|  |  |  |  |
| --- | --- | --- | --- |
|  | **Risk identified** | **Control/Action** | **Person responsible** |
| **Covid-19** | **Bus** | * **Confirmation from Service Provider that appropriate measures are in place.**
* **Designated area for those availing of bus service to form a queue after school**
 | **Principal** |
|  | **Congregation of pupils and mixing of class groups at morning drop-off time** | * **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**  |
|  | **Break times** | * **Designated areas for each class bubble on yard**
* **Supervision Rota**
 | **All Teachers** |
|  | **Sharing of Equipment/Resources** | * **Shared books will be wiped down after use**
* **iPads wiped down before they are returned to storage after use.**
* **Children to sanitise/wash hands before and after use**
 | **Class Teachers/SET** |
|  | **School Cleaning** | * **New Covid-compliant cleaning guidelines in place**
 | **Lead Worker Representative** |
|  | **Children’s Lunches** | * **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** | * **All photocopying to be done by staff only**
* **Teacher to wipe down photocopier after use and sanitise before and after use**
 | **All staff** |
|  | **Communication between rooms** | * **Children not to be sent on messages**
* **No admittance of pupils into staffroom**
 | **All staff** |
|  | **Handwashing** | * **Hand sanitiser dispenser in each classroom**
* **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**
 | **All staff****Pupils** |
|  | **TY students and work experience applicants** | * **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** | * **Isolation area identified and recommended equipment in place in the area**
* **Symptomatic children’s temperatures to be checked using thermometer**
* **All parents to update secretary with any changes to home/work or mobile telephone numbers**
 | **All staff** |
|  | **External visitors** | * **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** | * **To minimise risk to staff handling money, online payments will be accepted**
 | **All staff** |
|  | **First Aid** | * **To be administered using gloves**
 | **Class Teacher/SNA** |
|  | **Little Hands** | * **Separate break times**
* **Area of yard segregated for pre-school**
* **Outdoor equipment not to be shared**
* **Not to use school hall or equipment**
* **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.**
 | **Little Hands/All teachers** |