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|  **Woodthorne Primary School – December 2020 - COVID-19 Risk Assessment****Arrival/Dismissal** |
| **HAZARD** | **RISK GROUP** | **RISK** | **CONTROL MEASURES****(Describe the existing workplace precautions and****risk control systems in place)** | **Residual Risk Rating** **HIGH****MED****LOW** | **Are Existing Controls Adequate?** |
| **Yes** | **No\*** |
| Pupils and Staff Car Sharing  | Pupils Staff | Risk of Infection | * If pupils or staff need to share a car to school with someone outside of their support bubble or household, they should:
* Share with the same people each time
* Open the windows for ventilation
* If they are aged 11 or over, wear a face covering
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| Before and After school clubs  | Pupils Staff  | Infection Control  | * Only essential wrap around clubs for key workers will be available
* Where possible keep pupils in their year groups or bubbles
* Where not possible look at consistent small groups only.
* Arrange for same staff to deliver before and after care provision to reduce risk.
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| Arriving to school  | Pupils StaffParents Others | Spread of Infection due to close contact | * Parents to wear face coverings whilst on site.
* A one-way system introduced when parents bring pupils to school, avoiding cross pedestrian traffic keeping parents outside of perimeter. (Appendix 1) TH will be outside on designated gates as a signpost aid for parents along the route, in addition to one way arrows displayed as a visual aid.
* All groups of pupils will have allocated drop off and pick up times/locations (Appendix 2)
* 2 metre rule to be enforced while they are waiting for staff to receive their children from agreed point.
* 2 metre poster will be in place at the gate to ensure parents maintain social distancing from staff at drop off and pick up times.
* Signage will be displayed at key points to reinforce the one way system.
* Letter to be sent to parents detailing changes.
* Parents will be asked not to gather before the child’s allocated time or stay after their child has entered the school.
* Parents will be asked to only have one parent/ carer bringing the children to school and no other family members should accompany them.
* Families with more than one pupil attending the school will be asked to drop off the first child and wait in the playground of the next child, ensuring they maintain social distancing at all times.
* Pupils will walk directly into classrooms via external doors for each classroom, a staff member will be stood outside 2 metres from the door to welcome the children into their classroom.
* Pupils to individually wash hands on arrival to the classroom. Class teacher will prompt /supervise this.
* Member of SLT will be stood at the gate where pupils enter and verbally guide them to the correct area ensuring social distancing.
 | LOW | **Y** |  |
| School Uniform | Pupils | Infection Control | * Pupils will be expected to attend school in school uniform, clothes to be washed as normal. This will be communicated to parents.
 | LOW | **Y** |  |
| Staff receiving child from Parent | Staff | Spread of Infection due to close contact | * Staff receiving children to maintain 2 metre rule.
* Parents wear face coverings whilst on school site.
* Staff must wear visors when outside or on the door.
* Parents will not be allowed to enter classrooms. Pupils will leave parents at the playground and will walk to classroom external door. Parents to leave site via the one way system (Appendix 2).
* 2 metre posters will be in placed at key points around the site to ensure parents maintain social distancing from staff at drop off and pick up times.
* Staff to keep conversation with parents to a minimum and ask them to contact the school office via telephone with any questions or concerns.
 | LOW | **Y** |  |
| Children who walk to/ from school alone | StaffChildren | Spread of Infection due to close contact | * Pupils and parents to be reminded that it is their responsibility to socially distance whilst walking to and from school.
* Pupils who need to bring a mobile phone to school to place the phone into individual plastic trays without touching the tray itself. The member of staff will then place the trays into the classroom locked filing cabinet until the pupil is leaving when they tray is taken out and the pupil removes the phone, again without touching the tray itself. Tray to then be wiped by staff with cleaning products.
* Pupils to wash hands before and after handling phone.
* Staff to wash hands after handling trays.
* Trays to be disinfected after use. Staff to wear gloves for cleaning trays.
 | LOW | **Y** |  |
| Public Transport | ChildrenDriversPublic | Risk of Infection / Spread of Infection | * Where possible encourage children to walk to school or use alternative transport i.e. cycle
* Allow those pupils that must use public transport to arrive at times avoiding peak travel times.
* Pupils to always wash hands on arrival in school
 | LOW | **Y** |  |
| Face Masks worn outside of school | ChildrenStaffVisitors | Risk of Spread of Infection | * Inform parents to ensure children are aware of the correct method of removing masks, i.e. without touching the front of the mask (remove by loops around ears)
* Removal of face before entering the school for pupils and staff.
* Pupils who travel to/from school alone and are required to wear a mask when travelling will be asked to remove the mask prior to entry to the building and placed into a disposable bag within their personal bag/pocket.
* Pupils Disposable masks to be placed in a disposable bag and taken home with parent.
* Staff Disposable masks to be placed in a disposable bag at the gate and placed in the PPE bins within school.
* All material re-use masks should be placed inside a disposable bag and taken home to be re-washed before reusing. Pupils will not be allowed to keep re-use masks in school. Staff must keep them locked away within personal bags.
 | LOW | **Y** |  |
| Children leaving at the end of the school day.  | StaffParentsOthers | Spread of Infection due to close contact | * A one-way system introduced when parents collect pupils from school, avoiding cross pedestrian traffic keeping parents outside of school (Appendix 1).
* TH/KT will be outside as a signpost aid for parents along the route, in addition to one way arrows displayed as a visual aid.
* All groups of pupils will have allocated pick up times (Appendix 2)
* Each bubble group will have their designated pick up point at the end of each day.
* Children released individually from allocated collection/pick up point to waiting parents.
* Parents/carers will be asked to not gather before the gate opens or stay after their child has entered the school.
* Parents/carers will be asked to only have one parent/ carer bringing the children to school and no other family members should accompany them.

Families with more than one pupil attending the school will be asked to drop off the first child and wait in the playground of the next child, ensuring they maintain social distancing at all times. | LOW | **Y** |  |
| Parent wishing to talk to staff  | Staff | Spread of Infection due to close contact | * Parents will be informed that the majority of conversations with staff will be either over the phone or, if this is not possible, a meeting will be arranged and social distancing rules observed.
* Signage will be displayed on windows of front office with a prompt for parents to call school with enquiries and details of school phone number.
* Parents will be discouraged in congregating around the school site.
 | LOW | **Y** |  |