

Educational Setting	Havelock Infant and Junior Schools
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	R Kiziak and J Allen 12/8/20
Review Date	Trust board review 26/8/20 Latest review 25/1/21

Extra protective measures added in response to increased cases and new strain that is more easily transmitted as top sections.

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
New strain more easily transmitted by close contacts.	Children, staff and parents.	<p>School only open for critical worker and vulnerable groups to attend. Small consistent bubbles of children per year group formed. Critical worker parents advised to keep children at home when able.</p> <p>Flexible staffing plan in each year group to cover for children in school and supporting remote learning. Staffing levels on site decided upon based in need in each year group to provide support to remote learning and children on site.</p> <p>CEV staff supported to work from home remotely as per the new shielding advice.</p> <p>Individual RA and provision for vulnerable members of staff updated and in place following medical and HR advice.</p> <p>Groups size per room assessed to allow for social distancing for the adults and children. Groups kept to minimum numbers.</p> <p>Staff to wear PPE as much as desired in all locations inside and outside the premises according to their personal preference.</p> <p>All adults to remain 2, apart from each other whenever possible. Staff areas reviewed and adapted to maintain 2m distance between all staff. Staff to use staff areas for short periods of time.</p>	Constant review of numbers against staffing levels available to allow distancing and reduction of close contacts for all as low as possible.	RK /JA/AD	Constant	Ongoing

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		<p>PPA re-organised so staff not crossing bubbles. Teaching staff not all sitting together for PPA sessions. Offered working at home or in individual areas for PPA. Flexibly given PPA time weekly.</p> <p>Children reminded to maintain distance from each other and staff whenever possible.</p>				
Staff/Child ratios not high enough to open for all pupils	Children and staff	<p>Regular monitoring of staffing levels according to levels of staff requiring to isolate. Cover internally where possible. Staff working remotely when able to. Supply cover used when available.</p> <p>Bubbles closed if staffing ratios not high enough.</p>	Constant reviews and following HR and union guidance as update occur.	SLT	Constant	Ongoing
Asymptomatic Testing in Primary Schools	Staff believing that participation in testing is mandatory. Staff are not provided with up to date instructions for administering the tests.	<p>Opt-in survey completed by staff confirming their intention to participate or not contains clear information that participation is voluntary.</p> <p>When issued with test kits, staff are provided with up to date instruction leaflet for administering the test and advised to discard the instruction leaflet contained within the test box.</p> <p>Information session and training video link provided for staff on how to self-administer the test safely and correctly to provide a reliable result.</p> <p>School procedures will be followed in the event of any LFD positive result. Staff receiving a positive result will be advised to self-isolate and book a PCR test to confirm results. Close contacts of the positive case will be informed to self-isolate. If the PCR result is negative the close contacts will be informed that they no longer need to self-isolate.</p>	Continue to send out reminders to staff to opt in and report results.	RK/SBi	Weekly	

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	<p>Staff administering the test incorrectly and injuring themselves Lateral Flow Devices (LFD) providing void or 'false positive' results could result in unnecessary bubble closure LFDs being used by staff family members instead of staff only. Staff being unaware of how their personal data will be processed. Not being able to identify staff with individual kits in the event of a product recall. Staff not reporting their result to school</p>	<p>In the event of a void result, staff will be advised to repeat the test. If a staff member receives two void results in a row, they will be advised to book a PCR test and self-isolate until they receive the results. Staff informed that LFDs must only be used by staff members and not by family members / friends. Staff acknowledge this through the submission of an electronic form. Staff have been provided with a copy of the Privacy Notice stating how their personal data will be processed and have acknowledged that they have read this through the submission of an online form. Test Kit Log will be maintained identifying the LOT number and expiry date of all kits issued to staff. Staff informed that they must provide the result of their test, each time that they complete a test, regardless of the result to both the school (via an online form) and to NHS Test & Trace. Parents informed that we are taking part in this process via weekly newsletter.</p>				
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	and / or NHS Test & Trace					
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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
Prevention	Pupils	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school				
	Staff					
	Parents	Clean hands thoroughly more often than usual – arrival at school, after break time, before and after lunch and when changing locations.				
	All at risk of catching virus if preventative measures not adequate.	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.				
		Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. Sprays in each classrooms and all communal areas. Surfaces cleaned at the end of each day by staff Toilets cleaned twice a day Cleaning team full staffed Cleaning materials regularly stocked and re-ordered LTS time used to support extra cleaning.				
		Minimise contact between individuals and maintain social distancing wherever possible. -Class group bubbles formed and maintained throughout the day. -Toilets allocated to specific year groups and classes where needed. -One way system in place for HJS Y3/4 toilets and toilet cubicles labelled. -Staggered playtimes and lunchtimes for each year group to be out separated. -Zoned areas on the playground to allow each class to remain separate. -Staggered start and finish times for year groups -No hall usage for whole school -Staff areas enlarged by use of HJS hall and HIS library for staggered breaks of staff -Clear distancing and limited amount of chairs in staff areas -One system in place in corridors -Restricted movement around school including using outdoor routes where possible -All meetings to be held online.				

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		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.				
		Parents and staff asked to wear face coverings during drop off and pick up when social distancing is difficult due to space, gate size and public footpath entry – response to local area of concern.	Regular reminders on newsletter, texts and emails.	RK	Ongoing	
		Staff strongly encouraged to wear face coverings in all communal areas of the school to protect each other.				
		All essential visitors to the school to wear a face covering when on the premises. Protocol sent before the visit to ensure visitors are aware and adhering to the guidelines.				
Response to any infection	Pupil, staff and families of the above. Virus will spread quickly and infect others if response to cases is not swift enough and extra preventative measures put in place along with increased hygiene.	engage with the NHS Test and Trace process Parents sent regular reminders on newsletters to follow track and trace.	Further updates shared on newsletter to remind parents of critical worker and vulnerable children to engage.	Newsletter	15/1/21	
		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 and told to arrange test. Siblings to also be collected and whole family to self-isolate until test result known. Parent details up to date on MIS. Regular reminders to update contact details with the school on newsletters.				
		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. Staff clear on reporting absence procedures in school.				

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		Parents, staff and children to self-isolate for at least 10 days from the onset of symptoms in response to a positive test result and follow the stay at home guidance. Other members of the household to self-isolate for 14 days. Regularly communicated on newsletters.				
		School to contact DfE helpline for positive cases and follow their instructions. EHT to contact LA and Trust board to report a positive case.				
		Records of pupils and staff kept for each bubble and interactions between any bubbles				
		DfE helpline to inform school of those needing to self-isolate in response to a positive case. School communicated directly via email and text when advising parents of the need to isolate and to report a positive case in the school.				
Contingency planning for a further outbreak	Pupils and staff if no contingency plan is in place for any outbreaks.	In response to communication and direction from DfE helpline to implement local lock down if needed. Lines of communication in place used to alert parents and staff				
		Remote learning plan in place to continue to education of pupils for local lockdown/individual isolation cases. See separate remote learning plan. Staff regularly in contact with parents to help with engagement. Check in systems in place when little evidence of engagement in remote learning.				
	Loss of learning will affect pupils and their future education.	Clear communication plan written to inform close contacts quickly and efficiently when a class is required to isolate.				
	Communication vital for continuation of learning.	Emergency phone line created so contact available to report positive cases out of school hours. EHT to take mobile phone home nightly and over the weekend.	Remind parents of emergency phone number to use when critical workers and vulnerable are in school.			
Social Distancing in school	Pupils Staff Parents	Class group bubbles in place across the school with limited interaction with others (staff). Staff able to move across bubble to allow delivery of full curriculum but maintain as much distance as possible. Limited movement planned.				

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<p>Wider families</p> <p>Social distancing to be used where ever possible to prevent the spread of the virus.</p>	<p>Classes to remain separate as much as possible Children to remain in own class bases and not move between the bases – only shared areas to access shared provisions.</p> <p>Year group meetings to be held via Teams</p> <p>Classes split into zones on the playground to reduce the amount of close contacts made in school.</p>				
	<p>Toilets allocated to specific year groups and classes where needed.</p> <p>HIS – own toilets in rooms</p> <p>Y3 – Main HJS</p> <p>Y4 – Main HJS</p> <p>Y5 – Hall HJS and Disabled</p> <p>Y6 – own block</p> <p>Toilets for each class/year group all clearly labelled and explained to children.</p>				
	<p>Staggered playtimes and lunchtimes for each year group to be out separated.</p> <p>Playgrounds zoned so classes are not mixing.</p> <p>YR – own playground and own timings. Lunch 12.15-1.15</p> <p>Y1 – PT 10.45am, LT 12-12.50 out 12.25pm</p> <p>Y2 – PT 10.25am, LT 12-12.50 out 12.00</p> <p>Y3 – PT 10.45am S P/grd LT 12.00-12.50 out 12.25pm</p> <p>Y4 – PT 10.25am N p/grd LT 12.00-12.50 out 12pm</p> <p>Y5 – PT 10.25am S p/grd LT 12.00-12.50 out 12pm</p> <p>Y6 - PT 10.45am N P/grd LT 12.00-12.50 out 12.25pm</p> <p>Staffing rote in place for each year group. Timings shred with staff.</p>				
	<p>Staggered start and finish times for year groups with different gates:</p> <p>YR – 8.50 and 9.00 starts per class. All use one way system up ramp. 3.00 and 3.10 pick-up times with same system.</p> <p>Y1 – 8.55 start and 3.05 pick-up from main playground</p> <p>Y2 – 9.00 start and 3.15 pick-up from main playground</p> <p>Y3 – 8.45-8.55 drop off and 3.10 pick-up .South playground gate</p> <p>Y4 - 8.45-8.55 drop off and 3.10 pick-up .North playground gate</p> <p>Y5 - 8.45-8.55 drop off and 3.10 pick-up .South playground gate opposite Catholic Church</p> <p>Y6 - 8.45-8.55 drop off and 3.10 pick-up .North playground gate</p> <p>Regular reminders sent on newsletters and text.</p> <p>SLT on gates to support in the morning</p> <p>Individual contact made when concerns are raised by behaviour.</p>				
	<p>No hall usage for whole school activities such as assemblies and P.E.</p>				

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Staff areas enlarged by use of HJS hall and HIS library for staggered breaks of staff Furniture moved in library at HIS to create more staff space.				
One system in place in corridors, clearly marked with tape including give way points. Children and staff trained on using the one way system. Regular verbal reminders given to children.				
Restricted movement around school including using outdoor routes where possible				
No large gatherings to be held involving more than one bubble of children in a location. Virtual assemblies in place along with year group meetings in KS2. PE timetable set up to allow each class outdoor PE time.				
Staff to remain 2m apart from each other and from children where possible. If required to go closer limit the time to no longer than 15 mins and avoid face to face. Face coverings available for staff to use if they would like when getting close to pupils. Classrooms re-designed to allow maximum space possible by removing excess furniture and turning round tables etc All children will be encouraged to distance from adults but this will be harder with younger children including touch of each other and staff.				
Children to be seated side by side rather than face on where possible for Y2 upwards. Teacher desks at the front of the classrooms as far a possible away from pupils. Staff desks turned round to create a barrier between staff and pupils if space allows. Y1 and EYFS sit in small groups and care and attention given to positioning for short periods of time.				
Adults to remain at the front class where possible if teaching or around the edge of the room. When not possible as supporting a child remain side by side or behind and limit time in close proximity and wear PPE if they so require.				
Where a child is finding it hard to separate from parents, staff to use minimal contact such as coaxing, parents use and then caring 'Cs' to help a child into school. Strict handwashing afterwards for staff and child.				
Only essential visitors to be allowed on site. Strict guidelines in place for their arrival and during the visit including sanitising hands upon arrival, social distancing during their time, records kept of				

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		<p>all visitors. Regular maintenance visits to be scheduled before and after school times wherever possible but strict guidelines in place if this is not possible.</p> <p>EHA meetings to be conducted via telephone call and Teams where possible. If not possible consider outside meeting maintaining social distancing.</p> <p>HIS front entrance gate locked when all children are in and HJS buzzer system in place instead. Signs to indicate placed on gates</p> <p>Record of telephone contacts kept for all visitors as part of signing in</p>				
		New parent tours not able to be held before Dec. Virtual meeting offered with staff members to meet and review again in Dec. School promotional video released on website.				
		Meetings to be held virtually.				
		Social distancing using in all rooms that have adequate space and ventilation.				
		Parents to remain outside of the building and only allowed inside for essential reasons agreed by ST members. Strict hand washing and social distancing to be used if entry to the building is agreed.				
		Evening meetings online via Teams involving other member of the community:				
		All meetings to be held virtually for the first half term for Governors.				
		HHH AGM to be held virtually.				
		Staff requiring to move bubbles for curriculum delivery is allowed but staff to remain distanced from children as much as possible and remain at the front of the classroom as much as possible too. Limit movement as much as possible.				
		HR processes to continue with virtual meetings with HR manager and rooms to allow for 2m+ for members of staff.				
Cleaning	<p>Pupils</p> <p>Staff</p> <p>Parents and wider families if cleaning is not regular to</p>	<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, 				

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	remove any possible sources of spread of the virus left of surfaces etc.	<ul style="list-style-type: none"> ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ 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> <p>Outdoor play equipment not used.</p>				
		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. Breakfast club staff hours adjusted (if applicable) to support extra cleaning during the school day.				
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.				
		Hot meals to be served in takeout containers and delivered to classrooms to be eaten. Cutlery washed in dishwasher after use. Servers to remain in set area of kitchen/serving area and not mix with school LTS. Meals boxes only handled after strict hand washing regime is followed. Meals given to children in their own rooms and delivered in class allocations. Reduced menu in place during lockdown.				
		Free school meal packs provided for families in lockdown. Collected observing social distancing if able or delivered to those unable to collect by school staff observing social distancing.				
		Tables wiped before and after eating in classrooms by LTS. Cleaning expectations and routines outlined to LTS				
		Toilets cleaned at lunchtime by LTS staff across the schools.				
		Specific outdoor times and playgrounds located to each bubble to use. See above for timings 2 members of staff to be out with each bubble. Rota of staff scheduled.				

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		<p>Different locations offered for staff to eat lunch to avoid overcrowding: HJS hall HJS staffroom HIS library Leaving site Outdoor classroom Empty classrooms Chairs spaced out to 2m+ and marked to avoid moving. Cleaning materials in each staff area.</p>				
		<p>Lunchboxes and water bottle to be sent home daily to be cleaned and re-filled at home.</p> <p>If water bottles need re-filling at school jugs are to be used to top up water bottles in classes. Adults to fill jugs from taps or water fountains.</p> <p>Trolleys are emptied at the end of the day.</p>				
		<p>All children to wash hands before and after eating lunches. 11.55am – tables wiped down by teaching assistants and children start to prepare by washing hands or by going outside supervised by teaching staff.</p>				
		<p>Lunch boxes in YR and Y1 kept in classroom in dedicated area. Y2 lunchboxes to be kept on a trolley in the hall Y3-6 lunchboxes to be kept in cloakrooms/classrooms under child's desk.</p>				
		<p>Extra cleaning time for LTS including toilet areas to be scheduled during hours worked when not supervising children.</p>				
Fire Safety	<p>Pupils Staff is fire evacuation is not fully understood and virus can spread if distancing is not observed when</p>	<p>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</p>				
		<p>Ensure all emergency escape routes / doors are fully operational and kept clear.</p>				
		<p>Reminders to staff and pupils that if the fire alarm is activated that they must still keep 2m distancing between bubbles when at the evacuation point.</p>				

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	gathered for evacuation.					
Access/Egress of school building	Pupils Staff Parents at risk of mixing and increasing transmission when in large numbers.	One way traffic through external doors to avoid face to face passing. Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to) Classes sharing doorways scheduled to only use once clear. Classes taken outside to await collection to avoid standing side by side. Areas allocated to each class for collection at the end of the day.				
		Increased cleaning of handles and touch plates. Extra cleaning schedules of handles and touch plates through the day.				
		Allocated drop off and collection times with certain doors for Year groups and classes allocated. Parents informed of drop off and pick up times. Signs on gates to advertise the timings.				
		Timetabled use of doors to mean no bubbles are crossing over with door usage.				
		One ways systems in corridors to access doors				
		Clear communication with parents on doors and gates to use.				
		External movement around school to be used wherever possible.				
		Use of elbows and feet to open doors where possible to limit contact points.				
		Parents to pass on messages to staff verbally on the playground or via telephone through the school office. No entry to the offices through front doors or the main school building. HJS buzzer entry system in action during the school day. Signs on gates and playground areas				
First Aid	Pupils Staff at risk when dealing with injuries and getting close to individuals.	Year group bubble kits in place and stored centrally in bubble area. First aid kit set up in each bubble area taken outside during each outdoor time including PE slots.				
		Bubble 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.				

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		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.				
		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 in the bubble with children and delivered to the edge of the bubble 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	Pupils and staff if waste is not disposed of properly. Spread of virus	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 (no double bagging required) by site team/cleaning staff				

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	through remaining on waste.	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.				
Break/Lunch times	Pupils and staff if children are widely mixing with each other and sharing resources.	Staggered playtimes and lunchtimes for each year group to be out separated into set zones. See Social Distancing section for timings. Playground rota for staffing				
		Hand washing after break and lunchtime when touching outdoor play equipment.				
		Not to be used before and after school. Signs to explain not to be used before and after school.				
		Fence system created to open and close areas.				
		Playground small equipment boxes to be used per year group bubble. Small year group bubble equipment boxes to be taken in and out each time.				
		Use toilet where possible before going out to avoid needing re-entry to building.				
		Snacks (HJS) to be eaten outside after hand washing has taken place. Bins available to dispose of waste.				
		Goals to remain away and no large games of football to be played. Skills can be practiced if balls are available in the outdoor equipment.				
		Close supervision of children by adults (minimum 2 adults plus 1:1 for individual children). Rota in place for break duty.				

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Staff/Pupils within the shielded group	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> must work remotely during the lockdown period. They will be notified by letter if they fall into this group. Staff/pupils that meet the criteria as <u>clinically vulnerable people</u> e.g. diabetics, those who are <u>pregnant</u> , should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. Pregnant staff included in clinically vulnerable category. Alert senior leaders of pregnancy and risk assessment completed. 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.	Update Individual risk assessments completed for identified staff. Further advice gained if needed	RK	18/1/21	
Contractors	Pupils, staff and contractors through transmission of virus and mixing with other people.	All <u>contractors</u> must provide a suitable and sufficient risk assessment for the activities they carry out which must <u>include covid-19</u> . All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.				
Property Compliance	Pupils and staff if buildings are not kept up to date with compliance checks.	The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. All serious property concerns have been raised with the Trust and appropriate steps are in place to ensure the safety of all building occupants.				
Hygiene	Pupils, staff and wider families if hygiene levels are not high	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.				

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<p>enough to allow the virus to be transmitted between people and areas.</p>	<p>Allocated sinks for classes to use in Year group bubble areas for hand washing routines after playtimes/lunchtimes: HIS – own classroom sinks Y3 – own area + toilet area Y4 – own area + Red kites Y5 – Explorers and Adventurers to use own Y5 sinks an Pioneers to use toilet area sinks Y6 – own block sinks</p> <p>Morning handwashing to be done via nearest sink to entry point due to staggering. Staff to ensure all children are aware of which facilities they can access</p> <p>Outside sinks installed outside Y3 area to increase hand washing stations.</p>				
	1 child sent per class to the toilet at a time when leaving the classroom.				
	Handwashing after sneezing or blowing nose and going to the toilet				
	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.				
	Regular washing of personal clothing recommended for staff and children.				
	<u>Generic curriculum resource for Art/Science/DT etc</u> Resources used in year group bubbles can be shared but if moved to another year group left 48 hours or 72 hours if plastics after wiping/cleaning.				
	Individual resources that are used regularly for each child in plastic wallets and kept on desk/in own tray e.g. pencil/pen/scissors/glue stick. All children have a resources pack				
	No sweets/treats to be distributed or shared for birthdays either in school or on the playground.				
	Regular cleaning of all resources once used within bubbles.				

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<p>Schedule of cleaning of resources in place in YR and Y1 for continuous provision areas.</p> <p>Regular washing of dressing up clothes and any other soft furnishings.</p> <p>Essential soft furnishings to delivery of a full curriculum only.</p>				
<p>Reading Reading books and home school link books taken home daily and displayed on tables open for staff to check maintain distance.</p> <p>Each class/year group to have selection of reading books for changing purposes in a central location (not school central location).</p> <p>Reading books in isolation boxes for 48 hours in central areas before replacing in central stock.</p> <p>When listening to children read sit side by side and maintain as much distance as possible. Use of a face covering if staff require and limit time in close proximity to less than 15mins.</p> <p>Year groups organised reading books changing system to be placed in their year group area.</p>				
<p>Marking Resources used for marking work by staff to be personal and not shared.</p> <p>Older children supplied with own highlighters to do self-marking and peer marking where possible.</p> <p>Staff can mark books taking care to wash hands thoroughly before and afterwards.</p> <p>Marking during lesson to be done maintaining distancing measures where possible not face to face and minimising time spent closer than 1m.</p> <p>Staff can take books home to mark if required but advised to keep them in school where possible.</p>				
<p>Music—Regular wiping down of instruments used after a session.</p> <p>Singing to take place outside only in small groups with all children facing forward and at least 1m distance between them all.</p> <p>Limited projection of voices to be used.</p> <p>Adult to stand over 2m away and not directly in front.</p>				

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		<p>Personal Belongings Limited personal belongings in school only eg. Coats, lunch boxes, PE bags, hats, book bags/rucksacks and stored in class group bubble areas only.</p> <p>Mobile phones to be discouraged for Y5/6. Handed to class teacher in sealed wallet if arrived with one and then locked away as a class set for the day. Handed out in wallets again at the end of the day.</p>				
		<p>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.</p> <p>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.</p>				
		<p>Christmas Activities:</p> <ul style="list-style-type: none"> -Christmas cards to be given in to each classroom only and placed in a sealed box. All cards in by 11/12 and then quarantined for 72 hours. Sorted and given out in one go to children to take home. -Individual class performances to be filmed and then shared securely on Teams only. -All classes to watch online panto in own classroom with treats delivered to each class to have whilst watching. -Class parties / games only with no sharing of food -Christmas dinner on 17/12 to be eaten in usual locations and delivered in containers. -Ant gifts going out to be quarantined once brought into school for 72 hours before going home. -Staff to be responsible for quarantining any gifts they receive. 				
Accident reporting Covid-19 incidents	Pupils and staff if incidents are not reported accurately and in a timely fashion.	<p>The Health & Safety Executive have recently updated the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.</p> <p>Contact DfE helpline and Trust Board to report confirmed cases and follow guidelines received in this instance.</p>				Yes

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Administrative Staff	Staff, pupils and parents if office staff are not able to distance and come into contact with many different people.	Staff to work distanced as far as possible in office areas suitable for amount of people.				
		HIS to have 1 member of staff only in the office due to size. HJS to have 3 members of staff spread out. Staff to limit trips to/from the office and use internal phone instead of personal visit. If need to visit stay outside and use window to talk through. Access to JA office through hall door rather than office. Relocate desk for one member of HIS office staff to work in the back desk at HJS office at all times.				
Personal Protective Equipment	Pupils and staff if PPE is not available and use correctly to stop the spread of any confirmed cases of the virus.	Office areas not open for parent visits. Communication through phone, email and texts. Signs to indicate this put up				
		Ensure front gate at HIS is closed to reduce access.				
		Personal Protective Equipment not be used as an alternative to social distancing, except where there is no other practical solution Masks/Visors can be worn by staff and staff are to do so in communal areas and on playground when meeting parents.				
		Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate PPE				
		Re-usable PPE should be thoroughly cleaned after use and not shared between staff.				
Personal Protective Equipment	Pupils and staff if PPE is not available and use correctly to stop the spread of any confirmed cases of the virus.	Parents to be asked to wear face coverings when dropping off and picking up when social distancing cannot be ensured at all times due to gate sizes.				
		Children who require first aid receive care in the same way as usual. No extra PPE is required for anyone who does not have symptoms.				

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Behaviour	Pupils and staff if behaviour means children are not adhering to distancing measures and limited access to areas.	School behaviour policy in place and to be followed as per policy. For level 3 move to another class within the year group bubble and as per policy. For level 4 ST areas to be used with social distancing measures in place. Behaviour policy shared with staff and parents.	Pause dojo praise system whilst in lockdown.	Staff	11/1/21	
		Adapt level 3 sanction to remain in own year group bubble.				
		Positive praise to be delivered virtually when children have work to share.				
		Class dojos to be used within classes along with class time and class reward treats.				
		Pathfinder pledge to be shared with parents outlining actions required for all staff and children to remain safe.				
Exclusions to be used as last resort and in line with relevant legislation.						
		BSPs in place for children with complex behavioural needs and shared with parents and staff to include actions to take. Risk assessments completed for children requiring extra support with distancing staff.				
		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.				
School Staffroom	Staff as virus can spread quickly in shared areas without adequate cleaning measures and distancing in place.	HIS staffroom to be created in library space with chairs distanced around the space. Furniture moved at HIS to create staffroom in library area. HJS staffroom to remain in the hall.				
		Use of a variety of spaces for staff breaks.				
		Advise the use of personal equipment for eating and drinking to avoid sharing.				
		Use of dishwasher to wash shared items at HJS and thoroughly cleaned in water and washing up liquid at HIS.				
		When in shared spaces staff to socially distance as much as possible.				

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		Shared items such as toaster, microwave and fridge to be maintained by all staff with regular wiping after use.				
		Cleaning resources readily available and to be regular by staff to maintain good hygiene levels.				
Equality Impact Assessment	Staff & Pupils	An equality impact assessment has been completed and can be found on the school website and with this risk assessment document.				
Lack of staff	Pupils and staff as not adequate supervision in place.	Staff used across years group bubbles where needed for cover. Use of HLTAS and ST members to cover classes. Inform Trust if struggling with staffing levels to see if support is available. Number of children on site carefully controlled to allow all needs to be met with health and safety socially distancing measures also in place.	Critical worker numbers carefully controlled in relation to amount of staff available and space available to distance from each other.			
		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 bubbles.				
Learning outside the classroom (day trips, etc.)	Pupils, staff and wider public if measures do not adheres to distancing and washing of hands. Virus	Children within their consistent group, and the COVID-secure measures in place when indoors and outdoors.				
		Use of outdoor spaces to support delivery of the curriculum such as the grassed areas, outdoor learning spaces in EYFS and Y1 and outdoor classroom.				
		Outdoor classroom to be timetabled for each class to use at a set time during the half term. Bin, first aid kit, tissues, sanitiser all to be taken out when using.				

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	able to spread quickly to larger number of people.	Children to wash hands before going out and then on their return indoors.					
		No visits or trips to take place.	Review viability of Y6 residential scheduled for April 2021.	RK/SBi/RJ/KD	18/1/21		
Extra-curricular activities (coaches, tutors, after school)	Pupils, staff, families and outside people delivering by large numbers of people mixing not in regular consistent groups with adequate space and hygiene measures in place.	No before and after school clubs to take place.					
		External music staff to show COVID risk assessments before starting.					
		Use individual rooms for lessons and rooms to be cleaned afterwards.					
		Children grouped where possible in year group bubbles and if not then wash hands before and after lessons and consistent groups each week.					
		Social distancing to be adhered to during delivery.					
		Oak Tree to collect/drop off children via year group bubbles system.					
		Oak Tree to manage manage own risk assessment and liaise with school and parents.					
		Oak Tree to use route around school building to collect and drop off children with social distancing.					
		PE coaches to maintain distancing whilst delivering sessions and maintain regular handwashing as per school guidance. Remain 2m+ from all staff and children.	Produce video lessons to share for remote learning.	CA/RJ	25/1/21		
Physical activity	Pupils and staff through sharing spaces and equipment with increased	External PE lessons only in consistent class bubbles at scheduled times on the playground/field. Maximise distance between possible where possible.					
		Children to come in PE kit on set days. School jumpers to be worn over the top of t-shirts and shorts/jogging bottoms. Trainers on feet.					
		If PE kit not worn and activity is suitable children to join in wearing usual uniform.					

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	physical activity to include sweat and panting.	Sports equipment to be thoroughly cleaned between different year groups usage. Contact sports to be avoided.				
Signage	Pupils, staff and parents if not aware of measure and actions to be taken due to lack of clear signage.	All COVID related signs throughout the building and playground/external areas. Signs checked and updated through the building. Markings made on playground to encourage YR parents to socially distance when waiting. Zones on playground marked out to keep bubbles apart.				
Safeguarding	Vulnerable pupils as not having regular contact with staff.	Safeguarding training to be carried out to remind and reinforce schools procedures All vulnerable children with a social worker allocated a place during lockdown. Twice weekly phone calls from DSLs to check in with vulnerable children not attending. SW informed of any concerns. DSL meetings to continue to discuss all cases. All concerns logged on schoolpod. All systems for reporting safeguarding concerns in place.				
Mental Health and Well being	Pupils, staff and children through increased anxiety levels due to COVID 19.	Children Daily chances to talk to staff over any concerns they have via remote learning method of Teams calls and in person for those in school. PSHE jigsaw units shared and followed including updated guidance as a result of COVID 19. FLW available to support children and families with difficulties. Class teachers to remain in contact with all children and check in on anyone they are concerned about.				

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	Regular sharing of well-being activities.				
	<p>Staff Lines of communication clear so staff know who they can turn to for support and advice.</p> <p>All HR guidance shared with staff so they are fully informed.</p> <p>Staff consultation over risk assessment and concerns listened to. Extra preventative measures added as a result.</p> <p>Confidential help line number advertised in staffrooms along with well-being boards that are updated with advice.</p> <p>Leadership team available to support staff.</p> <p>Breaks scheduled with others with communal areas large enough to allow for distancing to allow time to talk and relax.</p> <p>PPA given to allow for time to prepare and resource teaching in a new way.</p> <p>Staff able to work from home where suitable and year groups are able to support staff based on the needs of the children in the year group in school each day.</p> <p>HR well-being advice shared regularly.</p> <p>Staff views listened to and revisions made in response.</p> <p>Workload reviewed and adapted as needed. Clear guidelines produced on how we are working for staff and parents to avoid over stretching individuals.</p> <p>Governing body to offer support to EHT.</p>				

This risk assessment is a working document and has been regularly reviewed and updated on:
12/8/20, 24/9/20, 31/8/20, 11/9/20, 23/9/20, 3/11/20, 25/11/20, 4/1/21, 12/1/21, 25/1/21

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Risk Assessment approved by Pathfinder Schools Trust board on 27/8/20. Submitted again on 12/1/21

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.
- 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](#)