

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 including at the door to the classroom.	M	Staff will ensure that all children in their social bubble are made aware of the designated areas that they are permitted to use. AH 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 frequently and thoroughly. Staff to ensure enough sanitizer for use by pupils and staff.	Y6 to enter through children's entrance straight to Y6 classroom. AH to explain which areas we can use at breaktimes/lunch and to remain with children when expected to. AH to check at the end of each day to ensure enough supplies for following day. AH to place around classroom and remind children verbally. AH to check stock at end of day.	M

		Staff to clean surfaces in classroom including door handles, tables, chairs and any resources being used by pupils regularly throughout the day. Tables and chairs are in rows facing the front of the classroom. Any resources that children are to repeatedly use are to be laminated and wiped down. Individual resources required for the day will be placed in each child's plastic tray.		AH to ensure that areas such as door handles to entry and exit doors are cleaned regularly. Tables and chairs wiped down at the end of the day. AH to ensure chairs and tables are in rows at the beginning of the day. AH to ensure that these resources are wiped down after use if children share. AH will ensure that each tray remains with the child they are given to and not shared with other children.	AH will ensure that hard surfaces are cleaned at end of each day. AH will ensure tablets are wiped clean at the end of each day before putting on charge. AH to ensure that chairs and tables are still in rows at the end of the day. AH to regularly remind the children to stay on their chair during a lesson. AH to ensure that these resources are wiped down at the end of each day.	
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		Children will wash their hands before and after sharing any paper resources. Children will have all required stationery in their plastic tray so they do not leave their desk e.g. for pencil sharpening. Soft furnishings will be removed from the classroom. Children will use individual lockers to keep their belongings in. Bins emptied by caretaker at end of each day.		AH will ensure that all children's paper resources (e.g. a worksheet or their workbook) are ready on the child's table prior to the lesson beginning. AH to ensure that all children do not move around the room without reason. AH to ensure all soft furnishings are removed from the classroom and not brought into the class by the children. AH to assign the children with a locker and place their name on them. AH to alert Mr Kelly or designated cleaning staff if the bin becomes too full during the day.	AH to place books back in the correct box at the end of each day and dispose of paper resources that have been used. AH to ensure that children sharpen pencils one at a time at the bin area. AH to check the classroom at the end of the day for these. AH to ensure that children know which locker belongs to them. AH to check that bins have been emptied from the previous day.	
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		Tissues are provided to all children if they have sneezed/need to blow their nose. Children walk separately to/from their outdoor zone (Playground).		AH to ensure all plastic bins are wiped down in the morning, lunch and at the end of the day. AH to ensure that there is a box of tissues available in the classroom. AH to ask the children to put their hand up if they need a tissue, rather than walking around the room to the box. AH to ensure children place 'used tissues' in separate bag which can be tied up and disposed of in the bin. AH to walk at the front of the line of children in order to open the playground entrance. AH to count the children in and out of their zone. AH to take hand-sanitizer with them in case needed. AH to ensure that children wash their hands before and after being in this area.	AH to ensure there are tissues ready for the next day.	
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		Non-contact games to be played as much as possible during breaktime/lunchtime.		AH will explain to children that it is best to play non-contact games during these periods. AH will provide a number of games that can be played instead and shown to the children.	Break time and lunchtime staff will watch the games during lunch/break to ensure they are non-contact.	
Child may become unwell or may suffer injury from trip/fall etc in the classroom or in the playground. Child may show signs of symptoms of Covid-19.	Teacher/Children in social bubble.	AH/OK to use the classroom first aid kit to aid the child. If AH is alone and the child needs further medical assistance/assessment, AH to ring or use the online communication system to contact an office member to collect the child. AH to immediately contact the office for the child to be collected and the whole school risk assessment to be followed.	M	AH/OK 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. AH to place list of possible symptoms on the back of cupboard door for reference.	AH to ensure first aid kit is fully stocked for the next day. AH to alert medical staff regarding pupil using school notification system. Medical staff to collect child from classroom and escort to SEND room for attention. AH 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	AH to ensure that they are aware/trained of all children's medical need in the social bubble. AH to place medical needs list on back of cupboard door.	AH will ensure that all medical items are stored safely in Y6 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 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 about coming to school.	Our social bubble	AH to plan lessons and sessions which allow the children to talk about their feelings and deal with emotions they may be experiencing.	M	AH will allow the children time to explain their feelings and discuss anything they may be worried about.	AH to inform parents via phone/email after school if their child has shown significant emotional worries.	M