

Hazard/ Activity	Persons at Risk	Risk	Control measures currently in place	Are further controls needed?	Residual risk rating
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Access					
Pedestrian access to school	Pupils, staff, parents, visitors, contractors	Risk of spread of Covid-19 Through physical contact / aerosol spray from exhalation / cough	<ul style="list-style-type: none"> • ACCESS to and EXIT from school a one-way system, in pedestrian gate and out the gate by the bus stop • Driveway gate closed • If parents are waiting to collect children they stand on the grass in front of the clock tower – we encourage parents to adhere to social distancing as much as possible • Parents are not allowed up to the classroom door • System communicated to all groups 	Review process after first day	Medium
Vehicle access During drop off and collection	Pupils, staff, parents	Being hit by moving vehicles	<ul style="list-style-type: none"> • Not permitted • Driveway gate closed and signposted no entry 	Review process after first day	Low – Med
Drop off / Collection of children from school	Parents	Risk of spread of Covid-19 Through physical contact	<ul style="list-style-type: none"> • Only one parent / carer will be allowed to drop of their child. A child is not permitted to be collected by another parent/cararer. • Year 6 are to walk into school on their own, away from each other. 	Mark areas outside school to show parents/carers where they are allowed to wait	Medium

			<ul style="list-style-type: none"> • Parents / carers of children of Key Worker Children must drop off their child and leave school promptly. Adults are not allowed to gather and the playground will be closed • If a parent/carer is waiting to collect a child they must stand on the grass in front of the clock tower – we encourage parents to adhere to social distancing as much as possible. • The children are to walk into school in a one-way system, IN pedestrian gate and OUT the gate by the bus stop • Children will be released by their teacher at the end of the day from allocated door. • If a parent / carer is displaying any symptoms of coronavirus they are NOT to enter the school. • Parents are not to visit the school or office unless they are collecting work / or in an emergency. We must reduce the number of visitors to the school. Please email or telephone the office. 		
Infection outbreak and reporting					
Suspected case of Covid-19 in school	Pupils, staff, visitors	Spread of disease	<ul style="list-style-type: none"> • Isolate child or staff member in medical room (identified isolation area) • Open windows and make patient comfortable • Access and put on PPE as per county guidance • Staff looking after a child showing symptoms will wear a form of PPE when interacting with the child 		Medium

			<ul style="list-style-type: none"> • Check temperature • Alert parent and send child home with isolation instructions / send staff member home with isolation instructions • Identify all others in close contact and prepare contacts list for PHE • Report case to PHE • Deep clean all areas used or visited by child / staff member • Alert all staff to hazard and reassure • Follow further guidance from PHE • Alert Governors to hazard and actions • The school is following the government guidance, Coronavirus (COVID-19): implementing protective measures in education and childcare settings. • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protectivemeasures-in-education-and-childcare-settings/coronavirus-covid-19-implementingprotective-measures-in-education-and-childcare-settings • If a child/teacher tests positive for Coronavirus parents will be notified. The whole school will initially be closed for a deep clean (closure period will be determined at the time). All children their families and staff in the class affected by the positive test will have to isolate for 14 days. This class will be closed for this time period. If the positive case has a sibling in another class, this class will also have to isolate for 		
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			14 days and will be closed. The rest of the classes will be allowed to return after deep cleaning.		
Bins					
Hazardous waste	All staff, contractors	contamination	<ul style="list-style-type: none"> • PPE worn before any handling of waste • All waste from potential Covid-19 case to be bagged and marked as such • Removed from building to outside storage area and contractor notified • Any lids will be wiped down and disinfected after use 	Look into bins with lids – how many do we have? Sourcing additional as needed	Low
Caretaking					
Cleaning chemicals	Cleaners/staff	Safe use and low supplies of adequate surface cleaner	<ul style="list-style-type: none"> • BP to ensure each class has sufficient cleaner for surfaces each morning • Ensure labels clear and material safety data sheet available and shared with all staff • Renew order 3 weekly basis 		Low
Classrooms					
Maintaining social distancing (wherever possible)	Pupils, staff,	Cross contamination	<ul style="list-style-type: none"> • Children to enter school separately • Allocated space for belongings in classroom • Allocated table in class • Water bottle and pencil case / supply kept in own pillow case 	Adults to monitor	Low

			<ul style="list-style-type: none"> • Own water bottle from home kept on own table at all times • Own work books kept on own table at all times • If chn are required to line up they will do so always maintaining 2m distance 		
Interactive White Boards	All staff / pupils	Cross contamination	<ul style="list-style-type: none"> • Avoid surface contact games and activities where ever possible • Wipe down surface with recommended cleaner if touched by children • Interactive White Board Pens and Remote Control wiped down regularly 	Adult only use	Low
Cleaning					

Classroom surfaces - tables, doors and handles Toilet doors and handles Window locks/handles computer buttons/mouse	All staff / cleaners	Cross contamination	<ul style="list-style-type: none"> • Use only specific high alcohol cleaner • Store out of reach of children • Wear gloves when cleaning • Spray onto cloth and wipe all surface contacted by children / adults at end of every session, morning break, lunch afternoon break or after any direct coughing or sneezing • Deep clean class at end of day 	Increase use as needed, after sneezing or coughing episodes	LOW
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Toilets	Cleaners/staff/HT	Cross contamination	<ul style="list-style-type: none"> Wipe down push points and handles throughout day at end of sessions / Soap dispensers and toilet tissue holders wiped regularly 	Ensure check rota in place	Low
Computer keyboards used by children	All staff	Cross contamination	<p>Allocate computer per child if possible for day</p> <ul style="list-style-type: none"> Wipe keyboard surface with alcohol cloth after use 	Under adult supervision	Low
Contractors					
Covid-19 awareness	Contractors	Cross contamination	<ul style="list-style-type: none"> Alert to social distancing in school Check health status Induction check Monitor access away from children / staff – separate times if possible Cleaning hands as enter school 	JD/GG to ensure all aware of expectations	Low
Evacuating the school	Pupils, staff, visitors	Personal injury Cross contamination	<ul style="list-style-type: none"> New drill explained Register order maintained Drill practised and reviewed with Fire Risk Assessment 	Rehearse on week 1	Low
First aid					
First Aid provision	All staff	Cross contamination	<ul style="list-style-type: none"> Deliver support and welfare wherever possible in classroom 	Identify first aider per class	Low

			<ul style="list-style-type: none"> • If the medical has to be used only one child in the room at a time. • Room cleaned after each use • Seating at 2m distancing outside room to maintain social distancing • Training on safe use of PPE given to all staff and protocol for suspected infection • PPE used in suspected cases 		
First aid kits	All staff	Cross contamination	<ul style="list-style-type: none"> • First Aid kits available for classroom use and outside use to reduce movement 	Check daily	Low
Grounds maintenance					
Grass cutting etc	Contractor	Cross contamination	<ul style="list-style-type: none"> • Onsite only when children are indoors • If there is access gates / locks / cupboards / doors etc to be wiped down after use 	BP check	Low
Corridors					
Passing other people	All staff	Cross Contamination	<ul style="list-style-type: none"> • One way system used where possible 	Staff to remind children regularly	Low
Kitchen					
General		Cross contamination	<ul style="list-style-type: none"> • Closed until further notice 		Low
Lessons					

General	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Seated 2 metres apart • Resources remain with pupil • Teach from front • Feedback given verbally • Non-uniform to be worn and requested to change clothes each day and advised to change at home as soon as returned from school • Suitable clothing requested for all weathers e.g. Coats • Windows and doors open in classrooms for ventilation • No book bags and rucksacks – own lunch boxes and own water bottles only 	KS1 & 2	Low
P.E.	All staff Pupils	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Outside only • Non-contact games • Maintain spacing • Limit equipment • Identify equipment for cleaning at end of day • Chn not in school uniform so no need to change into PE kit. 		Low
Library	All staff pupils	Cross contamination	<ul style="list-style-type: none"> • Closed until further notice. 	Review end week 1	Low
Office					

Office	School secretary	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • Keep reception window, only open slightly to talk to staff • Keep door open when possible • Wipe keyboards/mouse down at end of day • Wipe phone down after use • Wipe any door / window handles at the end of the day • No staff allowed in the office when GG is in • No parents allowed in Office or Reception at any time 	Staff other than GG to avoid the office wherever possible	Low
Off site visits					
Trips	Pupils, staff, volunteers	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • Cancelled until further notice 		Low
Play equipment, external					
Playground furniture Benches Adventure trail	All staff	Cross contamination	<ul style="list-style-type: none"> • Wipe down at end of day • Only use play equipment allocated • Only use benches allocated • Adventure trail closed until further notice 		Low
Playground					

Maintaining social distancing at break times	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • Break and lunch times staggered to avoid contact with other classes. • Limit toys to one ball between two users if possible – TBC • Handwashing before re-entering class • Playground doors will be propped open during break time • During wet break, children will stay at own desk and do something quietly or watch a film. • They will not be allowed to play games that involve swapping items. 		Low
Playtime					
Breaks	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • Social distancing re-inforced as needed • No equipment • Playground doors will be propped open during break time • During wet break, children will stay at own desk and do something quietly or watch a film. • They will not be allowed to play games that involve swapping items. 		Low
Store rooms					
Access	Staff	Maintaining social distancing	<ul style="list-style-type: none"> • Limit to one person at a time • Clean door handle after use 		Low

		Cross contamination personal injury			
Toilets					
Toilet access and use	Pupils, staff	Maintaining social distancing Cross contamination personal injury	<ul style="list-style-type: none"> • One-person system per gender • Toilet doors and handles wiped down regularly throughout day 		Low
Use of kettle as a source of boiling water Using a toaster Use of a microwave Use of photocopier	All employees Children	Maintaining social distancing Cross contamination	<ul style="list-style-type: none"> • Wipe down after individual use • Where possible each teaching group/class will have their own equipment to reduce cross contamination 		Low

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.