

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 the door to the classroom	M	Staff will ensure that when all children in their social bubble who are present, are made aware of the designated areas that they are permitted to use AW/FM 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	Y1 child to enter through children's entrance straight to Y1 classroom. AW/FM to explain which areas we can use at breaktimes/lunch and to remain with children when expected to. AW/FM to check after each day to ensure enough supplies for following day AW to place around classroom and remind children verbally AW/FM 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 are and will remain at 2.3m distance from one another during the day. Resources that children are to repeatedly use are to be laminated and wiped down.		AW/FM to ensure that areas such as door handles to entry and exit doors are cleaned regularly AW/FM to put chairs 2.3m distance from one another at the beginning of the lesson. AW to mark on the table with the tape where the centre of sides of the chair should be. AW/FM explain to the children that they should try and keep their chair as close to the tape as possible. AW/FM to ensure that these resources are not shared.	AW/FM will ensure hard surfaces are cleaned at end of each day AW/FM to move chairs back to 2.3m at the end of the day. AW/FM to ensure tape hasn't come off. AW/FM to keep reminding the children to stay on their chair during a lesson. AW/FM to ensure that these are wiped down at the end of each day.	
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		Resources will be placed in each child's plastic folder or plastic basket at the beginning of each day. Paper resources will not be shared and will be placed in the child's plastic folder prior to the lesson. Children will have 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. Children will use every third locker to keep their belongings in.		AW/FM will ensure each folder and basket remain with the child they are given to and not shared. AW/FM 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. AW/FM to ensure that all children do move around the room without reason. AW/FM to ensure all soft furnishings are removed from the classroom and not brought into the class by the children. AW to assign the children with a locker and place their name on them. AW/FM will allow children to collect their things from their	AW/FM will wipe these down at the end of each day. AW/FM remove these and place back in the correct box at the end of each day. AW/FM to empty the tubs at the end of the day in preparation for the next day. AW/FM to check the classroom at the end of the day for these. AW/FM to ensure names have not fallen off lockers. AW/FM to wipe down used lockers	
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		Bins emptied by caretaker at end of each day. Tissues are provided to all children if they have sneezed/blow their nose. Children walk separately to/from their outdoor zone		locker one at a time when needed. AW/FM to alert Mr Kelly or designated cleaning staff if bin becomes too full during the day. AW/FM to ensure all plastic bins are wiped down in the morning, lunch and at the end of the day. AW/FM to ensure that there is a box of tissues available in the classroom. AW/FM to ask the children to put their hand up if they need a tissue, rather than walking around the room to the box. AW/FM to ensure children place 'use tissues' in separate lined bin which can be tied at the end of each day. AW/FM to walk at the front of the line of children in order to open the playground entrance.	at the end of each day. AW/FM to check that bins have been emptied the previous day in the morning. AW/FM to ensure there are tissues ready for the next day. AW/FM to place tied 'tissue' bin liner in the black bin (non-recycling) at the end of the day. AW/FM to ensure key for this area is left on the	
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		(Gated Playground Area) Children to be taught for two lessons a day in their outdoor zone (Gated Playground Area). Non contact games to be played as much as possible during breaktime/lunchtime.		AW/FM to count the children in and out of their zone and ensure it is locked behind them. AW/FM to take hand-sanitizer with them in case needed. AW/FM to ensure children wash their hands before and after being in this area. AW to ensure two lesson a day are planned to be taught outside. AW/FM to decide if the weather is unsuitable for this to take place (e.g. excessive rain). AW 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. AW/FM will explain to children that it is best to play non-contact games during these periods. AW will print a list of games can be played instead and shown to the children.	classroom desk in the evening. AW/FM and lunchtime staff will watch the games during lunch/break to ensure they are non-contact.	
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		Lunches to be eaten at table.		AW/FM will wipe down any surfaces before and after lunches. They will ensure the children remain seated at all times during eating. Any rubbish will be collected after eating.	AW/FM will wipe down all surfaces before and after lunch and dispose of any rubbish in the correct bins.	
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.	AW/FM to use the classroom first aid kit to aid the child. If teaching alone and the child needs further medical assistance/assessment, AW/FM to ring or use the online communication system to contact an office member to collect the child. AW/FM to immediately contact the office for the child to be collected and the whole school risk assessment to be followed.	M	AW/FM to wear PPE (disposable gloves) and wash hands prior to administering first aid. 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. AW to ensure that FM is aware of all of the symptoms of Covid-19. AW to place list of symptoms on back of cupboard door.	AW/FM to ensure first aid kits is fully stocked for the next day. AW/FM to alert medical staff regarding pupil using school notification system. Medical staff to collect child from classroom and escort to SEND room for attention. AW/FM 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 conditions are to be kept in locked cupboard in classroom.	M	AW/FM to ensure they are aware of all children's medical need in our social bubble. AW to place medical needs list on back of cupboard door.	AW/FM will ensure that all medical items are stored safely in Y4 classroom cupboard	M
Medical conditions may change an individual's risk of Covid-19.	Children with medical conditions and staff.	Individual risk assessments written for all attending school children with asthma or respiratory medical conditions.	M	AW/FM to ensure they have thoroughly read the individual's risk assessment.	AW/FM to keep individual risk assessments in social bubble area.	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. Mr Kelly will inform us how to use this on inset Day (1 st June).	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	AW/FM to plan lessons and sessions which allow the children to talk about their feelings and deal with emotions they may be having.	M	AW/FM will allow the children time to explain their feelings and discuss anything they may be worried about.	AW/FM to inform parents via phone after school if their child has shown significant emotional worries.	M

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action

Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action