

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 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. LC/FM to ensure that there is sufficient handwashing and cleaning supplies in the classroom for pupils to wash their hands. LC/FM 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 Staff to ensure enough sanitizer for use by pupils and staff	Y1 child to enter through field entrance into Y3 classroom and wash hands straight away. LC/FM to explain which areas we can use at breaktimes/lunch and to remain with children when expected to. LC/FM to check after each day to ensure enough supplies for following day LC to place around classroom and remind children verbally LC/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 2m distance from one another during the day. Resources that children are to repeatedly use are to be laminated and wiped down.		LC/FM to ensure that areas such as door handles to entry and exit doors are cleaned regularly LC/FM to put chairs 2m distance from one another at the beginning of the lesson. LC to mark on the table with tape where the sides of the chair should be. LC/FM explain to the children that they should try and keep their chair as close to the tape as possible. LC/FM to ensure that these resources are not shared.	LC/FM will ensure hard surfaces are cleaned at end of each day. LC/FM/ lunchtime supervisors to ensure tables are cleaned before and after lunch. LC/FM to move chairs back to 2m at the end of the day. LC/FM to ensure tape hasn't come off or been moved LC/FM to keep reminding the children to stay on their chair during a lesson. LC/FM to ensure that these are wiped down at the end of each day.	
--	--	--	--	--	--	--

		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 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. Children will use every third locker to keep their belongings in		LC/FM will ensure each folder and basket remain with the child they are given to and not shared. LC/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. LC/FM to ensure that all children do move around the room without reason. LC/FM 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/FM will allow children to collect their things from their locker one at a time when needed.	LC/FM will wipe these down at the end of each day. LC/FM remove these and place back in the correct box at the end of each day. LC/FM to empty the tubs at the end of the day in preparation for the next day. LC/FM to check the classroom at the end of the day for these. LC/FM to ensure names have not fallen off lockers. LC/FM to wipe down used lockers at the end of each day.	
--	--	--	--	--	---	--

		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 (field zone 3)		LC/FM to alert Mr Kelly or designated cleaning staff if bin becomes too full during the day. LC/FM to ensure all plastic bins are wiped down in the morning, lunch and at the end of the day. LC/FM to ensure that there is a box of tissues available in the classroom. LC/FM to ask the children to put their hand up if they need a tissue, rather than walking around the room to the box. LC/FM to ensure children place used tissues in separate lined bin which can be tied at the end of each day. LC/FM to make sure children wash/ sanitise their hands after sneezing/ blowing nose. LC/FM to walk at the front of the line of children in order to open the playground entrance.	LC/FM to check that bins have been emptied the previous day in the morning. LC/FM to ensure there are tissues ready for the next day. LC/FM to place tied 'tissue' bin liner in the black bin (non-recycling) at the end of the day. LC/FM to ensure key for this area is left on hook by the door leading to the field.	
--	--	--	--	---	--	--

		Children to be taught for two lessons a day in their outdoor zone (field zone 3). Non-contact games to be played as much as possible during breaktime/lunchtime.	LC/FM to count the children in and out of their zone and ensure it is locked behind them. LC/FM to take hand-sanitizer, phone and first aid kit with them in case needed. LC/FM to ensure children wash their hands before and after being in this area. AW to ensure two lessons a day are planned to be taught outside. LC/FM to decide if the weather is unsuitable for this to take place (e.g. excessive rain). AW/LC 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. LC/FM will explain to children that it is best to play non-contact games during these periods. AW/LC will print a list of games can be played instead and shown to the children.	LC/FM 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 classroom or on in playground gated area. Child may show signs of symptoms of Covid-19.	Teacher/Children in social bubble.	LC/FM to use the classroom first aid kit to aid the child . If teaching alone and the child needs further medical assistance/assessment, LC/FM to ring or use the online communication system to contact an office member to collect the child. LC/FM to immediately contact the office for the child to be collected and the whole school risk assessment to be followed.	M	LC/FM 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 that FM is aware of all of the symptoms of Covid-19. LC to place list of symptoms on the back of classroom cupboard door.	LC/FM to ensure first aid kit is fully stocked for the next day. LC/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. LC/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 placed on back of classroom cupboard door.	M	LC/FM to ensure they are aware of all children's medical need in the social bubble. LC to keep medical needs list in teacher's cupboard.	LC/FM will ensure that all medical items are stored safely in Y3 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	LC/FM to ensure they have thoroughly read the individual's risk assessment.	LC/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/LC/FM to plan lessons and sessions which allow the children to talk about their feelings and deal with emotions they may be having.	M	LC/FM will allow the children time to explain their feelings and discuss anything they may be worried about.	LC/FM to inform parents via phone after school if their child has shown significant emotional worries.	M