

Risk Assessment and Risk Management Record

School/Youth Group Gwladys Street Primary and Nursery

Learning Activity History throughout the school

Group Leader Mrs Townley Jones

Other Staff All Teacher and Teaching Assistants

This Risk Assessment is based on advice and guidance published by the Government and the Department of Education on 2nd July 2020

This Risk Assessment is not an exhaustive list and therefore common sense should be used at all times during the COVID-19 pandemic

Please also read alongside this document Safer Working Practices and Covid-19 Appendix which can be found <https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/7-appendix>

Pupils and Staff to wash hands on regular basis.

Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly.

Ensure hand washing also takes place when visiting the toilet and if coughing/ sneezing into hands.

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
High/Medium/Low			
Amendments will be written in red alongside each section to ensure that the policy is read fully			
Handling artefacts - risk of injury from objects that may be heavy or have sharp edges.	Low	<p>Equipment 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.</p> <ol style="list-style-type: none"> If resources are needed from the cupboard, they are to be taken to the classroom. Once 	

used, cleaned (follow guidance above) and stored within the classroom or outside in Year group area for the time period mentioned above. Once time has lapsed, items can be returned.

2. Check artefact material has been assessed and is non-flammable.
3. Artefact will be clean. All resources are to be kept within bubbles and NOT shared.
4. Each table should have a set of resources to use which should not be shared between other groups where possible.
Any resources needing shared will need to be cleaned using the appropriate cleaning products supplied
Equipment 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.
5. Inform history co-ordinator of any broken artefacts and dispose of them appropriately.
6. Teacher to explain and model how to handle artefact correctly.
7. Teacher to handle artefact if children cannot handle it safely.
8. Children not to walk around classroom holding artefacts, they are to be held whilst sitting at a table with two hands.
9. Children supervised when handling artefact.

		<ol style="list-style-type: none"> 10. Children reminded not to put artefacts in mouth. <i>If this happens, items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic)</i> 11. Remind children that when collecting resources from useful area to hold resources correctly. Teacher to model this. <i>This is suspended until further guidance - All resources to be on pupil's tables (Unless in Early Years Foundation Stage)</i> 12. Any injuries to be treated by a first aider and parents informed. 	
<p>Archaeological dig - risk of injury from tools, sand/soil, artefacts.</p>	<p>Low</p>	<ol style="list-style-type: none"> 1. <i>Any dig suspended until further guidance.</i> 2. Teacher to explain and model procedure during archaeological dig, especially handling of tools correctly. 3. Activity to be supervised and numbers in group limited to ensure correct supervision. 4. Children reminded to walk sensibly round area and not to walk with tools in their hands. 5. Soil/sand to be checked to ensure it is free from hazards. 6. Children reminded not to touch face/mouth when dealing with soil. 7. Children to wash hands afterwards 8. First aider always present. 9. Use of small and sharp objects minimised. 10. Non-toxic objects/materials/resources used. 	

		11. Objects and resources inspected and cleaned by staff as appropriate. Inform history co-ordinator if they are damaged and dispose of appropriately.	
Educational visits - risk of injury.	Low	<ol style="list-style-type: none"> 1. Educational visits suspended until further guidance. 2. Previsit to be undertaken before a history educational visit. 3. Risk assessments to be completed for educational visits as school policy state. 4. Risk assessments to be completed and given to EVC before visit to be checked. 5. If available, risk assessment from venue to be read and given to EVC before visit. 	

Form Completion Date:

13/07/20 (in accordance with covid-19 guidelines)

Head of Establishment / EVC:

Group Leader (Signature)

Mrs K Townley Jones

Points the Group Leader or team to be aware of