

GREAT ROLLRIGHT C.E. PRIMARY SCHOOL HEALTH & SAFETY

Location / Site	Great Rollright C.E. Primary School
Activity / Procedure	Full re-opening of school – March 2021
Assessment date	6 th July 2020 Review – 10 th September 2020 Review – 17 th September 2020 Review – 25 th September 2020 Review – 15 th October 2020 Review – 4 th November 2020 Review – 4 th January 2021 Review – see Lockdown risk assessment – Jan/Feb Review 25 th Feb 2021 – re-opening of school on 8 th March
Identify people at risk	Employees Children Visitors Contractors

1 Risk - Lack of social distancing in the classrooms/hall resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Two bubbles created – Ocean and Mountain are now one bubble but separated as much as is possible, Key Stage 1 and Reception form a bubble together with a shared outdoor learning space. Siblings are not required to be in same bubble any longer. 2. No gathering of separate bubbles into one space. Assemblies to become class based. 3. Discussion with children about the expectations of social distancing – no touch policy, maintain distance as much as possible – behaviour code to be clearly shared and reinforced daily. Age-appropriate assemblies to re-inforce this message on first morning back in school. 4. Carpet spaces allocated if children required to sit on floor at any point 5. No group work to be planned in the first instance 6. Children to use same base desk space daily and desks to be arranged to be forward facing where this is necessary – not grouped. Desks to be as far from the front as possible. Some reorganisation of seating may be necessary for catch-up teaching. 7. Teacher/TA’s to avoid close contact with individuals and each other – where possible to be at front, side or back of the room 8. Children stay in the designated bubbles and not mix with other groups 9. Water bottles on table and available all day. Take home every evening. No cups in school. 10. Careful use of cloakroom spaces – only a few children allowed in at a time 11. Indoor shoes to be in school ready for poor weather but not needed if dry 12. Children to bring in/be provided with a stationery set to keep on the table and resources to be on tables as much as possible to avoid unnecessary movement in KS2 13. School uniform to be worn and washed as normal 14. Good ventilation in rooms using windows and doors propped open where possible. Children encouraged to wear extra layers if cold. 15. Lunchtime spacing to be used as much as possible when seating children to eat 			

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Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		<p align="center">The staff in each bubble Parents to adhere to instructions and rules set Children to follow guidelines</p>	

2 Risk - Lack of social distancing for SEND children with significant behaviour difficulties

Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1-1 TA in school to support children and create opportunities for safe play and learning under guidance of teacher. Planning with families to ensure all parties understand what is needed and parents can also work with children to improve understanding of the behaviours needed Maximum use of outdoor space where appropriate 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		<p align="center">The adults in the Woodland bubble The parents</p>	

3 Risk - Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus

Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Toilet pass system used and only one child allowed to go to toilet at a time from each bubble 2. Allocated toilets for Ocean and Mountains class, Woodland children to use Meadow toilets. 3. If too many children need the Meadow toilet, the disabled toilet will be used and then cleaned 4. Masks permitted for toilet trips if parents request this 5. Extra Signs in toilet re washing hands 6. Toilets to be wiped at lunchtime 7. Strip to divide corridor placed down the middle to encourage separation when walking in corridors 8. Ocean to have clear route through the front of the Mountains classroom for toilet trips 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		<p align="center">All adults in school to monitor usage</p>	

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4 Risk - Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Parents reminded to spread out when waiting and to exit promptly when dropping and collecting children 2. One-way system in and out of school site between 8.45-9.15 and 3.00-3.30pm. During the day, visitors to use main entrance and all other gates locked. All signposted. 3. Parents to wear masks at all times when on school site. 4. Arrangements shared through very clear instructions sent via ParentMail 5. Only one parent to bring child onto site 6. Office closed – all communication via email and phone 7. All visitors to book appointments and wear masks on site 8. Children to use alcohol gel on arrival at school each morning to avoid lengthy queues at the sink 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		System in place - MH Signs in place – MH Parents to obey rules and MH to monitor	

5 Risk - Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. KS2 to have access to hall between 10.45 -11.00 am for indoor break when weather is bad 2. Meadow and Woodland to have lunch between 11.55 and 12.55 supervised by Meadow bubble staff (KS and MH until return of LW) inside until 12.25 and then out on playground. Meadow staff to clean hall before leaving at 12.30. 3. Meadow and Woodland may use whole field space but not outdoor fixed equipment 4. Ocean and Mountain to work in rooms until 12.30. Mountains children to collect lunch first and take it back to classroom to eat. DJ to supervise. Ocean to eat in the hall supervised by SC (MH on Fridays). Class teacher to collect Ocean class and deliver to outside area. DJ to be outside as soon as possible leaving stragglers finishing lunch in Mountains and supervised by staff. 5. Astroturf and field divided down the middle to separate Ocean and Mountains playtime – allowing conversation but not close contact 6. Outdoor equipment available for use on the side of the field assigned to each class 			

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7. Play equipment only used when it can be monitored and distances maintained – box of equipment to be designated to each group and separate first aid 8. Water fountains turned off and out of use 9. Book Shed closed 10. Wet playtime – children supervised to use a chosen wet play activity or read/chat/draw at safe distance within the bubble			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		System in place – MH Staff in bubbles	

6 Risk - Lack of social distancing when eating lunch resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. Meadow and Woodland bubble to eat in the hall – 12.00 – 12.30. (KS/MH) Any stragglers to go to KS1 area to finish. Area to be cleaned by supervisor.. 2. Ocean to eat in hall 12.30 – 12.50. SC to supervise. Area to be cleaned by supervisor. 3. Mountains to collect food first and eat in classroom – responsible for own cleaning up. Supervised by DJ. 4. Children to be spaced out whilst eating lunch and all tables cleaned before change over. 5. Adults – to use staff room in rotation - Meadow bubble – 12.00-12.30 and then clean, Ocean bubble from 12.30 – 1.00 and then clean. Use of staff room to be minimal. 6. Library to be used as quiet space for the second half hours and cleaned as before. 7. Equipment to be wiped after use using spray. Ensure all dirty crockery goes directly into dishwasher. Surfaces wiped.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		All adults in school to share responsibility of staff room Lunchtime supervisors	

7 Risk - Lack of social distancing in the corridors resulting in direct transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. One child going to toilet at one time – use separate sides of the corridor which will be marked 2. Meadow bubble to use alternative routes to corridor whenever possible			

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3. No trips to office, library etc. Chromebooks to be moved by adult when needed			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		Corridor signs and marking – MH All adults in school	

8 Risk - Contact of shared resources resulting in indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Children asked to bring in own stationary It would be easiest if children could bring their own pencil case equipped with pencils, colours, rubber, sharpener with pot, ruler 2. Minimal things to move between home and school daily 3. Tubs of resources for individuals if needed on tables – maths cubes, mini whiteboards etc and kept for same children in same space 4. Tables, door handles and other surfaces cleaned with Milton/cleaner every night 5. New pedal bins and liners in all 4 spaces which can be operated without using hands. Bin bags to be removed and tied and placed in outdoor bins every other evening. 6. Resources on tables ready for lesson and not distributed within the lesson 7. Children encouraged to wash hands regularly – arrival, before/after break, before/after lunch, whenever cough/sneeze, coming in from outside 8. Children encouraged to use bring and use a tissue for a sneeze or cough 9. Children to have own water bottle on the table – no shared cups at the sink. 10. Children to bring own snack from home and keep with own belongings 11. Playtime equipment sets to be created for each group 12. Reading books to be kept within the groups – put into box when returned for 48 hours before returning to shelves 13. Chromebooks to be labelled for 1 child in each class so that each book is only used by 4 children in rotation. Children to sanitize hands before use. 14. When group spaces are used – Library, Dell, Hall, Entrance hall – tables etc must be wiped afterwards 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		Bubble staff Parents – with MH to follow up if any issues	

9 Risk - Emotional distress of the children			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. 'Talk time' support available for those needing it			

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2. Virtual parents evening held to discuss individuals before return 3. Period before easter holiday to be time of resettling and resetting of school routines 4. Assessments to take place slowly and over time			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		Assemblies– MH Planning of activities - teachers	

10 Risk - Emotional distress of the staff – including anxiety			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
1. Inclusion in risk assessment process – input into hazard identification and control measures 2. Staff meeting before roll out – to discuss concerns and shared control measures 3. Sharing of support helplines – HCC and others 4. Lateral flow testing regime in place 5. At least one SLT member of staff on site every day for staff to share concerns with 6. Risk assessments reviewed regularly 7. PPE equipment in all classes for an emergency situation and Dell ready for suspected case 8. Staff to wear masks outside of their bubble to reduce risk to all 9. Enhanced protection for lunchtime due to staff room rota in place			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		MH Governors	

11 Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
1. Soap dispensers (bottles) and re-fills in each classroom and disposable paper towels 2. Hand sanitizer in entrance hall for all visitors 3. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze. We will prioritize hand washing over sanitizer wherever possible as hand washing is most effective. 4. Washing hands posters in all washing areas 5. Reminders how to wash hands properly – videos and posters – to ensure all behaviours become routine			

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6. New swing top bins emptied daily using disposable liners 7. If a child feels unwell, each room has PPE equipment for member of staff to use. All parents will provide emergency numbers for use and know it is immediate collection. Child will be taken to Dell to wait for collection. 8. Children asked to bring tissues and tissues provided in classrooms for 'catch it, bin it' routine			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		Equipment/supplies ordering – office Staff in bubbles	

12 Risk of infection due to covid 19 outbreak at school			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. PPE equipment in each classroom to enable first aiders to respond quickly 2. Parents asked to ensure children are well before bringing to school 3. If child or adult feels unwell at school and has symptoms they must be sent home to self-isolate and take a test 3. Dell designated as place to take an unwell child where they can be isolated and door closed 4. Use the disabled toilet if necessary and close to others 5. Message to be sent to office for immediate phone call home 7. Office adult will ring for parent immediately or 999 if child appears seriously ill 8. First aider will wait with child at a distance wearing PPE 9. No-touch thermometer to be kept with face shield in Dell window and used by adult to establish temperature for extra information 9. After child has been collected – area will be thoroughly cleaned by disinfectant as will toilet 10. Adult does not need to go home unless they feel unwell 11. If child has symptoms, parents will be asked to get a test immediately and inform school of results 12. Record to be kept of all visitors 13. Adults to keep personal log of work pattern each day so that movements can be traced. 14. If child or adult tests positive, they will be asked to self-isolate for 10 days and their household members to isolate for 14 days. School will contact local health protection team who will support with the decision of who to send home from the school environment and parents will be informed 15. School will understand the procedure for the NHS Test and Trace process and engage 16. If test is negative then all can return to school and return to normal. 17. After any infection/self-isolation period, a child/adult must ensure they have had a normal temperature for 48 hours before returning to school. It is possible that the cough will linger.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		MH and office Parents First aiders	

13 Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. PPE should be worn by all cleaning staff 2. Cleaner to work each evening to ensure all areas are thoroughly cleaned ready for the next day. 3. Staff to wipe tables and surfaces and handles at the end of each day 4. Reception area to be wiped at beginning and end of each day and lunchtime 5. Toilets to be wiped at lunchtime every day by an adult <p>NB – larger amount of cleaning materials will now be on site. Care will be taken to ensure that all cleaning materials are stored appropriately (disabled toilet shelves) and beyond the reach of children. Diluted Milton liquid to be used for children’s surfaces and equipment. Separate cleaning kits for each space.</p>			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		All staff Caretaker	

14 Risk of infection due to use of the school minibus/bus club/clubs			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ol style="list-style-type: none"> 1. Parents asked to queue in a socially distanced line when waiting at stops 2. Parents asked to only use bus if no other choice – 3 reduced capacity runs planned with planned seating arrangements 3. Bus driver to wear PPE at all times 4. Children to use hand sanitizer before entering bus 5. Bus seats and handles to be wiped after each run 6. Seating plan designed to reflect bubbles as far as is possible 7. Seating to be as far away from driver as possible 8. Bus window to be open 9. Morning bus club – children to split on arrival. Mountains and Oceans to be supervised in classroom (MH) and Meadow and Woodland children to be supervised in the KS1 area by KS 10. Afternoon bus club – children to be cared for as the morning plan with HS in hall and KS in KS1 area. 11. Before and after school care to be offered beyond bus club 8.15am – 8.45 am and 3.15pm-4.15 p m within same groupings – parents need to pre-book this to keep a sensible limit on numbers. Max 20 <p>Football club – is run by two adults in two separate bubbles</p>			

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Parents requested to maintain social distancing when waiting to collect children and masks to be worn			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		Bus Driver Parents Members of staff	

15 Risk of infection due to visitors/volunteers			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. All visitors will require an appointment to enter the site 2. All visitors working on site will be asked to wear PPE 3. Social distancing rules will be explained on arrival 4. Hand hygiene facilities in place at the front entrance 5. A record will be kept of all visitors 6. Any child arriving late will come in through the front entrance 7. Visitors working on site – NL - to use the dell as a working space which will be cleaned afterwards, hand sanitizer on arrival, social distancing 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		Office staff Members of staff	

16 Risk of infection by visiting teachers/coaches			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
<ol style="list-style-type: none"> 1. Regular coaching and peripatetic teachers only to be invited into school 2. Indoor peripatetic teacher to wear mask during lesson 3. Hand sanitizer to be used on entry 4. Risk assessment shared with all visitors 5. Sports coaching– PE risk assessment separate <ul style="list-style-type: none"> - Non-contact PE only - PE clothing to be worn to school in KS2 - Enhanced hand washing and tissues available - Equipment kept for separate groups within lessons and cleaned after use – minimal sharing - No mixing of bubbles - Football club – outside only in bubbles – 2 coaches 			

6. Any equipment used to be cleaned between groups 7. Music teaching – separate risk assessment <ul style="list-style-type: none"> - Social distancing – rearrangement of teaching space - Use of gloves to touch instruments - Maximum ventilation in the room – move to hall with doors open - Children facing forward 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		Office staff Members of staff	

17 Risk of children with significant catch up needs on return/if absent			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
1. All children to be assessed on return after settling period through the use of designed activities and then planned support put in place to address needs 2. Reception focus – assess and address gaps in language, early reading, maths, the acquisition of phonic knowledge and extending vocabulary as well as the other prime areas of learning 3. KS1 and 2 – prioritise the identification of gaps in phonics, reading, vocabulary, writing and maths 4. Broad and ambitious curriculum to continue 5. Remote teaching plan to remain ready for use as during lock down with daily activities on website/Purple Mash under dedicated tab. Information to be sent to parents outlining provision. Provision to begin within 24 hours of a positive test for an individual. Google Meet ready and available for daily use for whole bubble teaching. Teachers to work with classes to ensure up-to-date record is in place of who would need printed work in case of another school closure 6. Catch-up groups planned using catch-up funds for all year groups			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		MH to discuss with staff Members of staff	

18 Risk of low attendance for some children			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>			
1. Parents to be informed that attendance at school is mandatory 2. School to record all absence and follow up all issues			

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3. Risk assessment to be shared with parents via website for reassurance 4. Staff available to discuss any concerns over the measures in place 5. Staff ready to work with any children who might be reluctant or disengaged using wide range of strategies including use of other professional support			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		MH and staff Parents	

19 Risk – Risk of staff returning who are vulnerable			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. Staff with underlying health issues to be consulted about their return to work and suitability for the posts held. 2. Discussions to held to plan any adjustments to working patterns to reduce risks further 3. Strict social distancing from other adults to be observed and as much social distancing from children as possible 4. All staff to wear masks when outside of own bubble space and if cross-bubble work is carried out then mask will be worn in minor role			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		MH Governors	

20 Risk – Risk of staff returning who are post-COVID			
Existing level of risk			
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
1. Staff who have returned after a COVID infection are unable to achieve accurate results from a LFT. Therefore if they feel unwell with any of the symptoms of COVID they should isolate immediately. 2. Those staff who cannot take a LFT to avoid the spread of COVID when they are possibly asymptomatic should take extra care to avoid close contact with other people, maintaining a strict distance of 2M+ and regularly handwashing.			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE
Who is responsible for these implementing these measures?		MH & Governors	

