

Key Worker Group TN/EC ICT SUITE and QUAD						
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	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. Signage on the door (field door) will be displayed TN/EC 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	Children to enter via children's entrance from playground and go to ICT Suite from 8.30. If child attends later, children to enter via school office. TN/EC to place diagram of zones on doors TN/EC to check after each day to ensure enough supplies for following day TN to place around classroom and remind children verbally.	M

		Hand sanitizer in classroom especially at the door to the classroom Staff to clean surfaces in classroom including door handles, tables, chairs and any plastic resources being used by pupils		Staff to ensure enough sanitizer for use by pupils and staff TN/EC to ensure that areas such as door handles to entry and exit doors are cleaned regularly.	TN/EC to check stock at end of day TN/EC will ensure hard surfaces are cleaned at end of each day	
		Chairs are and will remain at 2m distance from one another during the day.		TN/EC to put chairs 2m distance from one another at the beginning of the day. TN/EC explain to the children that they should try and keep that distance between each other.	TN/EC to move chairs back to 2m at the end of the day. TN/EC to keep reminding the children about social distancing.	
		Resources that children are to repeatedly use are to be laminated and wiped down.		TN/EC to ensure that these resources are not shared.	TN/EC to ensure that these are wiped down at the end of each day.	
		Paper resources will not be shared and will be kept in the		Teachers from Y2-Y5 will ensure that paperwork is printed in	TN/EC to ensure they have sufficient copies	

		children's personal bag/folder. Soft furnishings will be removed from the ICT suite. Children will use the pegs to keep their belongings on. Bins emptied by caretaker at end of each day. Tissues are provided to all children if they have sneezed/blow their nose.		advance of the day and left for TN/EC. TN/EC to ensure all soft furnishings are removed from the classroom and not brought into the class by the children. TN/EC to ensure that each child's belongings in on an individual peg and ensures a clear walkway. TN/EC will allow children to collect their things from their peg one at a time when needed. TN/EC to alert Mr Kelly or designated cleaning staff if bin becomes too full during the day. TN/EC to ensure all plastic bins are wiped down in the morning, lunch and at the end of the day. TN/EC to ensure that there is a box of tissues available in the classroom.	and resources in the ICT suite for the next day. TN/EC to check the classroom at the end of the day for these. TN/EC to check that children have not left items in the walkway. TN/EC to wipe down pegs at the end of each day. TN/EC to check that bins have been emptied the previous day in the morning. TN/EC to ensure there are tissues ready for the next day.	
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		Children walk separately to/from their outdoor zone (QUAD entrance) Use of the QUAD (outdoor area) is used regularly throughout the day. Lunches to be eaten in ICT suite/QUAD.		TN/EC to walk at the front of the line of children in order to open the QUAD entrance. TN/EC to count the children in and out of their zone and ensure it is locked behind them. TN/EC to take hand-sanitizer with them in case needed. TN/EC to ensure children wash their hands/hand sanitise before and after being in this area. TN/EC to ensure the children spend approximately half the day in the QUAD. TN will remind parents to plan appropriately for the day (if they forget) when packing their child's bag and to ensure that they can apply this themselves e.g. bringing sun-cream. TN/EC will wipe down any surfaces before and after lunches. They will ensure the children remain seated at all	TN/EC to ensure key for this area is left on the hook above the doors at the end of each day. TN/EC to ensure that sufficient supplies of hand sanitiser is available in the QUAD area. TN/EC and lunchtime staff will watch the games during lunch/break	
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				times during eating. Any rubbish will be collected after eating.	to ensure the children as socially distancing as much as they can. TN/EC will wipe down all surfaces before and after lunch and dispose of any rubbish in the correct bins.	
Risk of cross contamination/ Infection between different social bubbles	Children from different social bubbles	Doors in ICT Suite and corridors to remain open with door wedge.	M	TN/EC to ensure the ICT suite door is always propped open in class. TN/EC to ensure that when the children are moving to the QUAD, doors are propped open.	TN/EC to keep doors propped open and remind children not to touch them.	M
Exposure to Covid-19 spread in toilets due to cross contamination/ Infection from different social bubbles.	Children from different social bubbles	Signage on toilets and sinks allocating them to either key workers, Y1 or Y6. Toilet areas cleaned hourly by another member of staff (see whole school risk assessment).	M	TN/EC to ask children to go to the toilet at morning break, lunchtime individually. TN/EC to remind children to wash their hands for 20 seconds after using the toilet. TN/EC to ask the children to use the toilet before going to the outdoor area.	TN/EC to ensure there is sufficient soap in the bathrooms before school, before afternoon lessons and at the end of the day.	M
Child may become unwell or may suffer injury from trip/fall etc. in classroom or	Teacher/Children in social bubble.	TN/EC to use the classroom first aid kit to aid the child.	M	TN/EC to wear PPE (disposable gloves) and wash hands prior to administering first aid.	TN/EC to ensure first aid kits is fully stocked for the next day.	L

on in playground gated area.		If alone with the children and a child needs further medical assistance/assessment, TN/EC to ring or use the online communication system to contact an office member to collect the child. TN/EC to immediately contact the office for the child to be collected and the whole school risk assessment to be followed.		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. TN to ensure that EC is aware of all of the symptoms of Covid-19. TN to place list of symptoms in ICT Suite.	TN/EC to alert medical staff regarding pupil using school notification system. Medical staff to collect child from classroom and escort to SEND room for attention. TN/EC to remain updated of any new guidance regarding Covid-19 symptoms received from SJ/RJ.	
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 on shelves above computer in ICT suite.	M	TN/EC to ensure they are aware of all children's medical need in our social bubble. TN to place medical needs list on back of cupboard door.	TN/EC will ensure that all medical items are stored safely on the shelves above teaching computer.	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.	Dependent on individual's risk assessment	TN/EC to ensure they have thoroughly read the individual's risk assessment.	PE/JW/AR to keep individual risk assessments in social bubble area.	Dependent on individual's risk assessment

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	TN/EC to allow time for children to come to them and talk about emotions they may be having.	M	TN/EC will allow the children time to explain their feelings and discuss anything they may be worried about.	TN/EC 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