

Key Worker Group PE/JW/AR Year Four/ Field Z4						
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 PE/JW/AR 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 field gate from staff car park and go to Y4 from 8.30. If child attends later in the day, children to enter via school office. PE to place diagram of zones on doors PE/AR to check after each day to ensure enough supplies for following day PE to place around classroom and all staff to 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 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. Paper resources will not be shared and will		Staff to ensure enough sanitizer for use by pupils and staff PE/JW/AR to ensure that areas such as door handles to entry and exit doors are cleaned regularly. PE/JW/AR to put chairs 2m distance from one another at the beginning of the day. PE/JW/AR explain to the children that they should try and keep that distance between each other. PE/JW/AR to ensure that these resources are not shared. Teachers from Y2-Y5 will ensure that paperwork is printed in	PE/AR to check stock at end of day PE/JW/AR will ensure hard surfaces are cleaned at end of each day PE/AR to move chairs back to 2m at the end of the day. PE/JW/AR to keep reminding the children about social distancing. PE/AR to ensure that these are wiped down at the end of each day. PE/JW/AR to ensure they have	
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		be kept in the children's personal bag/folder. Soft furnishings will be removed from the Y4 classroom. Children will use every third locker to keep their belongings on. Bins emptied by caretaker at end of each day. Tissues are provided to all children if they have		advance of the day and left for PE/JW/AR. PE/JW/AR to ensure all soft furnishings are removed from the classroom and not brought into the class by the children. PE/JW/AR to ensure that each child's belongings in on an individual locker and ensures a clear walkway. PE/JW/AR will allow children to collect their things from their locker one at a time when needed. PE/JW/AR to alert Mr Kelly or designated cleaning staff if bin becomes too full during the day. PE/JW/AR to ensure all plastic bins are wiped down in the morning, lunch and at the end of the day. PE/JW/AR to ensure that there is a box of tissues available in the classroom.	sufficient copies and resources in the ICT suite for the next day. PE/JW/AR to check the classroom at the end of the day for these. PE/JW/AR to check that children have not left items on the floor in front of the locker. PE/JW/AR to wipe down used lockers at the end of each day. PE/JW/AR to check that bins have been emptied the previous day in the morning. PE/JW/AR to ensure there are	
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		sneezed/blow their nose. Children walk in a socially distanced line to/from their outdoor zone (FZ4). Use of the FZ4 (outdoor area) is used regularly throughout the day. Lunches to be eaten in the Y4 classroom/FZ4.		PE/JW/AR to count the children in and out of their zone. PE/JW/AR to take hand-sanitizer with them in case needed. PE/JW/AR to ensure children wash their hands/hand sanitise before and after being in this area. PE/JW/AR to ensure the children spend approximately half the day in FZ4 (weather dependent). PE/JW/AR 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. PE/JW/AR will wipe down any surfaces before and after lunches. They will ensure the children remain seated at all	tissues ready for the next day. PE/JW/AR to ensure fire exit key for this area is left in the correct place. PE/JW/AR to ensure that sufficient supplies of hand sanitiser is available in FZ4. PE/JW/AR 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. PE/JW/AR 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 Y4 Classroom and corridors to remain open with door wedge.	M	PE/JW/AR to ensure the Y4 classroom and fire exit is always propped open in class. PE/JW/AR to ensure that when the children are moving to FZ4, they are not touching the door to exit.	PE/JW/AR 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	PE/JW/AR to ask children to go to the toilet at morning break, lunchtime individually. PE/JW/AR to remind children to wash their hands for 20 seconds after using the toilet. PE/JW/AR to ask the children to use the toilet before going to the outdoor area.	PE/JW/AR 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.	Teacher/Children in social bubble.	PE/JW/AR to use the classroom first aid kit to aid the child.	M	PE/JW/AR to wear PPE (disposable gloves) and wash hands prior to administering first aid.	PE/JW/AR to ensure first aid kits is fully stocked for the next day. L

in classroom or on in playground gated area.		If alone with the children and a child needs further medical assistance/assessment, PE/JW/AR to ring or use the online communication system to contact an office member to collect the child.		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.	PE/JW/AR to alert further medical staff regarding pupil using school notification system.	
Child may show signs of symptoms of Covid-19.		PE/JW/AR to immediately contact the office for the child to be collected and the whole school risk assessment to be followed.		The school notification system will be used to alert other members of staff of child feeling unwell and location of child. PE to ensure that JW/AR are aware of all of the symptoms of Covid-19. PE to place list of symptoms in Y4 classroom.	Medical staff to collect child from classroom and escort to SEND room for attention. PE/JW/AR 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 in the Y4 classroom.	M	PE/JW/AR to ensure they are aware of all children's medical need in their social bubble. PE to place medical needs list on back of cupboard door.	PE/JW/AR will ensure that all medical items are stored safely in the Y4 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.	Dependent on individual's risk assessment	PE/JW/AR 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	Our social bubble	Staff members will keep mobile phones in	M	The school notification system will be used to communicate.	Computer will always be left on to	M

may need to contact or inform other staff member of an issue of keeping in contact with other members of staff on site		the classroom and understand how to use the online communication system.		Mr Kelly will inform us how to use this on inset Day (1 st June).	ensure that any notifications can be viewed immediately	
Children may be nervous or anxious during this process. They may be unsure of coming to school.	Our social bubble	PE/JW/AR to allow time for children to come to them and talk about emotions they may be having.	M	PE/JW/AR will allow the children time to explain their feelings and discuss anything they may be worried about.	PE/JW/AR 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