none"> control measures the proposed venue has in place wider advice on visiting indoor and outdoor venues the needs of all learners in the class and their ability to comply with safety measures at the venue a contingency in the event that staffing reduced due to isolation / illness any transport arrangements, including cleaning of the coach after a possible school run value for money and the purpose of the visit If permission to arrange a visit is given, the teacher should log all details on Evolve regardless of whether the visit is listed on Form 1. 	
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FURTHER ACTION REQUIRED TO REDUCE RISK TO ACCEPTABLE LEVEL

Item No	Further action necessary to control risk	Action by	Date Completed	Residual Risk (with further controls) High/Medium/Low
	<p>If the local risk level changes, the Covid risk assessment for the school setting will need to be reviewed as per Welsh Government Guidance.</p> <p>Review existing monitoring systems to ensure that the risk is being sufficiently addressed.</p> <p>Staff to raise any concerns about Covid working procedures with HT / DHT immediately.</p> <p>Review signage to ensure that it is up to date.</p>	<p>SLT</p> <p>SLT</p> <p>All staff</p> <p>SBM</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>By 29/4/2022</p>	
		Ultimate Residual Risk		

Assessor(s) Signature(s)	Managers Name:	Managers Signature:
Other relevant Risk	Wraparound Care Club Risk Assessment	

Assessments / Documents:	LA Cleaning Schedule School Meals / Kitchen/ Catering Risk Assessment
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