|  |
| --- |
|  **Woodthorne Primary School – December 2020 - COVID-19 Risk Assessment****Break/lunchtimes** |
| **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\*** |
| Break times  | Children  | Spread of Infection due to close contact | * Children informed again of the importance of social distancing whilst outside on designated playgrounds.
* Look at providing activities which minimise pupils sharing equipment.
* Supervising staff must keep a 2 metre distance from each other at all times.
* Each bubble group will have their own allocated playground area and time slot (Appendix 3)
* Year groups will be provided with their own equipment to use at break times each day, this will then be cleaned at the end of each day.
* For pupils who fail to follow the 2 metre distancing rule school’s adapted behaviour procedures.
 | MED | **Y** |  |
| Break Times – Staff Room  | Staff | Spread of Infection due to close contact | * Staff to wash hands when they enter the room
* Staff must sit at least 2 metres apart from each other. The staffroom layout is amended to promote this.
* Once staff have eaten their dinner, they must leave the staffroom to allow space for others to eat.
* Staff can use the PPA room to eat, if by going into the staffroom, it would not be possible to maintain 2 metres distance. Alternatively, another space in school can be used to eat if it is not possible to maintain 2 metres distance.
* Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils.
* Break and lunch times to be staggered keeping contact low (Appendix 3)
* Staff must wash their hands before preparing drinks/food and after eating.
* Staff to wipe down equipment (microwave, kettle, etc) with disinfectant wipe after each use.
* Staff belongings to be locked in lockable space within their “bubble” teaching area. Belongings to remain locked away at all times whilst pupils are in the space. During break and lunch times, staff belongings are to be kept with them at all times (if not locked away) to minimise contact with surfaces around school.
* If staff are using the photocopier, hands must be washed before and after use.
* Staff to wash hands after entering the staffroom and using keypad lock.
 | LOW | **Y** |  |
| Break Times Classrooms | StaffChildren  | Spread of Infection due to close contact | * Whilst children are on lunch, staff to clean tables and door handles with a disinfectant or disinfectant spray.
* Each class has their own box of cleaning and first aid equipment. This is to only be used by the bubble staff. All to be kept in a lockable cupboard whilst pupils are in school.
* Wear gloves whilst carrying out this task and wash hands after cleaning.
 | LOW | **Y** |  |
| Lunch breaks  | Staff | Spread of Infection due to close contact | * Rota system/ allocated eating areas will be in place for pupils in each year group bubble will be in place for pupils to eat a hot meal / sandwiches.
* Where possible encourage pupils to eat outside
* Designate playgrounds for set year groups (Appendix 3)
* Each year group will have an allocated time slot for dining/main hall use (Appendix 3)
* Where possible, each class group will be allocated their own lunchtime member of staff, where this is not possible, support staff will supervise a class group at lunchtimes.
* Lunchtime staff must keep bubbles separate and at least 2metres apart at all times.
* After each year group has left the space. Areas will be wiped down with disinfectant spray or wipes.
* Both Lunch time staff and Kitchen staff to maintain social distancing where possible.
* Year groups will be provided with their own equipment to use at lunchtimes each day, this will then be cleaned at the end of each session.
* For pupils who fail to follow the two metre distancing rule school’s adapted behaviour procedures.
* Each lunchtime staff will take the year group bubbles basic first aid set with them at lunchtime, including relevant PPE.
* If there is a first aid incident, then first aider who supports injured child needs to notify nearest member of staff to look after their bubble. Staff to maintain social distance between bubbles.
 | MED | **Y** |  |