

What are the hazards?	Who may be harmed? How?	Control measures already in place	What is the risk? H/M/L	Any further actions if any – by whom and when?	Action completed	What is the risk rating? H/M/L
Exposure to COVID-19 Virus could spread Virus could be transferred to hands and to surfaces	All pupils and staff in school Through close contact e.g. touching surfaces, door handles etc.	Signage which will inform staff and pupils of designated outdoor areas for break/lunchtimes etc. Frequent handwashing – encouragement from staff to keep hands clean especially before and after break times. Hand sanitizer in classroom especially at the field door to the classroom	M	Staff will ensure that all children in their social bubble who are present, are made aware of the designated areas that they are permitted to use. Children to wash hands on entry and before leaving the school. LC to ensure that there is sufficient handwashing and cleaning supplies in the classroom for pupils to wash their hands. LC to encourage children, one at a time, to frequently wash hands throughout the day. Signage to remind pupils and staff of the need to hand wash	Y3 children to enter through field entrance into Y3 classroom and wash hands straight away. LC to explain which areas we can use at breaktimes/lunch and to remain with children when expected to. LC to check after each day to ensure enough supplies for following day LC to place around classroom and remind children verbally LC to check stock at end of day	M

		Staff to clean surfaces in classroom including door handles, tables, chairs and any plastic resources being used by pupils Chairs and tables will be set up in rows in accordance to government guidance. During carpet time and circle time, children will remain in rows. Resources that children and wiped down after each use. Resources will be placed in each child's place at the start of each lesson.		Staff to ensure enough sanitizer for use by pupils and staff LC to ensure that areas such as door handles to entry and exit doors are cleaned regularly LC to organise desks and chairs in rows. LC explain that children need to sit in rows during carpet time and to stay facing the front. LC to ensure that these resources are not shared. LC will ensure books, pencil cases and resources with the child they are given to and not shared. LC will ensure that all children's paper resources (e.g. a	LC will ensure hard surfaces are cleaned at end of each day. LC to ensure desks and chairs are in rows end of the day. LC to keep reminding the children to remain seated during the lesson. LC to ensure that these are wiped down at the end of each day. LC to wipe these down regularly. LC remove these and place back in the correct box at the end of each day.	
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		Paper resources will not be shared and will be placed in the child's plastic folder prior to the lesson. Children will have a small tub on their table, so they do not leave their desk e.g. for pencil sharpening. Soft furnishings will be removed from the classroom. Bins emptied by caretaker at end of each day.		worksheet or their workbook) are handed out by the teacher. LC to ensure that all children do move around the room without reason. LC to ensure all soft furnishings are removed from the classroom and not brought into the class by the children. LC to assign the children with a locker and place their name on them. LC will allow children to collect their things from their locker in small groups at a time. LC to alert Mr Kelly or designated cleaning staff if bin becomes too full during the day. LC to ensure all plastic bins are wiped down in the morning and at the end of the day.	Ensure tubs are emptied at the end of the day in preparation for the next day. LC to check the classroom at the end of the day for these. LC to ensure names have not fallen off lockers. LC to wipe down used lockers at the end of each day. LC to check that bins have been emptied the previous day in the morning.	
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		Tissues are provided to all children if they have sneezed/blow their nose.		LC to ensure that there is a box of tissues available in the classroom. LC to ask the children to put their hand up if they need a tissue, rather than walking around the room to the box. LC to ensure children place used tissues in separate lined bin which can be tied at the end of each day. LC to make sure children wash/sanitise their hands after sneezing/ blowing nose. LC to walk at the front of the line of children in order to open the playground entrance. LC to take hand-sanitizer, phone and first aid kit with them in case needed. Ensure PE lessons are conducted outside as much as possible. LC will explain to children that it is best to play non-contact games during these periods.	LC to ensure there are tissues ready for the next day. LC to place tied 'tissue' bin liner in the black bin (non-recycling) at the end of the day. LC and lunchtime staff will watch the games during lunch/break to ensure they are non-contact.	
		Separate playground zone to be used during break and lunch times. Non-contact games to be played as much as possible during breaktime/lunchtime.				

				LC will print a list of games can be played instead and shown to the children.		
Child may become unwell or may suffer injury from trip/fall etc. in classroom or on in playground gated area. Child may show signs of symptoms of Covid-19.	Teacher/Children in social bubble.	LC to use the classroom first aid kit to aid the child . If teaching alone and the child needs further medical assistance/assessment, LC to ring or use the online communication system to contact an office member to collect the child. LC to immediately contact the office for the child to be collected and the whole school risk assessment to be followed.	M	LC to wear PPE (disposable gloves). Child will be collected and taken to SEND room where medical support will be given to child. PPE will be worn for the protection of child and staff member. The school notification system will be used to alert other members of staff of child feeling unwell and location of child.	LC to ensure first aid kit is fully stocked for the next day. LC to alert medical staff regarding pupil using school notification system. Medical staff to collect child from classroom and escort to SEND room for attention. LC to remain updated of any new guidance regarding Covid-19 symptoms.	M
Medical conditions – some children will need to have access to their	Children with medical conditions.	All children's medical conditions are to be placed on back of classroom cupboard door.	M	LC to ensure they are aware of all children's medical need in the social bubble.	LC will ensure that all medical items are stored safely in Y3 classroom cupboard	M

medical items e.g. inhaler.				LC to keep medical needs list in teacher's cupboard.		
Communication – staff member may need to contact or inform other staff member of an issue of keeping in contact with other members of staff on site	Our social bubble	Staff members will keep mobile phones in the classroom and understand how to use the online communication system.	M	The school notification system will be used to communicate.	Computer will always be left on to ensure that any notifications can be viewed immediately	M
Children may be nervous or anxious during this process. They may be unsure of coming to school.	Our social bubble	LC to plan lessons and sessions which allow the children to talk about their feelings and deal with emotions they may be having and have daily well-being activities.	M	LC will allow the children time to explain their feelings and discuss anything they may be worried about.	LC to inform parents via phone after school if their child has shown significant emotional worries.	M