



<p style="text-align: center;">The Meadows Primary School</p> <p style="text-align: center;">Coronavirus RISK ASSESSMENT</p> <p style="text-align: center;">Entering / Exiting school – Staff / Deliveries / Parents and children</p>					
What is the hazard?	What risk does the hazard pose?	Risk level 5 high 1 low	What precautions are in place to reduce the risk?	Risk level achieved 5 high 1 low	Any further action required?
Staff, children and others may be exposed to COVID 19	Staff arriving at the same time – social distancing concerns Staff handling doors on entry and exit	5	Social distancing to be adhered to around school and in school entrance area. Staff to use social distancing when arriving, leaving the building. Staff may wear face coverings. Staff to wash/ sanitise hands on entry/ exit. Doors to be disinfected throughout the day and following busy periods at beginning and end of day. Signs placed prominently to remind all staff.	2	
	Delivery personnel entering premises, touching parcels/ doors Delivery personnel requiring to speak to member of staff	5	Social distancing to be adhered to in school entrance. All small deliveries to be left in the lobby. ONLY Large deliveries to be put inside the electronic doors by the electricity cupboard – reducing obstruction risk Delivery of school lunches – driver to notify admin team on arrival and leave meals in lobby; Admin team to move to a cool environment to await	3	Staff to add signs/ directives to companies.

1 RISK ASSESSMENT COVID -19 – Autumn 2021 Update

			<p>collection by designated staff/MSA from individual group; Glass to remain closed between staff and delivery personnel Staff to wash hands after handling mail/ deliveries</p>		
	Increased numbers of children arriving daily	5	<p>Clear information given to parents and children before returning to school via email.</p> <ul style="list-style-type: none"> • One-way system in place in morning/ afternoon • All children encouraged to enter premises by themselves • To reduce number of people entering/leaving site Y2/Y6 children encouraged to enter site by themselves via one-way system. • Families to be encouraged to have one adult only collecting child at end of school day. • Parents are able to wear face coverings on premises • Specific entrance assigned • Social distancing to be encouraged. • Parents to ring office with regards to late arrival. 		<p>Control measures communicated to parents via letter and website</p> <p>Staff positioned at school gate to supervise unaccompanied children towards at beginning and end of day</p>