

JOB TITLE

COVID19 - OPENING THE SCHOOL DURING THE PANDEMIC

Risk Assessment Record Number

08/08/2020 V.1.1 // MM

Task	Hazard	Who is Affected			Before Control			Record Existing Control Measures & Further Action Required	After Control		
		Teachers	Pupils	Parents	*S	*L	*RR		*S	*L	*RR
Attending & Participating in School Lessons while the Risk of contracting and/or infecting others with Covid19.	Exposure of Teachers, Pupils and Parents to a "Community Building (The Hall)"	yes	yes	yes	5	3	15	Only Teachers and Pupils to Enter School Premises during school hours. Parents-Teacher communications to be carried out through email and/or virtual meetings. Pupils School entrance to be changed to FIRE EXIT 1 Door Way. A "ONE-WAY-SYSTEM" within the Hall Way leading to the School premises to be implemented. Entry to be restricted to one pupil at a time and a Teacher/Committee member will ensure the orderly and direct entry to their classrooms once ready. Pupils arriving will line-up within the hall adhering to the social distancing guidance and lines as drawn on the floor. Teachers will enter the school premises via the main Door (as normal) and will escort their pupils to their class. Prayer duties to be undertaken by the Teachers and performed within the classroom before lessons commence.	5	1	5
	Exposure of Teachers and Pupils to the School Premises and Classrooms	yes	yes	no	5	3	15	Pupils will be assisted up the stairs and through the corridors (one classroom per time), by their teacher, to ensure that there is limited/no contact between the students. Classrooms to be well ventilated, windows and doors open at all times. Classrooms to have been cleaned and sanitised prior to students occupying them. Sanitisers to be provided per classroom and used by all students. Ensure no allergies. Students to sit 1.5m (minimum) apart and ensure social distancing is adhered to throughout the lesson.	5	1	5
	Use of Toilets by pupils and teachers	yes	yes	no	5	3	15	One pupil and teacher at a time within each genda toilet. Toilets to be sanitised before and after use. A person to be stationed outside the toilets to ensure orderly attendance and sanitisation is carried out. Ensure hand washing and cleanliness is demonstrated, encouraged and carried out.	5	1	5
	Breaks, water and refreshments	yes	yes	no	5	3	15	All breaks and refreshments to be taken within the classroom. Short breaks to be taken on frequent bases. Frequency to be left to the teachers discretion. Lesson duration to be reduced. Water bottles to be stationed within each classroom.	5	1	5
	Collection of Children by Parents at the end of the Lessons	yes	yes	yes	5	3	15	Classes to be staggered to ensure that children are collected with limited contact between pupils and pupils, parents and parents, parents and teachers and pupils and parents. Parents to line up outside Fire Exit 1 and ensure social distancing. Parents to enter the hall one by one pick up their child(ren) and leave via Fire Exit 2 one way system.	5	1	5
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*S = Severity	*L = Likelihood	*RR = Risk Rating = Severity x Likelihood
1 = Very low	1 = Unlikely	1 - 5 Hazard is fully controlled or well controlled. Immediate action is not required, however, consideration should be given to implementing further control measures to reduce the risk where it is reasonably practicable to do so.
2 = Slight	2 = Possible	
3 = Moderate	3 = Quite possible	6 - 10 The hazard is not fully controlled and action is required. Where feasible, appropriate arrangements should be put in place immediately to further control the hazards (these may be temporary). In the medium term, permanent control measures must be implemented to reduce the hazard.
4 = High	4 = Probable	
5 = Very high	5 = Highly probable	11 - 25 The hazard is high and is not fully controlled. Immediate action is required to introduce control measures to reduce the hazard to an acceptable level.

* Refer to risk calculation matrix for details and full definitions

Approved by: Print Name:	Date:	Approved by: Print Name:	Date:	Approved by: Print Name:	Date:	Review date:
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