


RISK ASSESSMENT

Activity/Environment Description: Covid-19 – Entering and Leaving the School Site.	Date of Assessment: 22/8/20	
Written by: Jonathan Pickles Approved by:	Date of Review: 25/10/20 03/01/21 03/03/21 20/04/21 28/05/21	

Ref No.	Possible hazard	Who is at risk?	Control Measures
1	<p><u>The management of adults and children at dropping off and collection times.</u></p> <p>(a) Number of gates to open or close.</p> <ul style="list-style-type: none"> - How will these be staffed to safeguard very young children? - How will this differ from your normal practice? <p>(b) How will you control the flow to ensure the entrance is not compromised by too many people at the same time, how will you ensure social distancing? Will you:</p> <ul style="list-style-type: none"> - stagger arrival and departure times, - how will these be organised and staffed? - manage parents on the school site and outside gates? - create a one-way system? 		<ul style="list-style-type: none"> • Staff will continue to enter through the main door. As parents and other people are encouraged to not come in to school this should ensure this area remains relatively empty. • The one-way system around school will continue to operate as it previously has done. Signs around the building will help convey how this works. • A staggered entry and exit system should help reduce congestion in the playground, with parents having ‘window’ of time to leave and collect their children. Refer to additional document for further information regarding this. • All plans have and will continue to be relayed to all parents via the school messaging system, Arbor. Messages will also be put on Facebook telling parents where to check their accounts. There will also be clear signage around school. • The Headteacher and/or other members of staff will be present around school at opening and closing times to help manage the flow of parents. • Reminders to parents sent out during the holidays, reminder of times and expectation of social distancing. Parents also informed they may wear face masks. • Parents reminded of school opening times and routines • To monitor local rates and consider changes to opening and closing times to have more classes starting and leaving school together.

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	How will you ensure there is effective communication about these systems, so they are adhered to?		
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