

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 what their designated outdoor area is. Frequent handwashing/hand sanitising—encouragement from staff to keep hands clean Staff to clean surfaces in the outdoor area such as tuff spots, tables and chairs.	M	Staff will ensure that all children in their social bubble know where they can go in the outdoor area. LB/LR to ensure that there is hand sanitiser close by for children & staff to use when in the outdoor area or send children in 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 KB/LR to ensure that surfaces and chairs are cleaned before and after use.	KB/LR to explain to children they must stay in the designated outdoor area. LB/LR to check after each day to ensure enough supplies for following day KB/LR to place around classroom and remind children verbally KB/LR to check stock at end of day KB/LR will ensure hard surfaces are cleaned at end of each day	M

		Resources such as paintbrush, pencil, pen etc will be placed in each child's plastic tray at the beginning of each day. Any soft furnishings and items that are hard to clean will be removed and stored separately. Non- contact games to be played as much as possible during breaktime/lunchtime in the outdoor area.		KB/LR to ensure that these resources are not shared. KB/LR to ensure outdoor area has no soft furnishings or toys with intricate parts. No malleable materials will be used such as, sand or playdough due to risk of contamination. KB will ask parents to plan appropriately for the day when packing their child's bag and to ensure that they can apply this themselves e.g. bringing sun-cream. KB/LB will explain to children that it is best to play non-contact games during these periods.	KB/LR to ensure that these are wiped down at the end of each day. KB/LR checks activities are in line with guidance every day.	
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		Social distancing is adhered to as much as possible within the outdoor area.		Activities in the outdoor area will be spaced out adhering to the 2 meter distance, where possible.	KB/LR to ensure activities are spaced out and no more than 2 children are accessing an activity at a time.	
Child may become unwell or may suffer injury from trip/fall etc. in the Reception Outdoor Area	Teacher/Children in social bubble in the outdoor area.	KB/LR to use the classroom first aid kit to aid the child situated in the classroom. If the child needs further medical assistance/assessment, KB/LR to ring or use the online communication system to contact an office member to collect the child.	M	KB/LR 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.	KB/LR to ensure first aid kits is fully stocked for the next day. KB/LR to alert medical staff regarding pupil using school notification system. Medical staff to collect child from classroom and escort to SEND room for attention.	M
Child may show signs of symptoms of Covid-19 whilst in the Reception Outdoor Area	Children/staff in social bubble.	KB/LR to immediately contact the office for the child to be collected and the whole school risk		KB to place list of symptoms on back of cupboard door in the classroom.	KB/LR to remain updated of any new guidance regarding Covid-19 symptoms.	

		assessment to be followed.				
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 to use their mobile phone if they need to contact another member of staff or the office whilst in the outdoor area.	M	KB/LR to use their mobile phone only in an emergency.	KB/LR use their phones in an emergency.	M