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| --- | --- | --- | --- |
|  | **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** |