

Educational Setting	Havelock Infant and Junior Schools
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Initially Completed by & Date	R Kiziak and J Allen 12/8/20
Review Date	Trust board review 12/1/21 Latest review 1/3/22



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Date Formally approved:	26.08.2020 12.01.21	Formal Approval by:	Mrs Hannah Henry (Chair of Governors) Mrs Ann Davey (Pathfinder Schools CEO)
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Document History (added for 31/8/21 update)			
Version	Date	Reviewer	Note of revisions
1	12/8/20	R Kiziak and J Allen	Original document created in light of DFE COVID guidance.
2	24/8/20	R Kiziak	
3	31/8/20	R Kiziak	
4	11/9/20	R Kiziak	
5	23/9/20	R Kiziak	
6	3/11/20	R Kiziak	
7	25/11/20	R Kiziak	
8	4/1/21	R Kiziak	Reviewed in light of new lockdown introduced
9	12/1/21	R Kiziak	
10	25/1/21	R Kiziak	
11	24/2/21	R Kiziak	
12	28/4/21	R Kiziak	Reviewed in light of national guidance changes
13	17/6/21	R Kiziak	Transition and end of year arrangements added.

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14	18/7/21	R Kiziak and J Allen	Tighter measures re-introduced due to outbreak of cases across schools.
15	31/8/21	R Kiziak	New guidance for September measures added and updated.
16	11/11/21	R Kiziak	Thresholds for contact with DfE and LA updated, CO2 monitors added
17	30/11/21	R Kiziak	New guidance implemented with face masks for all staff in communal areas. Separate risk assessment approved for Christmas productions.
18	9/12/21	R Kiziak	Omicron close contact isolation guidance added, work from home if possible from 13/12, face masks for Christmas productions mandatory unless medically exempt
19	14/12/21	R Kiziak	Changes to close contact actions updated in line with Government changes
20	4/1/22	R Kiziak	Changes to isolation guidance updated for ending isolation sooner than 10 days. Flexible use of staff to cover absence. Parent activities on site restricted
21	12/1/22	R Kiziak	Updated guidance added regarding no PCR test needed temporarily if testing positive on lateral flow test.
22	23/1/22	R Kiziak	Further measures introduced due to rise in reported positive cases – limited capacity in staffrooms and enhanced touch point cleaning, classes kept apart inside when high cases, remote assemblies and year group meetings, remote staff meetings, parents asked to lateral flow daily for classes where threshold for cases are met.
23	1/3/22	R Kiziak	Removal of legal duty to self-isolate if positive, face mask usage reduced in school, staff no longer advised to asymptomatic lateral flow twice weekly, contact tracing ended and contact no longer advised to isolate or take regular tests, school able to refuse entry to school for a child with positive test result/suspected case, individual risk assessments no longer required for CEV staff

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Not ensuring adequate measures to ensure Prevention of the virus	Children, staff and parents by coming in to contact with the virus	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.				
		Clean hands thoroughly more often than usual – arrival at school, before eating at break time, after break time, before and after lunch and when leaving. Soap and water or sanitiser to be used.				
		Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach with bins in classrooms and communal areas. Bins to have lids where possible. Posters displayed around the school.				

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		Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. Sprays in each classroom and all communal areas. Surfaces cleaned at the end of each day by cleaning staff Toilets cleaned twice a day Cleaning materials regularly stocked and re-ordered LTS time used to support extra cleaning.				
		Where necessary, wear appropriate personal protective equipment (PPE) Staff given training on donning and doffing PPE Posters around the school to show wearing PPE. PPE ordered and kept stocked.				
		Allocated room (JA office and KD office) for those displaying symptoms with PPE equipment available for staff to wear whilst waiting for collection. Staff trained on protocol for isolating a child displaying symptoms.				
		Face coverings: Use of face masks for staff and visitors no longer required however can use if required. As part of stepping up measures may be introduced for staff and visitors to use in communal areas.				
		Regular stock checks of paper towels, soap and hand sanitizer in all locations to ensure appropriate stock levels are maintained.				
		All used spaces ventilated by opening windows, doors (not fire doors) and external doors left open at playtimes and lunchtimes.				
Lack of or slow Response to any infection	<ul style="list-style-type: none"> Children Staff Parents & families Visitors 	Allocated room (JA office and KD office) for those displaying symptoms with PPE equipment available for staff to wear whilst waiting for collection. Staff to wait outside room if possible (if child is distressed wear PPE but maintain social distancing until child is collected). Room to be thorough cleaned and disinfected once child is collected. Allocated toilet to be used if child needs the toilet and sealed until cleaned.				
		Parents to be contacted immediately to collect child from school if symptoms are being displayed and told to arrange test. Parent details up to date on MIS. Regular reminders to update contact details with the school on newsletters. School to refuse admittance of a pupil if they have a confirmed case or suspected case.				

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		<p>Staff to not attend school if displaying symptoms and to contact senior management immediately to report absence. Arrange for a test immediately and report result as soon as known. Follow advice given by 119.</p> <p>Staff clear on reporting absence procedures in school.</p>				
		<p>Parents, staff and children to self-isolate from the onset of symptoms in response to a positive test result and follow the covid-19-people with covid-19-and -their contacts guidance. Stay at home days 0-5. Test on day 5 and if lateral flow is negative on day 5 and day 6 can return to usual routine on day 6. If lateral flow is positive remain isolating for full 10 days unless 2 days consecutive negative lateral flows are seen.</p>				
		<p>School to contact DfE helpline/Public Health when a rise of cases is seen. Follow their instructions regarding further measures. Contact Trust Board and Local Authority to report cases and act upon advice given.</p>				
Inadequate contingency planning for a further outbreak	Pupils, staff and parents at risk of virus spreading further in rapid time period.	Outbreak management plan written (see separate document)				
		<p>In response to communication and direction from DfE helpline/Local Health protection team implement measures from outbreak management plan</p> <p>Lines of communication in place used to alert parents and staff</p>				
		<p>Remote learning plan in place to continue to education of pupils for local lockdown/individual isolation cases.</p> <p>See separate remote learning plan.</p> <p>Staff regularly in contact with parents to help with engagement.</p> <p>Check in systems in place when little evidence of engagement in remote learning.</p>				
Cleaning is insufficient to prevent the spread of the virus Enhanced cleaning procedure	Cleaning staff being exposed to germs and not wearing appropriate PPE.	<p>More frequent cleaning procedures in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Staffroom areas such as kettle and fridge door ○ Machinery and equipment controls, 				

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s are not completed.	Staff and children if cleaning is not regular and doesn't follow agreed DfE guidelines.	<ul style="list-style-type: none"> ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs. <p>COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn.</p>				
	Parents and visitors if external surfaces are not cleaned.	Detailed cleaning schedule in place with the cleaning team for regular cleaning of all areas in the school.				
		Adequate cleaning staff to ensure site is clean daily on shift patterns.				
		LTS hours adjusted to include cleaning time as part of the shift each day.				
Spread of virus during Lunchtime Catering facilities	Pupils Staff Catering company if food preparation and serving is not kept with high hygiene levels virus can spread quickly.	abm to complete own risk assessment and provide evidence to school on compliance. School holds a copy of abm risk assessment. School risk assessment given to abm staff.				
		Cutlery washed in dishwasher after use. Servers to remain in set area of kitchen/serving area				
		Tables wiped before and after eating. Cleaning expectations and routines outlined to LTS				
		Toilets cleaned at lunchtime by LTS staff across the schools.				
		Lunchboxes and water bottle to be sent home daily to be cleaned and re-filled at home.				
		Trolleys are emptied at the end of the day.				
		All children to wash/sanitise hands before eating 11.55am – tables wiped down if eating in classrooms				
Fire Safety routines not adhered to.	Pupils Staff is fire evacuation is not fully understood	Personal Emergency Evacuation Plans (PEEPs) in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Fire alarm held termly to reinforce procedures. Change PEEPs if necessary				
		Ensure all emergency escape routes / doors are fully operational and kept clear.				

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	and virus can spread if distancing is not observed when gathered for evacuation.	Regular fire drills to be completed termly.				
		Reminders to staff and pupils that if the fire alarm is activated that they must evacuate and keep in class groups when at the evacuation point.				
Virus spread when administering First Aid	Pupils Staff at risk when dealing with injuries and getting close to individuals.	Year group kits in place and stored centrally in year group area. First aid kit set up in area taken outside during each outdoor time including PE slots.				
		First aid point taken outside on each duty with a specified member of staff. Time table of cover for breaks to be set up specifying adults required for each year group				
		First aiders including paediatric first aiders on site and spread throughout the school. Lists of trained staff shared and displayed.				
		First aid facilities is maintained and the school suitably stocked with first aid sundries.				
		Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.				
		PPE equipment made available for staff treating first aid if required <u>although not essential to be used for treating all incidents.</u> Gloves and aprons to be used as usual first aid training incidents require.				
		Texts to be used to alert first aid incidents to parents rather than paper slips. Pre-set standard message created and staff to ring office if it needs sending for each first aid incident.				
		Ice packs collected by adults if required and ensure sterilised re-usable packs before re-using				
		For serious incidents requiring a trained first aider, lists of trained first aiders to be used that are around the school to contact someone to attend via internal phone. First aider lists are up to date and displayed around the school.				

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		Inhalers to be stored in named bags in classrooms and children to administer themselves in KS2 and supported if needed in KS1. Thorough hand washing to be in place afterwards. Inhalers list checked and made available to all staff.				
		Medicine to be administered by staff working with children and delivered to children by admin staff.				
		Parents to hand in medicine to staff on the door with hand written permission and passed to office staff. Letter stapled to official school document. Parents informed of process in newsletter				
Waste is not appropriately handled	Pupils and staff if waste is not disposed of properly. Spread of virus through remaining on waste.	Waste bins in strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely				
		Bins emptied daily following usual routines by site team/cleaning staff				
		Encourage catch it, bin it, kill it message to all staff and children with signs and bins available to use.				
		Personal waste from individuals with confirmed symptoms to be placed in a black bag and tied. Tied bag to be placed in second bag and tied. Label attached with date of incident and placed in boiler room for storage until results known. Negative result = disposed of immediately with usual waste. Positive result = stored for 72 hours and then disposed of with usual waste.				
		Lunchtime waste to be disposed of and taken home in lunchboxes or school if provided by school. Single bag needed to collect waste for LTS.				
		Regular disinfecting of bins as part of cleaning regime.				
Staff/Pupils within the shielded group catching virus and becoming seriously ill.	Pupils and staff in vulnerable groups as they have other health conditions too that the virus can affect.	Any member of staff or pupil that is within the <u>Clinically extremely vulnerable group</u> to have discussions with their line manager on any measures needed. Staff/pupils that are clinically vulnerable continue to attend to school and must follow the system of control to minimise the risks of transmission. Pregnant staff included in clinically vulnerable category. Alert senior leaders of pregnancy and risk assessment completed.				

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		Remote learning offered for any children not able to be in school for those officially requested to continue to shield – parents to provide medical proof of this.	Further advice gained if needed			
Poor Hygiene routines / infection control	Pupils, staff and wider families if hygiene levels are not high enough to allow the virus to be transmitted between people and areas.	Suitable supply of soap and access to warm water for washing hands. Site team regularly audit stock				
		Controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets.				
		Each classroom to have soap, tissues, antibacterial spray and wipes and hand sanitiser. Cleaners and site team regularly check stock Surfaces to be wiped down regularly.				
		Photocopiers to have spray and a cloth nearby so they can be wiped between uses.				
		All children to be briefed on catching coughs or sneezes in their elbow or a tissue				
		Intimate care policy to be followed when changing children as a result of an accident and PPE as appropriate to be used: gloves and aprons and items double bagged to take home. Mask and visor not required although can be used if staff request due to child being non-symptomatic so viral transmission is very low. Make sure space is adequate for the task and area cleaned as required.				
		Keep windows and doors open to aid ventilation.				
		Staff monitor CO2 levels using the DFE devices and increase ventilation where possible. If concerned, keep a log of reading for 5 days and seek advice from RK.				

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Staff behaviour / not complying with the risk assessment and control measures.	<ul style="list-style-type: none"> Children Staff Parents Visitors 	<ul style="list-style-type: none"> Managing staff anxiety by sharing risk assessment and updates Consider contingency plan for absence Access to school counselling service if needed Staff support lines advertised Code of Conduct for staff 				Yes
Lack of / incorrect use of Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Those dealing with a potential / confirmed case by not wearing the PPE correctly A shortage of PPE in school. 	Personal Protective Equipment not be used as an alternative to social distancing, except where there is no other practical solution				
		Re-usable PPE should be thoroughly cleaned after use and not shared between staff.				
		Repetition of training as to where PPE is held and how to put it on and take it off				
		Removal of PPE and disposed of immediately into a double bagged black bin bags after use				
		If as a last resort restraint is needed for a child, team teach trained staff to deliver only. Hand washing afterwards and positive handling plan used to support. PPE used by staff as required when working closely with children.				
Attendance is low due to concerns around virus spread	Pupils lack of education	<p>Attendance is mandatory for all pupils. Attendance monitoring to resume for all pupils.</p> <p>Children living with CEV and CV should attend school.</p> <p>Only children with shielding letters are to remain at home and access remote education. Letters from GP to support this are to be shown to the school.</p>				

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		<p>Discussion with anxious parents to discuss protective measures for those worried about their children at school.</p> <p>Code X to be used when children are required to isolate due to Coronavirus whilst awaiting results. I02 to be used for positive cases.</p>				
Lack of staff to safely teach and supervise pupils.	Pupils and staff as not adequate supervision in place.	Staff used across years group where needed for cover. Use of HLTAS and ST members to cover classes. Supply teachers used when no internal option available. Inform Trust if struggling with staffing levels to see if support is available.				
		Flexible staffing plans in place to support staff absence including combining classes so classes can remain in school. This may include: -Combining classes -Movement of staff around the schools -Teaching assistants supervising classes (close guidance and support given)				
		Social distancing encouraged to maintain good staffing levels to reduce illness levels.				
		Staff to self- isolate whilst arranging a test immediately at first indication of symptoms to reduce spread and inform ST immediately. Inform ST as soon as the result is known.				
		HR procedures clearly explained for all staff to understand.				
		When staff are required to self-isolate continue to work from home in a way agreed by school leadership team using school IT equipment.				
		In circumstances of very low staff numbers, number of children on site reduced by closing classes.				
Covid spread during off site activities	Pupils, staff and wider public if measures do not adhere to distancing and washing of hands. Virus able to spread quickly to	Children within their consistent group, and the COVID-secure measures in place when indoors and outdoors.				
		Visits to take place when required to support and enhance the curriculum. Thorough risk assessment of the trip to be completed including COVID guidelines and submitted for approval to EVC at least 2 weeks prior to the trip.				

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	larger number of people.				
Vulnerable pupils exposed to safeguarding risks	Vulnerable pupils as not having regular contact with staff.	<p>Safeguarding training to be carried out to remind and reinforce schools' procedures</p> <p>All usual safeguarding reporting procedures to be used – schoolpod/yellow forms to DSLs only.</p> <p>SW informed of any concerns.</p> <p>DSL meetings to continue to discuss all cases. All concerns logged on schoolpod.</p> <p>All systems for reporting safeguarding concerns in place.</p>			
Emotional wellbeing / Mental Health of pupils and staff is not supported.	<ul style="list-style-type: none"> Pupils who have been adversely affected directly by the pandemic. Pupils who are confused and concerned by the rapid changes that have taken place in their lives. Staff who have concerns about their 	<ul style="list-style-type: none"> All staff are aware of telephone counselling that they are able to access. Regular support and ideas provided through the weekly newsletter for parents and pupils to support wellbeing. Regular and open communication to staff using Teams, and email 'Open door' contact for staff to members of SLT (including HT) via text, email, phone call. Regular 'catch ups' / 'check ins' with line managers to support staff. Regular physical activity and fresh air for both pupils and staff to support physical and mental wellbeing. PPA will continue to be provided to staff in order to manage workload. Risk assessments shared with all staff so that they are aware of the steps being taken to mitigate risk Time to talk for pupils displaying concerns 			

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	own health and that of their families.					
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This risk assessment is a working document and has been regularly reviewed and updated

Regular reviews of Risk Assessment to take place by Local Governing Body at committee meetings.

Shared with Staff, Governors and Parents.

Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)

General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.

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- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Handwashing techniques advice can be found [here](#)