**Highlands School - Covid Risk Assessment**

**September 2021**

1. **Preparation of the school**

Who is at risk - staff, students, visitors

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| **What is currently done to reduce / control the risk?**  **Control Measures** | **Action** | Risk following action |
| The government have now advised that the UK has moved to step 4 of their roadmap, as described in link below.  Highlands school will continue to operate within the Government guidelines.  <https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/moving-to-step-4-of-the-roadmap> | The school will follow the Government guidance. |  |
| Premises and utilities have been health and safety checked and building is compliant   * Usual premises checks * Water treatments/checks (eg: legionella and flushing) * Fire alarm testing * Repairs * Grass cutting * Portable Appliance Testing * Fridges and freezers * Boiler/ heating servicing * Internet services * Any other statutory inspections * Insurance covers reopening arrangement | Pinnacle facilities management team will ensure all compliance of health and safety on premises, including regular cleaning.  School has insurance in place with the borough of Enfield. | Low |
| Configuring classrooms to ensure that when teachers are at the board there is adequate space away from students when teaching | Classroom tables to be pulled back to the back wall where possible, from the teacher area.  Science rooms will have no stand alone classroom tables at the front of the room, if additional seating is required, these will be located at the back of the classroom, where possible using high tables and chairs. | Low |
| Students based in year groups will access specific site entrance depending on their form groups on arrival and dismissal  All students will be required to line up in the morning in a designated location in one of the school’s outside spaces.  From September 2021 one way systems will still be in place. | Outdoor areas will be marked up to inform students where to line up  Year groups will line up in their designated areas which were used previously in the Summer term. | Low |
| Posters will be prominent about handwashing and guidance that persons with COVID symptoms are not to enter the school | Posters - these are in place throughout school including in school toilets.  Posters about hand washing or sanitising will be in reception area, canteen and all toilets.. | Low |
| Review evacuation routes and signage | Existing evacuation procedure is still valid and operational. | Low |
| Consideration given to premises lettings and approach in place. | Outdoor lettings are now taking place. Pinnacle staff monitor compliance and health of safety of all lettings. | Low |
| The school’s annual calendar of events has been reviewed. | School trips will be able to take place from September 2021.  Parents evenings and parents meetings will continue to be held remotely. |  |
| Consider the minimum staffing needed at any one time (and cover arrangements in case of staff absence/sickness) | Staff are all aware of absence process to ensure adequate notice is given to cover any staff absence.  Leave request form in key documents list. | Low |
| All staff to be available for working from September (unless agreed arrangements) | Shielding is no longer required. Additional measures will be in place for those who may require it. Discussions to take place with line managers. |  |
| Staff regularly updated with changes to the working practice regularly to ensure they are in line with current expectations | SLT to keep staff updated on any changes to guidance. |  |

1. **Staff who have a protected characteristic (eg disability, pregnant or new mothers)**

WHO - Staff with protected characteristics

HOW - Disability might impact on how staff can move around the building or use the adjusted workplace

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| People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. | Staff will be individually risk assessed if required.  Pregnant staff will undergo a maternity risk assessment. | Low |

1. **Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms**

WHO - Pupils, Staff, Visitors to School Premises, Cleaners, Contractors, Drivers, Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc.

HOW - The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces

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| Anyone with symptoms of COVID-19 should not attend School and report to their relevant School Liaison.  Staff/pupils who become symptomatic should self-isolate for 10 days.    If staff/pupils develop symptoms whilst at work, inform Staff Liaison at school and immediately go home. Staff liaison should provide information of a swab test and provide information about returning to work when safe to do so.  School staff should access NHS 111 online which is an online interactive and personal checklist:  [NHS 111 online - About coronavirus (COVID-19)](https://111.nhs.uk/covid-19) | Attendance policy was updated in Autumn term.  From 16 August the Government guidelines state that the requirement for close contacts no longer need to self isolate if they are under 18 years 6 months or double vaccinated. Parents must keep their child at home and inform the school immediately if their child has COVID-19 symptoms.  Remind students and staff not to come into school if they have COVID-19 symptoms or have tested positive in the last 10 days.  Measures are in place for children who become unwell in school and are awaiting collection to be kept isolated in a separate room.. The room must have open windows to provide ventilation and the student would have use of dedicated separate bathroom. Room to be thoroughly cleaned before re-use.  Cleaning arrangements are in place in the event of someone displaying symptoms whilst on site.  PPE to be available for staff members tasked with supporting students in these circumstances.  Schools no longer need to decide on close contacts as NHS track and trace are doing this from July 2021.  Seating plans will be in place for all classes to aid NHS and trace if these are requested by NHS track and trace. | Low |
| Covid testing to monitor any students or staff who are asymptomatic | Students and staff will all undertake 2 lateral flow tests in school during beginning of Autumn term.  Those who test positive will be told to isolate and take a confirmatory PCR test. They will continue to isolate if this is positive.  Remote learning will be available for those who test positive but are well enough to study during isolating period.  Under 18s (18 years and 6 months) and those staff double vaccinated will no longer need to self isolate if they are identified as a close contact but should undertake a PCR test and only isolate if this is positive.  Click on link for government guidance :  <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>  Students and staff are now provided with home testing kits and should continue testing until the end of September, when the Government will review this. .  All staff and students should be home testing twice a week, and reporting positive results to NHS track and trace, and positive results also to be notified to school. | Low |
| Stringent hand washing should be taking place with soap and water.  See hand washing guidance:  [www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/](http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/)  <https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm>  The following guidance is additional specific cleaning if there has been a Covid-19 case in the setting:  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | Hand dryers are in use in toilets, as well as paper towels.  Paper towels and soap to be replenished at three key points in the day.  Upon entry to the school students, staff and visitors will be required to sanitise their hands.  Sanitising will also take place in the canteen prior to eating | Low |
| Social Distancing is no longer required in schools. | School will follow any updated Government guidance on social distancing if this is reintroduced. Masks are now optional in school. One way system in corridors will still be in place. | Low |
| **Wearing gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, e.g. for testing / science lessons, etc., an adequate supply of these will be provided.  Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. | Staff to be reminded that wearing of gloves is not a substitute for good hand washing.  Staff have been provided with their own supply of sanitiser/facemask/gloves, and replacements are available upon request from the main office | Low |

1. **Potential transmission of virus from working within enclosed spaces**

Including reception Office, Classroom, Staff Kitchen areas/Staff rooms, Printers, Meeting rooms, Toilets

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| Staff and Pupil Individual Risk Assessments should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19. | Individual risk assessments will be reviewed regularly to see if any changes are needed. | Low |
| Enhanced cleaning of school.  Different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. | Pinnacle cleaning team have carried out a deep clean throughout school during the summer holidays, and have stepped up daily cleaning regimes in line with their covid guidance.  Handwashing guidance is in all toilets.  Soap and hot water is available in all toilets. | Low |
| Robust hand hygiene. | Students and staff are reminded about the importance of washing hands regularly.  Soap, sanitiser and paper towels are checked and are replenished regularly.  Hand sanitiser and wipes supplied in reception and canteen. | Low |
| Frequently cleaning and disinfecting objects and surfaces, equipment that is touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods. | Regular cleaning continues by site cleaning team.  Enhancing deep cleaning took place over the summer holidays. | Low |
| Premises staff should carry out their usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe. | Pinnacle facilities management team are responsible for all these health and safety checks and compliance.  Water chlorination works took place in August 2021. | Low |
| Use of our Inventry signing in system at reception for staff and visitors. | Visitors will sign in using the inventry signing system. The person on reception will be responsible for signing in visitors, ensuring sanitising of hands takes place..  Staff will use their fobs using the Inventory scanner.  Staff manning reception areas are able to wear clear face shields, should they wish to, and there is a perspex screen in place for further protection. | Low |
| Staff will have access to facemasks if requested.  All students will be required to line up in the morning in a designated location in one of the school’s outside spaces.  Upon entry to the school students will be required to sanitise their hands. | Face masks are now optional in school.  Existing arrangements for morning line ups will continue  Staff bringing students into the school building will instruct them to sanitise.  One-way flows are still in operation in school. | Low |
| Fixed/standalone sanitiser stations and containers of hand sanitiser will be set up at various locations including entry and exit points. | School will ensure all entry points have adequate supply of hand sanitisers. | Low |
| Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room, before eating.  Avoid touching people, surfaces and objects where possible and regular hand cleaning.  Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of their elbow if there is no tissue to hand) and wash hands afterwards. | Hand sanitisers and wipes are available.  Hand washing guidance is displayed in all toilets.  Every classroom has a lidded bin labelled with **‘catch it, bin it, kill it’** to encourage safe disposal of sanitising wipes and tissues. | Low |
| If possible open windows to ventilate rooms/corridors. | Pinnacle to open windows in teaching areas, staff rooms and corridors before school each day.  Staff in offices to have windows open when occupied.  DfE will be providing the school with carbon dioxide (CO2) monitors so that the school can monitor safe ventilation in all rooms. | Low |
| Different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.  Maintain hot water and soap at wash hand basins. | Toilets to be open throughout the school day and will be supervised by staff members on duty.  Students should access the toilets during lesson change over and at the start and end of lunch time.  All toilets have soap and hot water available for hand washing.  Posters reminding all students to wash hands are in all toilets. | Low |
| Toilets have hot air dryers and paper towels available.. | Hand dryers are in use but paper towels are also provided | Low |
| Staff Kitchen areas / Staff rooms | Staff room furniture is spaced out to maintain social distancing should staff wish to do so. | Low |
| Staggered break and lunch breaks for pupils and staff. | Lunch breaks for each year group will be staggered.  Students will not use biometric payments. | Low |
| Printers | Cleaning wipes available at printers for staff use.  Students will be given new bar coded cards to enable the use of printers without the need for biometric. | Low |
| Using back-to-back or side-to-side working (rather than face-to-face) where possible.  Seating pupils side by side and facing forward, rather than face to face or side on | School will ensure this is implemented in the admin office.  All lesson desks to be front facing in all classrooms where possible. | Low |
| Lockers | Lockers are located in corridor areas and staff toilets.  Students will continue not having access to lockers until further notice. Those with a PE lesson will wear their PE kit to school on those days. | Low |
| No unnecessary equipment to be brought into school.  Pupils are encouraged to bring their own pencil cases from home. | Students have been informed not to share equipment.  Practical subjects that require the use of shared equipment to complete a departmental risk assessment and follow compliance guidance of cleaning. | Low |
| Staff to raise any concerns with the management as soon as possible. | Staff to notify SLT or school manager via email. | Low |
| Air conditioning /air handling units use | Air conditioning units should only be used if they use fresh outside air, or with additional ventilation. Air handling system to sports hall area has been disabled. | Low |

1. **Potential transmission of virus from pupils presenting challenging behaviours (eg spitting and biting)**

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| Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed. | Staff to immediately alert SLT on call for any issues.  New behaviour policy was implemented in Autumn term with clear expectations provided to students when returning to school. | Low |

1. **Potential exposure to Coronavirus – use of PPE**

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| The majority of staff in education settings will **not require** PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases including:  Children, young people, and students whose care routine already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. | PPE is available to those who may require this, for example, welfare officer when attending to someone who becomes unwell in school | Low |

1. **Potential transmission of virus from welfare office**

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| Staff to adhere to infection control policy.  Regular medication protocols to be followed.  Washing facility and sanitisers available in the welfare room.  Staff to frequently wash their hands.  Avoid/reduce close contact with pupils where possible.  Use face mask/gloves/apron where appropriate or close contact is unavoidable. | Aprons, masks and gloves to be provided to all first aiders.  Welfare Officer has an electronic temperature sensor should the need arise to take the temperature of students who may display covid symptoms  Ice packs are not to be shared and should be be resanitised between use.  Welfare officer to wear PPE when attending to unwell students | Low |

**7. Potential transmission of virus from desks, monitors, keyboards and mouse**

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| Clear desk policy will be robustly applied so as to enable effective cleaning. | Staff should remove all items at the end of a session from their current teaching room to enable cleaners to clean properly | Low |

1. **Home Visits**

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| Information about the pupils to be obtained over the phone or other digital/remote means. | We will continue home visits for vulnerable students, these are authorised by the safeguarding lead, and are conducted by safeguarding trained staff. | Low |

1. **Kitchen Operations/food preparation**

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| Catering staff to wear their usual PPE.  No staff are to enter the kitchen.  All deliveries and collections of meals are to be over the counter. | This is the responsibility of Pinnacle/Chartwells who run the catering provision.  All catering staff wear PPE  All cold food to be packaged and sealed when on display. | Low |

1. **Potential transmission of virus during lunch/play breaks / food served in the dining hall**

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| Dining hall   * Dining hall seating to be arranged in line with government’s guidance * Staggered lunch breaks for pupils and limiting the number of pupils at any one time in the dining hall. * Pupils encouraged to dispose of their left-over food in the bins. * No chewing gum to be in school * Bins provided at various locations in the dining hall. * Pupils will be supervised as normal. * Staggered play/break times. | Hand sanitiser and wipes to be provided throughout the canteen.  Students to sanitise their hands before entering the canteen to eat.  Cleaning staff to be on hand to clean tables throughout the lunch setting and in between year groups.  Students in different year groups will lunch at separate times (lunchtime split into 3 sessions) and 2 separate seating areas are in use. | Low |

1. **Handling Deliveries**

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| Deliveries | Admin office to have wipes for wiping down post/packages. | Low |

1. **Potential transmission of virus from visitors/parents**

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| Parents and visitors are encouraged to book appointments before coming into school.  Non-essential visitors to school and deliveries are minimised | Parents are made aware of new school procedures prior to their children starting back at school and to those families whose children are new to the school.  Visitors will sign in using Inventry signing in system to capture phone numbers for track and trace.  Any visitors must sanitise upon arrival at reception. | Low |

1. **Potential transmission of virus from contractors attending the school site**

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| Contractors to be notified in advance not to attend the premises if they have symptoms  Attendance by contractors notified to reception desk in advance  Contractors sign in at the reception desk and declare they do not have symptoms. | All visitors to be asked by the receptionist if they have any symptoms.  Staff to observe and ask any contractors to leave the building if they have symptoms.  Pinnacle to ensure all contractors adhere to the health and safety procedures. All contractors only by pre-arranged appointment.  Site manager to ensure the work is done outside of school hours or the area clear before-hand. Any pupils and staff to leave that area. | Low |
| Supervised and limited access to other parts of the building | Pinnacle staff to ensure there is limited and supervised access only to those who have a valid DBS (criminal record check) | Low |

1. **Potential Spread of virus from School Library**

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| Library to be closed for the loaning/return of books for the time being.  Staff to make use of any digital resources for pupils.  Pupils encouraged to drop the returning items in a collection box/trolley. | Timetabled lessons will only take place in the library - this will be reviewed throughout the term  The library will not be open for general book issuing and returns until further notice | Low |

1. **Accidents, security and other incidents**

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| In an emergency, for example, an accident or fire, people do not have to socially distance. PPE should be worn when necessary. | Welfare officer and first aiders will be provided with appropriate PPE for use when attending to accidents or incidents. .  SLT to be informed of their roles during fire evacuation procedure. | Low |

1. **Potential stress/anxiety caused by COVID-19**

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| Reassurance to staff of measures taken seriously to protect their safety.  Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.  Regular communications from Headteacher.  Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them.  This should include:  • disadvantaged and vulnerable children | Heads of year and behaviour team to support any students who need help. | Low |
| Mental Health  Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Regular contact with managers and colleagues.  One to one supervision meetings with manager | Staff have undertaken mental health training and regular support is given to those students in need.  Staff are encouraged to discuss issues with their line manager or use the employee assistance programme where there are webinars on stress, wellbeing, health advice etc, as well as bereavement support. Access has been provided to all staff.  Line managers to have regular meetings with staff to give support and encourage open discussions. | Low |