



	Risk identified	Control/Action	Person responsible
Covid-19	Bus	<ul style="list-style-type: none"> • Confirmation from Service Provider that appropriate measures are in place. • Designated area for those availing of bus service to form a queue after school (observing distancing guidelines) 	Principal
	Congregation of pupils and mixing of class groups at morning drop-off time	<ul style="list-style-type: none"> • Opening time (9.10 am) • Separate entry gates/doors for different classes • Sanitisation upon entry • Children directed to their bubble/pod 	Class Teachers to monitor sanitisation and 1 teacher to be assigned morning supervision duties (to ensure children remain in their own rooms)
	Break times	<ul style="list-style-type: none"> • Staggered Break times • Supervision Rota 	All Teachers
	Sharing of Equipment/Resources	<ul style="list-style-type: none"> • Shared books will be wiped down after use 	Class Teachers/SET



		<ul style="list-style-type: none"> • iPads wiped down before they are returned to storage after use 	
	School Cleaning	<ul style="list-style-type: none"> • New Covid-compliant cleaning guidelines in place 	Lead Worker Representative
	Children's Lunches	<ul style="list-style-type: none"> • Teachers will refrain from handling pupils' lunches as much as possible to avoid cross contamination • Parents are asked to ensure that children can access lunches independently 	Class Teachers
	Photocopying	<ul style="list-style-type: none"> • All photocopying to be done by staff only • Teacher to wipe down photocopier after use 	All staff
	Communication between rooms	<ul style="list-style-type: none"> • Children not to be sent on messages • No admittance of pupils into staffroom 	All staff
	Handwashing	<ul style="list-style-type: none"> • Hand sanitiser dispenser in each classroom 	All staff Pupils



		<ul style="list-style-type: none"> • Bathrooms to be stocked with good supply of soap • Warm water to be available in all taps • Disposable paper towels to be used at classroom sinks rather than hand towels 	
	TY students and work experience applicants	<ul style="list-style-type: none"> • Will be required to carry out induction training and adhere to school plans and policies • All further non-essential visitors suspended until further notice, will be reviewed later in the year 	Principal
	Covid-symptomatic pupils	<ul style="list-style-type: none"> • Isolation area identified and recommended equipment in place in the area • Symptomatic children's temperatures to be checked using thermometer 	All staff



		<ul style="list-style-type: none"> • All parents to update secretary with any changes to home/work or mobile telephone numbers 	
	External visitors	<ul style="list-style-type: none"> • Tracing log to be signed by all visitors • Parents to ring office if dropping off lunches etc, and leave item outside for collection • Perspex screen to be installed in school office • Post to be dropped into postbox 	Secretary/Principal
	Money Collections	<ul style="list-style-type: none"> • To minimise risk to staff handling money, online payments will be accepted 	All staff
	First Aid	<ul style="list-style-type: none"> • To be administered using gloves 	Class Teacher/SNA
	Little Hands	<ul style="list-style-type: none"> • Separate break times • Area of yard segregated for pre-school • Outdoor equipment not to be shared • Not to use school hall or equipment 	Little Hands/All teachers



		<ul style="list-style-type: none">• Pre-school children and children using after-school service to use separate rooms• Organised transition of students in the morning and after school between teachers.	
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