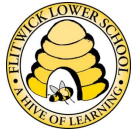


Risk ASSESSMENT – Classroom



Establishment: Flitwick Lower School	Assessment by: Joanna New, Katy Tatford, Emea Pekszyk	Date: August 2020
Review Date:	Approved by: J.New	Date:

Hazard / Risk	Who is at risk	Control Measures in place	Risk Rating H/M/L
Cross contamination of areas due to children mixing	Children and staff	Each 'bubble' to have designated space for them to be self-contained – this is their classroom space All activities apart from outside play, PE and ICT to take place in designated space. 2 children to share a desk.	Low
Number of children in the classroom	Children and teaching staff	There will be no more than 30 pupils in a class.	Low
Arrival in the classroom	Children and teaching staff	Adult to be waiting outside the entrance door to welcome children. Send children inside one at a time at a safe distance apart to be seated Children to wash hands on arrival to school. Teachers to direct children to ensure children are not waiting in a group. Parents should be social distancing Any child or adult displaying symptoms of Covid-19 not to enter the classroom.	Low
Children getting too close to each other.	Children	Tables to be front facing 1m apart if possible. children reminded to adhere to social distancing guidance. Lining up with 1 m in between Children to remain in seats while in the classroom unless going to the toilet / washing hands Staff to escort children around the school Children to have all resources on tables to minimise movement around the classroom Wash hands regularly.	Low
Children getting too close to staff.	Children and teaching staff	Staff to keep 1m distance from children and children reminded to adhere to social distancing guidance and not to enter the teacher work space. When working with children staff to be front facing and limit time in closer contact with children.	Low

Hazard / Risk	Who is at risk	Control Measures in place	Risk Rating H/M/L
<p>Children touching surfaces and equipment in classroom, such as door handles.</p> <p>Children touching each other's equipment.</p>	Children and teaching staff	<p>Door handles and surfaces being wiped down regularly.</p> <p>All tables sanitised. All computer keyboards cleaned and games played cleaned after every pupil. Bins emptied.</p> <p>Ensure all doors (except those which act as prevention of greater risk (e.g. fire/abduction) are kept propped open to negate the need for pupils and staff to use door handles.</p> <p>Weather permitting, ensure windows are left open to increase ventilation.</p> <p>Only staff members operate light switches. Ensure hands are washed/sanitised immediately after.</p> <p>Children will have their own equipment, which will be named and kept in a tray on their table.</p> <p>Any shared equipment to be washed down at the end of the session before other children use it.</p>	Low
Child falling ill in class.	Children and teaching staff	<p>Child removed from classroom and taken to the medical room to isolate and have temperature taken. Parents informed.</p> <p>Staff to use PPE when interacting with symptomatic children (see flow chart)</p>	Low
Child displaying disruptive behaviours	Children and teaching staff	<p>Child reminded of expected behaviours.</p> <p>Parents reminded of the expectation and consequences if not adhered to.. such as being removed from the classroom and parents rung.</p> <p>Covid 19 agreement in place with guidance.</p> <p>Member of SLT to be called to support the teacher if child needs to be removed from the classroom.</p> <p>Pastoral support plans in place outlining individual strategies and targets</p> <p>Regular contact with parents.</p>	Low

Hazard / Risk	Who is at risk	Control Measures in place	Risk Rating H/M/L
Children needing to go for a drink and the toilet.	Children	Children will have a named water bottle on their tables and will only be allowed to go the toilet with permission of a member of staff.	Low
Lunchtime	Children	<p>All children to eat their packed lunch in the classroom Parents should try to ensure that their child can independently access different component parts of their lunch (e.g. they can open tupper ware boxes or yoghurt pots etc) Staff will be provided with protective gloves and aprons to assist children where necessary All children will wash their hands before and after eating. Children to be designated individual play spaces within visibility of supervising staff. Staff to encourage children to adhere to social distancing guidance. Children to wash hands on entry to the building and as directed by members of staff.</p>	Low
Hygiene	Children and teaching staff	<p>Washing hands:</p> <ul style="list-style-type: none"> • 20 seconds duration with soap and warm water. All adults and all children to do. Adults and children should be discouraged from touching their faces • On entrance to school • On exit and before eating • Encourage regular handwashing by adults and children during the school day <p>Tissues should be used for sneezing or coughing in to and placed in the bin All waste to be double bagged. Cleaning schedule in place.</p>	Low
Playtime	Children and teaching staff	<p>Access to the playground will be via the fire doors in each classroom Each group will have a designated area to play Children to use toilet facilities before going outside. Children will be provided with a range of play equipment to be washed after each use. Children to be designated individual play spaces within visibility of supervising staff. Staff to encourage children to adhere to social distancing guidance. Children wash hands on entering the building as directed by members of staff.</p>	Low

Hazard / Risk	Who is at risk	Control Measures in place	Risk Rating H/M/L
Cross contamination through surfaces and equipment		School cleaning to prevent risk of virus spreading All classrooms to be cleaned thoroughly including: All tables, chairs (including legs) All hard surfaces Vacuuming throughout Doors, frames and handles Sinks Replenishment of paper towels Emptying bins Toilets External door handles and gate latches	Low
Exit at end of day	Children	Parents to collect at designated times, classes separated into group A and B and allocated a time. Send out to parents one at a time and keep pupils at a distance from each other. Those nearest the door to go first. Parents waiting should be social distancing	Low
Children who are upset/ don't want to come into school	Children and staff	Parents to find a safe space away from other children/families and wait until their child is calm enough to come into the school. If parent is unable to settle the child they must take their child home ensuring they wait until the exit is clear.	Low
Children who are a danger to themselves or others and where team teach would normally be employed.	Children and staff	If a child is being very disruptive and is a danger to themselves or others, the other children need to be removed from the classroom and taken to an outdoor space until the child is calm or a member of the SLT has arrived to resolve. 1m+ distancing must be maintained.	Low
A child displaying coronavirus symptoms	Children and staff	Child to be taken straight to the medical room to be checked. Parents to be called to collect their child Child to be kept isolated while waiting for parent to arrive. Parents to register for a test First aider to be wearing gloves, apron and mask. All parents informed via letter Follow PHE guidance and communicate via flow chart etc.	Low

REVIEWS:		
DATE OF REVIEW: August 2020	REVIEWED BY: J.New	COMMENTS:
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