

Educational Setting	Hawthorn Community Primary School
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	Julie Clubley, 17/07/20
Review Date	12/08/20



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	<ul style="list-style-type: none"> Any member of the school community 	<ul style="list-style-type: none"> 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 Clean hands thoroughly more often than usual Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach Minimise contact between individuals and maintain social distancing wherever possible Where necessary, wear appropriate personal protective equipment (PPE) Rota of additional cleaning responsibilities produced and explained to all staff so that everyone is aware of the expectations. Supply of suitable and sufficient PPE available in the Quiet Room and replenished as required. Sufficient stocks of soap, paper towels, hand sanitizer, tissues, cleaning products, rubbish bags and disposal bins available in all required locations. (classrooms, toilet areas, staff areas). Cleaning materials are in place in the staff toilet adjacent to the Quiet Room, as this will be used by children in an emergency situation and will need cleaning and disinfecting before use by anyone else 	<ul style="list-style-type: none"> Ensure all members of the school community know that they should not be in school if they have COVID-19 symptoms, or have tested positive in the last 7 days (staff briefing on training day, letter to all parents). Standard letter to be sent out to parent/carer of a child who becomes unwell with COVID-19 symptoms directing them to the stay at home guidance for households with possible or confirmed cases. Ensure Quiet Room is set up as an isolation room – with additional supplies of PPE (including face shield), digital thermometers and cleaning materials. All staff to be informed of actions to take if a child is unwell or showing symptoms, and how to supervise them when waiting for collection Discussion with Cleaning Contractors regarding the jobs that need to be completed on a daily / weekly basis. Classrooms to be arranged to support distancing – tables arranged so that pupils sit side by side facing forwards, rather than face to face or side on. Remove any unnecessary equipment from classrooms to make more space. Bin for children's disposable masks to be available at the entrance to the school. No child should wear a mask on site. Update website with relevant information. Send out re-opening handbook containing important information to all parents. 	<p>HT</p> <p>HT/Office staff</p> <p>HT / site supervisor</p> <p>HT</p> <p>Site Supervisor</p> <p>Site Supervisor / Teachers</p> <p>Site Supervisor</p> <p>Site Supervisor</p> <p>IT technician</p> <p>HT/Office staff</p>	<p>02/09/2020</p> <p>02/09/2020</p> <p>02/09/2020</p> <p>01/09/2020</p> <p>02/09/2020</p> <p>02/09/2020</p> <p>02/09/2020</p> <p>02/09/2020</p> <p>02/09/2020</p> <p>02/09/2020</p>	

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		<ul style="list-style-type: none"> Staggered start and finish times to reduce the number of people on site at any one time. 	<ul style="list-style-type: none"> All visitors to school must sign in with the school office and provide their contact details – for track and trace purposes. 	Office Staff		
Response to any infection	<ul style="list-style-type: none"> Any member of the school community 	<ul style="list-style-type: none"> engage with the NHS Test and Trace process Manage confirmed cases of coronavirus (COVID-19) amongst the school community Contain any outbreak by following local health protection team advice If a pupil or member of staff or others are showing symptoms they must go home immediately, self isolate and arrange to take a test. Other members of the bubble are not required to isolate unless a positive test is returned. Staff to provide details of close contacts if they test positive or if asked by NHS Track and Trace. Staff and pupils to self-isolate if they have been in close contact with someone who has tested positive for Coronavirus. Plan in place to contact East Midlands Health Protection Team (0344 2254 524) if a positive test is confirmed by a member of the school community. 	<ul style="list-style-type: none"> Ensure staff know what is required of them in the event of someone displaying symptoms of COVID-19. Share Powerpoint presentation with staff on training day. Member of SLT to arrange enhanced cleaning where required – advice about enhanced cleaning protocols to be sought from the Health Protection Team. Respond to any rapid risk assessment undertaken by the public health team. Record to be kept of pupils and staff in each bubble. Records to be kept of all visitors to school and who they may have come into contact with in school. School to ensure staff and parents inform them of the results of any tests undertaken. Inform local health protection team if there are 2 or more confirmed cases. 	HT HT HT Office staff Office staff Office staff HT	02/09/2020 As required As required 03/09/2020 03/09/2020 As required As required	
Testing Positive	<ul style="list-style-type: none"> Any member of the school community 	<ul style="list-style-type: none"> Follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of symptoms and then only return to school if they do not have symptoms other than cough or sense of smell/taste. Other members of the household to self-isolate for full 14 days. Other members of the bubble to be informed only if someone has tested positive and they are then required to self-isolate. 				

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Testing Negative	<ul style="list-style-type: none"> Any member of the school community 	<ul style="list-style-type: none"> If the person feels well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Avoid contact with others until they feel better. 				
Contingency planning for a further outbreak	<ul style="list-style-type: none"> Any member of the school community 	<ul style="list-style-type: none"> In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will need a contingency plan for this eventuality. 	<ul style="list-style-type: none"> Produce Contingency Plan 	SLT	18/09/2020	
Social Distancing in school	<ul style="list-style-type: none"> Children and staff choosing not to keep 2m apart. Children and staff unable to keep 2m apart because of the confines of the building. Younger children not understanding the need for social distancing. Staff needing to support children with additional needs at certain times. 	<ul style="list-style-type: none"> Minimise contact between individuals and maintain social distancing wherever possible The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Routes around the school building created to prevent unnecessary cross over. Rooms to be accessed from outside wherever possible (Apples, Cherries and Ash). Access to toilets limited to particular groups and times of the day. Staff toilets limited to one person using them at a time. Access to shared facilities limited – timetable in place for library use (one phase to use per day). Staggered start times for different phase groups. Access to the building spread across different doors. Number of staff working within office spaces limited and staff encouraged not to enter office space. 	<ul style="list-style-type: none"> Limit access to the staff room facilities: <ul style="list-style-type: none"> UKS2 staff and FSW use Blue Room LKS2 and Office staff use Staff Room KS1 and EYFS staff use Diner Allocate designated times and areas for outdoor play to each social bubble. Reduce numbers of parents entering the site one parent per child at pick up times – letter to parents Closure of school office to visitors, access via appointments only. Parents encouraged to call or email. Only essential visitors to enter the school via approved appointments only. Assemblies to take place in class groups via Zoom Staff feedback to be sought regularly to ensure any difficulties are addressed Encourage staff to maintain social distancing and only interact with children at a close distance when absolutely necessary. 	SLT SLT SLT SLT Office staff SLT SLT SLT	31/08/2020 02/09/2020 02/09/2020 Ongoing Ongoing 03/09/2020 Ongoing Ongoing	

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	<ul style="list-style-type: none"> Parents coming into contact with other parents or families. Visitors to school not obeying social distancing rules. 	<ul style="list-style-type: none"> No volunteers or governors into school for the foreseeable future. Governor meetings continue to be held online. Quiet Room used as a containment area in the event of someone showing symptoms 				
Cleaning	<ul style="list-style-type: none"> Cleaning staff being exposed to germs and not wearing appropriate PPE. Staff and children if cleaning is not regular and doesn't follow agreed DfE guidelines. Parents and visitors if external surfaces are not cleaned. 	<ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. More frequent cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <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, 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. Use of water fountains removed. 	<ul style="list-style-type: none"> If informed that someone has tested positive with covid-19 then any area/room they have accessed should undergo a thorough clean. Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. Establish rota for use of outdoor play equipment so that children from one bubble have access at break times and lunchtimes. Ensure outdoor play equipment is disinfected after each break (using Milton solution) and that all children wash hands after each breaktime. Detailed cleaning schedule to be produced and shared with contract cleaners. Undertake stock check and order additional cleaning materials for each classroom. Establish a cleaning rota based on staff available 	SLT/Site Supervisor	01/09/2020	
				Site Supervisor	01/09/2020	
				SLT	02/09/2020	
				Teachers	03/09/2020	
				SLT/Site Supervisor	01/09/2020	
				Site Supervisor	01/09/2020	
				SLT	01/09/2020	

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		<ul style="list-style-type: none"> All used cloths thrown away to be double bagged before palcing in a bin in the compoound area. 				
Lunchtime Catering facilities	<ul style="list-style-type: none"> Lunchtime staff Children Caterers 	<ul style="list-style-type: none"> Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen and dining areas <ul style="list-style-type: none"> Serving food Queing Different lunch periods Staggered lunchbreaks in operation. Tables and chairs cleaned before and after lunchbreak. Limited menu – ABM to provide just packed lunches in a named paper bag or all staff and pupils to bring their own lunch. All children to eat their lunch in their own classroom to preserve the integrity of the bubble. Lunchtime staff to maintain social distancing where possible from children. 	<ul style="list-style-type: none"> Liaise with catering company to remind about hygiene and cleaning procedures. Ensure that lunch boxes and water bottles are sent home for cleaning daily Food to be delivered to each classroom by lunchtime supervisors Lunchtime sueprvisors to be allocated to a specific bubble Lunchtime staff may wear gloves if they wish. 	Office staff/PL Teachers Office staff SLT SLT	01/09/2020 03/09/2020 03/09/2020 31/08/2020 01/09/2020	
Fire Safety	<ul style="list-style-type: none"> Any member of the school community 	<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they must still keep 1m distancing when at the evacuation point. Statutory inspections to continue, with social distancing in place at all times. In-house inspections and tests to continue to ensure the school remainsas safe as possible. 	<ul style="list-style-type: none"> Update Fire Evacuation Policy and share with staff on Training Day. Practice fire evacuation process within first week after all groups have been instructed by their responsible adult Children to be given new evacuation procedure on first day of term. Ensure staff are clear about their evacuation points and muster stations. PPE plans written/updated for identified staff and pupils. New muster point signs to be installed. 	HT HT/Site Supervisor Teachers SLT SLT Site Supervisor	01/09/20020 10/09/2020 03/09/2020 01/09/2020 05/09/2020 31/08/2020	

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Access/Egress of school building	<ul style="list-style-type: none"> Any member of the school community 	<ul style="list-style-type: none"> Plan in place for staggered start and finish times. Plan in place for different phase bubbles to enter school via different entrances. One way system in place with a staff member supervising outside to inform parents to abide by the 2-metre social distancing rule. Reduced numbers of parents entering the site one parent per child at pick up and drop off. Closure of school office, access via appointments only. Parents encouraged to call or email. SLT presence at the Broadway entrance to oversee arrival and departure times. Staff receiving children to remember the 2-metre rule (or 1 metre+ if not viable). Staff to wear gloves when receiving children into school. One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Routes around the school building planned to prevent unnecessary cross over Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available at both sides of doors. Increased cleaning of handles and touch plates. No volunteers or governors into school until the foreseeable future. At pick up times teachers stay with their class until last child is collected and then they inform the next class that they can go out for their pick up time. 	<ul style="list-style-type: none"> Inform parents of new entrance and exit points in advance of the start of the new term via website, text message and e-mail. Provide relevant guidance to parents on drop off and pick up arrangements. Only essential visitors to enter the school via approved appointments only. School website to be regularly updated. Re-opening Handbook to be sent out to all parents. Social distancing marks to be positioned by entrances and in top playground for collection and drop off times – 2m rule to be enforced. Ensure parents understand that if they wish to talk to staff they must make an appointment (first instance by telephone or Class Dojo). 	SLT	28/08/2020	
				SLT	28/08/2020	
				Office staff	Ongoing	
				IT Technician	Ongoing	
				SLT/Office staff	28/08/2020	
				Site Supervisor	2/09/2020	
SLT	2/09/2020					

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		<ul style="list-style-type: none"> Children released when their parent is next in queue and child will be fetched from their class line. 				
Children leaving at the end of the school day and walking home alone/not being collected by a parent.	<ul style="list-style-type: none"> Staff Pupils Others 	<ul style="list-style-type: none"> Parents required to complete a permission slip before child is allowed to walk home unaccompanied. Only children in year 5 and 6 are allowed to walk home unaccompanied. Staff on duty outside to ensure pupils leave school in a safe manner. 	<ul style="list-style-type: none"> Pupils to be informed of the requirement to maintain social distancing when leaving school. 	Teachers	03/09/2020	
Children requiring medication at school	<ul style="list-style-type: none"> Pupils 	<ul style="list-style-type: none"> Essential medicines (fully labeled with child's name) to be handed to Teacher at drop off times via the children from the parent. Verbal consent for administration of medication to be given by telephone. Medication to be administered by a member of staff from the child's bubble and then medication returned to the office for safekeeping. Medicine to be returned to child at the end of the day by their teacher so that this can be taken home. 				
First Aid	<ul style="list-style-type: none"> Any member of the school community 	<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to 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. 	<ul style="list-style-type: none"> Small classroom first aid kits to be restocked to provide essential items to deal with minor issues. First Aid bum bags for all staff to have with them at all times, restocked with essential items including gloves and facemask. 24 staff retrained on Paediatric First Aid so that all teachers and additional TAs are trained in each phase bubble. Individual health plans to be updated for children with specific medical requirements. Texts to be sent home to parents about first aid issues to avoid use of paper slips 	SLT SLT SLT SLT Office staff SLT	02/09/2020 02/09/2020 02/09/2020 11/09/2020 03/09/2020 02/09/2020	

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		<ul style="list-style-type: none"> Review of the First Aid policy to include consideration of the risk of infection of covid-19. Staff with medical issues consulted re any specific issues they have, and adaptations made wherever possible. PPE worn when administering essential medicines by staff that require contact with the children otherwise social distancing applies – gloves and a face covering if prolonged face to face contact when dealing with injuries. Children to wipe away blood or hold cold compresses wherever possible. Staff always wash hands after contact. Any dressings used to be double bagged. Where medications are administered pupils to be encouraged to self-administer where possible. 	<ul style="list-style-type: none"> Ensure staff have access to ice for bumps, from all freezers – EYFS and KS1 from Orchard and KS2 from Community Room. Children with inhalers to have their inhaler in their plastic wallet at their table (if in KS1 or KS2) and will administer the dosage themselves monitored by a staff member. Children in EYFS will be supported as required to take their inhaler – with the adult using PPE if required to be in close contact with the child. Teachers to inform office staff who will then inform parents by phone or text if the child has used their inaler in school. Train staff in how to record details of injuries and treatment. 	Teachers	03/09/2020	
				Teachers/ Office staff	03/09/2020	
				SLT	01/09/2020	
First Aid – life threatening	<ul style="list-style-type: none"> Any member of the school community 	<ul style="list-style-type: none"> 999 contacted immediately in the event of any serious injury or incident. Wear face covering, gloves and apron when in close contact with bodily fluids. In the event that CPR is required it is advised only chest compressions are given. Use of defibrillator Always wash hands after contact. 				
Ill health	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection (cough, difficulty breathing, loss of smell/taste and high temperature) and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. Any person displaying signs of being unwell with coronavirus symptoms is immediately taken out of the class and placed in an area where they wil not come into contact with others and are supervised at all times. 				

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		<ul style="list-style-type: none"> • Parents of unwell pupils are contacted as soon as possible and asked to collect the child. • Where contact with the pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance. • Unwell pupils wait for collection in the Quiet Room, where they can be at least 2 metres away from others. • Areas used by anyone who is unwell are appropriately cleaned once vacated using a disinfectant – with care taken when cleaning all hard surfaces. • Unwell staff and pupils should use the staff toilet adjacent to the Quiet Room and this should not be re-used by others until it has been thoroughly deep cleaned. • Anyone suffering with symptoms is sent home immediately and advised to arrange to be tested. They should contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Temperatures will be monitored as required through the use of a contactless thermometer. Anyone with a temperature above 37.5C will be sent home. • To dispose of waste from people with symptoms of coronavirus, such as disposable cloths, tissues and PPE: <ul style="list-style-type: none"> ○ Put it in a plastic bag and tie it when full. ○ Place the plastic bag in a second bin bag and tie it. ○ Put it in a suitable and secure place marked for storage for 72 hours before disposing of in the bins in the compound. • Waste to stored safely and securely away from children and should not be placed in 				
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		communal waste areas until it has been stored for 72 hours.				
Intimate Care	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> When staff are carrying out any intimate care they must: <ul style="list-style-type: none"> Wear gloves Wear an apron Wear a mask Nappies, wipes should be double bagged and placed into a closed bin. Soiled clothes to be double bagged and given to the parent/carer on collection of the child. Staff wash their hands once gloves and mask are removed. Gloves and masks to be double bagged before placing into a closed bin. All details of intimate care recorded. 				
Waste	<ul style="list-style-type: none"> Any member of the school community 	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily. Bins available in each zone of the playground and emptied daily 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. Weekly disinfection of bins. 	All staff Cleaners	Ongoing Ongoing	
Break/Lunch times	<ul style="list-style-type: none"> Pupils Staff 	<ul style="list-style-type: none"> The school will stagger breaks/lunchtimes to achieve the social distancing. Designated times and areas for outdoor play allocated to each phase bubble. Separate playtime equipment provided for each social bubble, with all equipment cleaned at the end of each session by one of the adults on duty. Crossover period of clear playground scheduled to limit any potential cross contamination of different bubbles. Children encouraged to go to the toilet before break/lunchtimes. Additional areas for staff breaks provided to avoid congestion in the staff room. 	<ul style="list-style-type: none"> All pupils and adults to be briefed on the importance of social distancing in the playground Playgrounds to be zoned, with 2m gap between zones. Staff to be vigilant in ensuring children social distance. Ensure appropriate ratios for outdoor play Limit re-entry back into the building during break and lunchtimes. Provide activities which can abide by the social distancing rules. Supervising staff to always keep a 2-metre distance from each other and the children wherever possible. 	Teachers Site Supervisor All staff SLT Teachers Teachers All staff	03/09/2020 02/09/2020 03/09/2020 02/09/2020 03/09/2020 03/09/2020 03/09/2020	

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			<ul style="list-style-type: none"> Encourage staff to use the same chair in the staff areas. Maintain 3 staffrooms with access to kettle/fridge etc. Staff must sit at least 2 metres apart from each other. Staff must make their own drinks/food and wash/dry their own utensils. 	SLT	01/09/2020	
				SLT	01/09/2020	
				SLT	01/09/2020	
				SLT	01/09/2020	
Use of outdoor play equipment	<ul style="list-style-type: none"> Pupils 	<ul style="list-style-type: none"> Ensure all fixed outdoor equipment and other equipment has been inspected and tested prior to use. Social distancing to continue to be maintained wherever possible. Limit the number of users on the equipment at any one time. Children to clean hands prior to use and after use. 	<ul style="list-style-type: none"> Rota of use to be used to ensure that only children from one social bubble use the equipment at any one time. All equipment to be disinfected after each use. No food or drink to be consumed when using any outdoor equipment – children need to be reminded on a regular basis Ensure staff only supervise their own pupil bubbles. All staff to have their own supply of sanitising equipment, first aid essentials and PPE All touch point areas sanitised frequently: <ul style="list-style-type: none"> Playground equipment Semi-enclosed playhouses Gate to apple tree area Seating areas – picnic benches Rubbish bins 	SLT	02/09/2020	
				All staff	03/09/2020	
				All staff	Ongoing	
				All staff	Ongoing	
				All staff	Ongoing	
Staff/Pupils within the shielded group	<ul style="list-style-type: none"> Pupils Staff 	<ul style="list-style-type: none"> Any member of staff or pupil that is within the Clinically extremely vulnerable group must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace. Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school. 	<ul style="list-style-type: none"> Discussion to be had with parents of children that we are concerned about being in school because of their medical needs (HL, AY, LMB any new EYFS children with additional needs) Individual risk to be updated for shielding staff and pupils. Staff to discuss their individual characteristics and concerns with a member of SLT. Respond to any concerns where rates of the disease rise in the local area. 	SLT	Ongoing	
				HT	Ongoing	
				SLT	Ongoing	
				SLT	Ongoing	

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		<ul style="list-style-type: none"> Provide access to remote education for any child complying with clinical/public health advice to not attend school. Advice for those who are clinically vulnerable is available. 				
Families anxious returning pupils to school	<ul style="list-style-type: none"> Pupils 	<ul style="list-style-type: none"> School to bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. 	<ul style="list-style-type: none"> EYFS Initial Meetings between teachers, parents and child. Questionnaire to be sent out for parents and pupils to complete before the start of term. Parents/Carers meetings to be carried out where concerns have been identified. Social Stories to be shared with children/families who have anxieties. 	Teachers SLT/ Office staff Teachers/ FSW FSW	9/09/2020 02/09/2020 Ongoing Ongoing	
Contractors		<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency. Contractors delivering lunches go to main school entrance where lunches are collected from them. Access to the premises to planned to enable as little contact as possible and maintain social distancing. 	<ul style="list-style-type: none"> Ensure all appointments are made out of school hours when number of people on site will be lower Ensure all contractors coming onto site have up to date Risk Assessments and Method Statements which include control measures regarding Coronavirus. School to ensure no pupils or staff are in the area where contractors are working. Contractors to be designated a toilet they can use whilst on site. Contractors to be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. Contractors to ensure that no workers displaying any signs or symptoms of Coronavirus prior to entering the school site. Contractors to inform school if they become aware of a worker coming down with symptoms within 14 days of being at the school. Office staff to maintain records of all contractors entering school – to include contact details and details of who they have come into contact with in school. 	Office staff/ site supervisor Office staff/ Site supervisor SLT Site supervisor Site supervisor Contractors Contractors Office Staff	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	

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Property Compliance	<ul style="list-style-type: none"> 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 statutory and in-house testing carried out and recorded on Every. 	<ul style="list-style-type: none"> All serious property concerns have been raised with the Trust and appropriate steps are in place to ensure the safety of all building occupants. Site supervisor to ensure school site is safe and ready for opening in Autumn term. 	Bursar/PL Site supervisor	Ongoing 31/08/2020	
Hygiene	<ul style="list-style-type: none"> The school has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of pupil's hands following breaks, before meals and following the use of toilets. Handwashing is a timetabled activity for each group to include coming into school, before and after breaks and lunches and eating and before leaving school. Each classroom has access to hand sanitiser, antibacterial spray, tissues, gloves and wipes. Windows and doors kept open to aid ventilation. Posters displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and when leaving school. Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser and follow infection control procedures in accordance with the DfE and PHE's guidance. Sufficient amounts of soap and hand sanitiser, clean water and paper towels supplied in all toilets, classrooms and staff areas. 	<ul style="list-style-type: none"> All children to be briefed on catching coughs or sneezes in their elbow or a tissue. Handwashing after sneezing or blowing nose and going to the toilet. Hand sanitiser to be used every time a child/adult leaves/enters the room. Staff to regularly check supplies of soap, paper towels, tissues and hand sanitiser and report any deficiencies to Site Supervisor. Limit use of resources that cannot be easily disinfected. Individual resource packs to be used by children as appropriate or items provided from home. 	Teachers All staff All staff All staff All staff Teachers	3/09/2020 Ongoing Ongoing Ongoing Ongoing 03/09/2020	

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		<ul style="list-style-type: none"> Pupils may be supervised by staff when washing their hands to ensure that it is carried out correctly, where necessary. Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with COSHH and the Health and Safety Policy. Amount of personal belongings brought into school is limited. Any resources coming back into school are quarantined for 72 hours before being disinfected. Soft furnishings/soft toys have been removed from classrooms. All unnecessary items removed from classrooms. 				
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> 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. For further advice and guidance you should contact your Health & Safety Adviser. 	<ul style="list-style-type: none"> Parents and staff to be informed of expectations regarding self-isolating if displaying symptoms – staff training/letter to parents. Pupils to be made aware of the school's infection control procedures in relation to Coronavirus so that they know that they must tell a member of staff if they feel unwell. 	SLT Teachers	02/09/2020 03/09/2020	
Administrative Staff		<ul style="list-style-type: none"> Staff shift rota to be in place so as to keep social distances and allow school office to function. Admin staff work in individual offices. Office door to remain closed to deter other staff from entering. Other staff encouraged not to access School Office area. Wipes available at photocopier – for all staff to use prior to operating the photocopier. Phones to be wiped daily. Deep clean of office daily. 				

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		<ul style="list-style-type: none"> Office access to be restricted to maintain social distancing No visitor access to school unless by appointment 				
Personal Protective Equipment		<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Where close proximity working (school Site Team) is required for longer than 15 minutes, assess the need to issue employees with appropriate Personal Protective Equipment. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. Removal and disposal of PPE immediately after use – double bagged. Face shields available for staff who work in close proximity to individual children and for staff dealing with suspected cases. PPE carried by each individual in their first aid bumbag. 	<ul style="list-style-type: none"> Review training as to where PPE is held and how to put it on and take it off Individuals to be responsible for laundering their own reusable face masks at 60C, if disposable masks are not available. Bum bags to be restocked 	SLT All staff SLT	02/09/2020 Ongoing 02/09/2020	
Face Masks	<ul style="list-style-type: none"> Pupils Staff 	<ul style="list-style-type: none"> Removal of face masks at the school gate for pupils and staff. Disposable masks to be disposed of in bins provided. Material re-use masks should be placed into a disposable bag (to be provide by the child/staff member) and taken home to wash before re-using. Face masks not to be warn by pupils in school. 				
Behaviour		<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. School will carry out inductions to inform staff and pupils of the changes. 	<ul style="list-style-type: none"> Class teacher to reinforce and re-establish boundaries and expectations of behaviour in classrooms and outdoor spaces. Behaviour systems to be reviewed in order to accommodate social distancing – e.g. 	Teachers Teachers and SLT	03/09/2020 02/09/2020	

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		<ul style="list-style-type: none"> Encourage staff to cooperate with government plans for contact tracing. Where possible allow the child to vent their frustrations – so long as others are not being put at risk. Where possible allow the child to be in a room on their own or outside. Behaviour Policy updated to include Covid-19 response. Senior staff and those who support children's behaviour on a regular basis to have access to PPE if required to support in the event of a behaviour incident. Pupils who pose a risk to themselves, their peers or staff as they do not understand social distancing or who may spit or bite, have been identified to all staff. If a child's behaviour places others at risk parents will be contacted and may be asked to collect the child from school as soon as possible and exclusion will be considered on the grounds of health and safety risk to others. 	<ul style="list-style-type: none"> phase bubble partner class to provide a socially distanced 'time-out' space. Code of conduct to be shared with parents Individual conversations to be had with parents of SEN children regarding their children's behavioural needs in school. Use of restraint to be used as a last resort unless there is a physical restraint to others. Team Teach Training to be undertaken by identified staff. If Team Teach techniques are required, and there is a risk of spitting, it may be advisable to wear a mask or face shield. Staff training will be undertaken around reviewed behaviour policy. Behaviour to be managed within phase bubble groups wherever possible to avoid mixing of bubbles. Maintain breakout spaces. Risk assessments completed for individual children who may pose a risk which will be shared with staff and parents. Parents to be made aware of the need for positive handling where appropriate. 	<p>SLT SLT</p> <p>Bursar</p> <p>Trained staff</p> <p>SLT</p> <p>Phase leads</p> <p>SLT SENDCO</p> <p>SENDCO</p>	<p>03/09/2020 Ongoing</p> <p>10/09/2020 Ongoing</p> <p>02/09/2020 Ongoing</p> <p>Ongoing Ongoing</p> <p>Ongoing</p>	
School Staffroom	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Arrangements should be made to ensure the staffroom is not overcrowded and social distancing can be achieved e.g. stagger lunch times for staff. Staff use their own mugs/flasks to avoid unnecessary sharing. Sanitation of shared areas throughout the day. Posters to remind about expectations. Staggered breaks available for staff to avoid social contact. Resouces for break time to be available in all areas where staff have breaks – kettle, microwave, mugs, tea/coffee, bsicuits etc. 	<ul style="list-style-type: none"> Additional staff rest space to be created in Blue Room and Diner to encourage staff to be vigilant about social distancing and not mixing with staff from other phase bubbles. Staff to stand/sit 2m apart wherever possible. All staff areas to be deep cleaned each day with all surface and equipment wiped with antibacterial spray or wipes. 	<p>Site supervisor/SLT</p> <p>All staff</p> <p>Site supervisor</p>	<p>31/08/2020</p> <p>01/09/2020</p> <p>01/09/2020</p>	

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		<ul style="list-style-type: none"> • Cleaning materials/ tissues/hand sanitiser available in all staff areas. • Staff to keep personal belongings within classrooms. 				
Infection Control	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Staff and pupils have access at all times to water and soap for hand washing. • Removal of shared items eg. Utensils • Additional supplies of soap, paper towels and hand sanitiser ordered. • Spillages of bodily fluids are cleaned up immediately in line with guidance, using PPE. • Parents are informed not to bring their children to school or onto the school premises if they show signs of being unwell and believe that they have been exposed to Coronavirus. • Staff and pupils do not return to school before the minimum recommended exclusion period has passed, in line with national guidance. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • Parents notify school when pupils return to school after having coronavirus so that school can inform the relevant staff. • Staff inform the Headteacher when they plan to return to work after having coronavirus. • Cleaning standards across the school are monitored by the SLT and Site Supervisor. • Staff report concerns about their own, a colleague's or pupil's symptoms to the Headteacher or SLT as soon as possible. 	<ul style="list-style-type: none"> • School to liaise with individuals' medical professionals where necessary, to review the needs of pupils who are susceptible to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place in liaison with the pupil's parents where necessary. • Staff to be instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • School to be consistent in its approach to the management of suspected and confirmed cases of coronavirus. 	SLT	Ongoing	
				SLT	Ongoing	
				SLT	02/09/2020 and ongoing	
				SLT	Ongoing	
Equality Impact Assessment	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • An Equality Impact has been completed for Pathfinder Schools. 	<ul style="list-style-type: none"> • Upload EIA to school website. 	IT Technician	02/09/2020	

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Lack of staff	<ul style="list-style-type: none"> Pupils 	<ul style="list-style-type: none"> Assessment of availability of staff for all activities during the school day, including break and lunchtimes The extent to which existing planning, schemes of work will need to be adapted Staff who are deemed to be clinically or extremely clinically vulnerable have an individual risk assessment. Where staff live with a person who is extremely clinically vulnerable an individual risk assessment will be completed if necessary to support the member of staff attending work. Staff will be deployed where the school requires them to work regardless of their usual role, carrying out roles within their skillset and pay grade. Appropriately qualified staff will be deployed to cover staff absence and will be advised to keep a 2 metre distance from others. Where possible cover staff will be deployed into different classrooms within a limited number of areas or bubbles. 	<ul style="list-style-type: none"> Consider contingency plan for absence: <ul style="list-style-type: none"> staff to be asked to consider extra hours of work. Experienced TAs to deliver lessons where appropriate. Use of supply agency staff in an emergency. Devise plan for use of staff who are self-isolating or shielding to teach lessons on-line, and prepare home learning opportunities. Blended model of home learning and attendance at school to be devised until staffing levels improve. 	SLT	02/09/2020	
				SLT	As required	
				SLT and all staff	02/09/2020	
Increased risk of transmission	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> Ensure availability of staff is adequate Ensure that social distancing measures can be maintained at all times Review activities that can be carried out The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing. Pupils are prohibited from bringing any equipment into the school. They should be provided with all necessary equipment in school for the activities they are undertaking, with arrangements included in 	<p>How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> grouping children together avoiding contact between groups arranging classrooms with forward facing desks staff maintaining distance from pupils and other staff as much as possible 			

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		the planning for it to be sanitised daily. No equipment should be taken home.				
Classroom organisation	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Classrooms to be emptied of all non-essential equipment and furniture. • Children's desks set up where possible with all desks facing forwards (in KS2) or in groups where children do not face each other (in KS1 and EYFS). • Teachers to base themselves at the front of the classroom and maintain a 2 metre distance from the pupils wherever possible. • Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a bin after one use. • Hand sanitiser available in all classes. • Adults within classrooms should always keep a safe distance when teaching/working with children. • Where children require extra assistance a 2-metre rule must try to be enforced. If not viable then a 1-metre rule should be adopted. • Staff are only to teach/work with children in their allocated bubbles. • Pupils old enough to understand will be told not to touch staff and their peers where possible. • Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. 				
Use of school resources in allocated bubbles	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Where possible keep the use of resources to each allocated bubble. • Children should have their own wallet of resources that they should not share with anyone else. • All classroom based resources (i.e. books, toys and games) should be cleaned regularly along with all frequently touched 				

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		surfaces, by school staff using anti bacterial spray.				
Use of school resources shared between bubbles or classes	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> Shared resources between bubbles or classes should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 				
Taking items/resources home	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> Unnecessary taking home of equipment/resources is discouraged. Cleaning as above/quarantine period if items are taken home. 				
Assemblies	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> Assemblies to take place on-line via Microsoft Teams. No gathering together of different bubbles. 				
Learning outside the classroom (day trips, etc.)	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> Keep children within their consistent group, and the COVID-secure measures in place at the destination Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. 				
Extra-curricular activities (coaches, tutors, after school)	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate. 				
SEND pupils	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> Pupils who have complex needs or who need close contact care will continue as normal. 	<ul style="list-style-type: none"> Individual risk assessments will be required to ensure that staff who care for these pupils do not have any medical conditions which may out them in an at-risk category. 	SENDCO	18/09/2020	
Attendance in school	<ul style="list-style-type: none"> Pupils 	<ul style="list-style-type: none"> All children to return to school to minimise as far as possible the longer term impact of the pandemic on children's education, wellbeing and wider development. 	<ul style="list-style-type: none"> Parents duty to secure that their child attends school regularly, school's responsibilities to record attendance and follow up absence. FSW to support parents struggling with attendance issues. 	Office staff and FSW FSW	03/09/2020 011/09/2020	

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Signage	<ul style="list-style-type: none"> Staff Pupils 	<ul style="list-style-type: none"> Posters displayed throughout the to inform staff and pupils regarding social distancing, hand washing etc. 				
School uniform	<ul style="list-style-type: none"> Pupils 	<ul style="list-style-type: none"> Pupils are encouraged to attend school in uniform as this is easy to cleaned. Clothes do not require cleaning and more than usual. 	<ul style="list-style-type: none"> Contact to be made with parents of children who are not wearing school uniform. 	SLT	Ongoing	
Children who need to use the toilet during lesson times	<ul style="list-style-type: none"> Pupils 	<ul style="list-style-type: none"> Children to be accompanied to the toilet by an adult to prevent cross contamination of bubbles. Toilet areas cleaned on a regular basis. Signs in place so children know when the toilet is already being used and when and where to wait. 	<ul style="list-style-type: none"> Children to be informed of the importance of washing their hands after using the toilet and the use of hand sanitiser on their return to the classroom. 	Teachers	03/09/2020 and ongoing	
Physical activity	<ul style="list-style-type: none"> Pupils Staff 	<ul style="list-style-type: none"> All physical activities take place outdoors. Contact sports and activities are avoided. All equipment used is cleaned/disinfected after each use by school staff. Staff encouraged to use the 'Golden Mile' for additional physical activity Children to attend school already wearing their p.e. kit on specified p.e. days to avoid changing. 	<ul style="list-style-type: none"> Staff encouraged to enforce social distancing between themselves and the pupils – maximise distance between pupils wherever possible. Staff to ensure bubbles are not compromised when undertaking physical activity – timetable of use of outdoor areas. 	Teachers SLT	Ongoing 03/09/2020	
Music lessons	<ul style="list-style-type: none"> Pupils Staff 	<ul style="list-style-type: none"> Ensure that good ventilation is in place when music lessons are taking place. NMPAT Risk assessments in place for peripatetic music teachers. 	<ul style="list-style-type: none"> Look at reducing the risk of using instruments. Encourage the use of outdoor spaces for music lessons. Avoid singing activities. 	Music lead Teachers Teachers	10/09/2020 Ongoing Ongoing	
Wider public transport	<ul style="list-style-type: none"> Pupils Driver public 	<ul style="list-style-type: none"> Children encouraged to walk to school wherever possible and avoid the use of public transport. Face masks to be worn if using public transport. Pupils encouraged to wash hands as soon as they arrive at school. 				

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Safeguarding	<ul style="list-style-type: none"> Pupils 	<ul style="list-style-type: none"> Staff encouraged to always follow the statutory safeguarding guidance. 	<ul style="list-style-type: none"> Update Safeguarding training for all staff. DSLs to meet weekly for the first few weeks of term to share concerns and help to support staff and children regarding any new or additional safeguarding referrals. Regular reviews of NSCB website to ensure up to date information is shared between all DSLs, 	SLT DSLs DSLs	02/09/2020 Ongoing Ongoing	
Volunteers in school	<ul style="list-style-type: none"> Pupils Staff Volunteers 	<ul style="list-style-type: none"> All volunteers DBS checked before being cleared to work with children in school. Avoid mixing of volunteers across phase bubbles. Volunteers to remain 2 metres from staff and pupils wherever possible. Record of volunteers kept to include groups worked with on each visit. 				
Mental Health and well being	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Staff involved in the completion of risk assessments so that they can help identify potential problems and identify solutions. Regular updates to staff about what is happening so they feel involved and reassured. 	<ul style="list-style-type: none"> Talk openly with colleagues about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through. Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave if necessary. Set working hours to ensure that staff are not spending too many hours in school. 	SLT SLT SLT	Ongoing Ongoing 02/09/2020	
Children who are upset	<ul style="list-style-type: none"> Staff pupils 	<ul style="list-style-type: none"> Where a child is upset it is advised to maintain a safe distance whilst offering comfort to a child. If in close proximity to a child wear apron, glove and a mask. Encourage the child to use a tissue to wipe their eyes/nose etc. If contact is required, consider short contact only. Wash hands after contact. 				

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Emergencies	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Pupil's parents/carers are contacted as soon as possible in the event of an emergency. 	<ul style="list-style-type: none"> • Ensure all staff emergency contact details are up to date, including alternative emergency contact details, where required. 	Office staff	03/09/2020	
			<ul style="list-style-type: none"> • Ensure all pupils' emergency contact details are up to date, including alternative emergency contact details, where required. 	Office staff	14/09/2020	
Lack of communication	<ul style="list-style-type: none"> • Pupils • Staff • Parents • Others 	<ul style="list-style-type: none"> • School to put in place any actions or precautions advised by the local HPT. • Staff, pupils and parents kept adequately updated about any changes to infection control procedures as necessary. 	<ul style="list-style-type: none"> • School staff report immediately to the Headteacher about any cases of suspected Coronavirus. 	All staff	Ongoing	
			<ul style="list-style-type: none"> • Headteacher to contact the local HPT and follows the advice given – initiating any further action that needs to be taken. 	HT	Ongoing	
			<ul style="list-style-type: none"> • School to keep parents and pupils adequately updated about any changes to infection control procedures as necessary. 	HT	Ongoing	
Use of supply teachers and other staff	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • Consider using longer assignments for supply teachers and/or other staff. • Minimise the movement of supply and other staff around school and keep them in the same bubbles. 	<ul style="list-style-type: none"> • Inform supply staff or arrangements in place. 	SLT	Ongoing	
Before and After School Clubs	<ul style="list-style-type: none"> • Staff • Pupils 	<ul style="list-style-type: none"> • School to resume Breakfast and After School Club from start of autumn term – following same principles for social distancing and risk assessments as school. • Where possible keep children in their phase bubbles. • Relocate the club to the school hall where children can be separated into their distinct bubbles. • Wherever possible use consistent staff to deliver the provision to the different bubbles. 	<ul style="list-style-type: none"> • Complete risk assessment for Before and After School Club. 	HT	01/09/2020	

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Awareness of Policies and Procedures	<ul style="list-style-type: none"> • Staff • Volunteers 	<ul style="list-style-type: none"> • All compliance testing has been carried out, including but not limited to water temperatures, flushing regime, fire alarm testing, emergency lighting testing, condition of asbestos. • All staff and volunteers are aware of all relevant policies and procedures. • Relevant staff receive any necessary training that helps minimise the spread of infection. • School keeps up to date with advice issued by: <ul style="list-style-type: none"> ○ DfE ○ NHS ○ Department of Health and Social Care ○ PHE ○ The Local Health Protection Team 	<ul style="list-style-type: none"> • Parents to be made aware of the school's infection control procedures in relation to Coronavirus via letter and the school website – they are informed that they must contact the school as soon as possible if they believe their child has been in close contact with a confirmed case of coronavirus. • Pupils to be informed of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they feel unwell. • Staff to be informed that they are required to follow confidentiality procedures at all times – this includes withholding names of staff and pupils with either confirmed or suspected cases of coronavirus. 	HT	03/09/2020	
				Teachers	3/09/2020	
				HT	01/09/2020	

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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](#)