

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. Hand sanitizer in classroom especially at	M	Staff will ensure that when all children in their class bubble who are present, are made aware of the designated areas that they are permitted to use. LE/DB to ensure that there is sufficient handwashing and cleaning supplies in the classroom for pupils and staff to wash their hands Signage to remind pupils and staff of the need to hand wash. Staff to ensure enough sanitizer for use by pupils and staff.	Y4 children to enter school through field entrance, straight into classroom. LE to explain which areas we can use at breaktimes/lunch and to remain with children when expected to. LE/DB/RJ to check after each day to ensure enough supplies for following day LE to place around classroom and remind children verbally LEDB//RJ to check stock at end of day.	M

		the doors into the classroom. Staff to clean surfaces in classroom including door handles, tables, and chairs. Chairs will remain facing forward throughout the day. Children have individual resources e.g. pens and rulers. Resources will be placed in each child's place or plastic folder at the beginning of each session. Resources that need to be shared are to be wiped before and after the session. Children have their individual paper resources prior to the lesson.		LE/DB/RJ to ensure that areas such as door handles to entry and exit doors are cleaned down regularly. LE/RJ to ensure the children learning is focused towards the front of the classroom. LE/DB/RJ to ensure that these resources are not shared. LE/DB/RJ will ensure each folder remains with the child they are given to and not shared. LE/DB/RJ will ask the children to wash their hands before and after use. LE/DB/RJ will ensure that all children's paper resources (e.g. a worksheet or their workbook)	LE/RJ will ensure hard surfaces are cleaned at end of each day. LE/DB/RJ to remind children to stay in their chairs throughout the day. SM/FM/RJ to ensure that these are wiped down at the end of each day. LE/DB/RJ will ensure these are named correctly and wipe these down at the end of each day. LE/DB/RJ will clean and organise these after each session.	
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		Children will have small tub on their table, so they do not leave their desk e.g. for pencil sharpening. Children will be sent to the lockers in groups where they are spaced out when collecting their items. Bins emptied by caretaker at end of each day. Tissues are provided to all children if they have sneezed/blow their nose.		are ready on the child's table prior to the lesson beginning. LE/DB/RJ to ensure that all children do not move around the room without reason. LE to assign the children with a locker and place their name on them. LE will allow children to collect their things from their locker in small, spread out groups when needed. LE/DB/RJ to alert Mr Kelly or designated cleaning staff if bin becomes too full during the day. LE/DB to ensure all plastic bins are clean before the children enter the classroom. LE/DB to ensure that there is a box of tissues available in the classroom. LE/DB/RJ to ask the children to put their hand up if they need a	LE/DB/RJ remove these and place back on the correct shelf at the end of each day. LE/DB/RJ to organise safe emptying of tubs when necessary. LE/DB/RJ to ensure that children to not linger by the lockers. LE/RJ/DB to wipe down used lockers at the end of each day. LE/DB to check that bins have been emptied the previous day in the morning. LE/DB/RJ to ensure there are tissues ready for the next day.	
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		Children to walk sensibly to and from the playground and remain within their class bubble. LE/RJ to plan as many lessons for outdoors learning as possible. Non-contact games to be played as much as possible during breaktime/lunchtime.	tissue, rather than walking around the room to the box. LE/DB/RJ to ensure children place 'used tissues' in bin bag which can be tied at the end of each day. LE/DB/RJ to remind children of social distancing with other class bubbles. LE/DB/RJ to count the children in and out of the playground and ensure the door is shut behind them. LE/DB or adults on duty to take hand-sanitizer with them in case needed. LE/DB/RJ to ensure children wash their hands before and after being in this area. LE/RJ to decide if the weather is unsuitable for this to take place (e.g. excessive rain). LE/DB will remind children to play non-contact games as much as possible during break times and lunchtimes.	LE/DB/RJ to place tied 'tissue' bin bag in the black bin (non-recycling). LE/DB/RJ to ensure they allow time to answer questions about social distancing. LE to inform parents if additional outerwear is needed. LE/DB or adults on duty to keep an eye on games during break times.	
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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 class bubble.	LE/DB/RJ to use the classroom first aid kit to aid the child. If teaching alone and the child needs further medical assistance/assessment, LE/DB/RJ to ring or use the online communication system to contact an office member to collect the child. LE/DB/RJ to immediately contact the office for the child to be collected and the whole school risk assessment to be followed.	M	LE/DB/RJ 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. LE to ensure that DB/RJ is aware of all of the symptoms of Covid-19. LE/DB to place list of symptoms on back of cupboard door.	LE/DB/RJ to ensure first aid kits is fully stocked for the next day. LE/DB/RJ to alert medical staff regarding pupil using school notification system. Medical staff to collect child from classroom and escort to SEND room for attention. LE/DB/RJ to remain updated of any new guidance regarding Covid-19 symptoms.	M
Medical conditions – some children will need to have access to their medical items e.g. inhaler.	Children with medical conditions.	All children's medical items are to be kept in locked cupboard in classroom.	M	LE/DB/RJ to ensure they are aware of all children's medical need in our class bubble. LE to place medical needs list on back of cupboard door.	LE/DB/RJ will ensure that all medical items are stored safely in Y4 classroom cupboard	M

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 class 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. LE/DB/RJ to ask Mr Kelly if they are unsure about how to use the online communications system.	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 class bubble	LE/DB/RJ to plan short PSHE lessons and sessions that allow the children to talk about their feelings and deal with emotions they may be having.	M	LE/DB/RJ will allow the children time to explain their feelings and discuss anything they may be worried about.	LE/DB/RJ to inform parents via phone after school if their child has shown significant emotional worries.	M
Class bubble may need to remain home due to suspected Covid-19 case.	Our class bubble	LE/RJ to follow whole school guidance and continue learning via virtual methods. LE/DB to ensure that all children have a coronavirus test and do not return until the test results are negative or they have waited the allotted time.	M	LE/RJ to ensure they have suitable information and planning ready in this case. LE to keep a record of the children's results.	LE/DB to ensure SJ/RJ are kept up to date with results from testing and daily home learning.	M