

Highlands School - Covid Risk Assessment - Sept 2020

1. Preparation of the school before September re-opening

Who is at risk - staff, students, visitors

What is currently done to reduce / control the risk? Control Measures
Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist) <ul style="list-style-type: none">• 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
Where possible configure classrooms to ensure that when teachers are at the board there is adequate space away from students when teaching
Students based in year groups will access specific site entrance depending on their from year 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. Mark out social distancing, one-way flows including entrances and exits and queuing arrangements One way system in place for movement around the corridors during lesson change over
Posters erected about handwashing and persons with COVID symptoms not to enter the school <ul style="list-style-type: none">- These are in place throughout school toilets.- A display board in reception will be displayed with key messages as people arrive.
Review evacuation routes and signage <ul style="list-style-type: none">- Existing evacuation procedure is still valid and operational.

- Arrangements in place to support individuals with reduced mobility for evacuation including cover arrangements in the case of reduced numbers of staff.
Consideration given to premises lettings and approach in place. - From 9 Sept lettings outside only, can take place, but there will be no access to indoor facilities
The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.
Consider the minimum staffing needed at any one time (and cover arrangements in case of staff absence/sickness)
Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.
All staff to be available for working in September (unless agreed arrangements) - Additional measures will be in place for those who require it.
Staff regularly updated with changes to the working practice regularly to ensure they are in line with current expectations

2. 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

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. - Adjustments and considerations where practically possible to accommodate additional measures where appropriate for those who may be at increased risk.

3. 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

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 a staff member or pupil is a household contact of someone who becomes symptomatic (the case) the staff member or pupil should self-isolate for 14 days. If the staff member or pupil starts symptoms, they need to self-isolate for 10 days from that date.

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.

- Measures are being put in place for children awaiting collection to be kept isolated in a room with a closed door and open windows and separate bathroom.
- PPE to be available for staff members tasked with supporting students in these circumstances.

Cleaning arrangements to be in place in the event of someone displaying symptoms whilst on site.

School staff should access NHS 111 online which is an online interactive and personal checklist:

[NHS 111 online - About coronavirus \(COVID-19\)](#)

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/

Paper towels and soap to be replenished at three key points in the day.

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>

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>

All classrooms will have sanitising gel pumps and wipes at point of entry.

Toilets will have hot water and soap available at all times.

Social Distancing to be maintained where possible.

[COVID-19: guidance on social distancing and for vulnerable people](#)

Social distancing also to be adhered to in Classroom, Corridors, Staff Room, School Canteen, outdoor space etc.

All staff and students will be required to wear masks when moving around the site/ corridors.

Year 7 & 8 will be zoned into two separate areas on site to reduce the risk of transmission.

Where Risk Assessment identifies wearing of gloves as a requirement of the job, 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.

4. Potential transmission of virus from working within enclosed spaces

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

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.

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.

Hand Sanitizer to be installed on the entrance to all toilets. To be used on entry and exit.

Year 7 and 8 will have access to zoned toilets.

All classrooms will have sanitising gel pumps at point of entry.

Hot water and soap to be available at all times in toilet areas.

Students and staff are reminded about the importance of washing hands regularly.

Ensure that soap, sanitiser and paper towels are checked and are replenished regularly.

Hand Sanitiser and wipes supplied in all classrooms, offices, communal kitchen areas and canteen.

Students will also be expected to take sanitising wipes on their way into the classroom and wipe their desk and chair at the start. This will be built into their start of lesson routine.

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.

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.

Use of our Inventory signing in system at reception for staff and visitors.

Visitors will sign in using the inventory signing system. The person on reception will be responsible for signing in visitors.

- Staff will use their fobs using Inventory scanner.
- Staff manning reception areas are able to wear clear face shields.

- Reception to be fitted with a clear screen

Staff will have access to facemasks when moving around corridors.

Mark out queuing arrangements.

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.

One-way flows should be in place for circulation around the school where possible. Separate entry and exits with one way in and out.

- Details to be shared with staff and students during induction in September 2020 on a one-way system in the corridors.

Fixed/standalone sanitisers stations or containers of hand sanitiser will be set up at various locations including entry and exit points.

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.

- Bins to be replaced/updated with bins with lids and a pedal. The bins will be labeled with 'catch it, bin it, kill it'.

If possible open windows and doors to ventilate rooms/corridors.

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.

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.

Toilet access will be restricted for the zoned year groups.

The non-zoned toilets will be accessible for all other year groups.

All toilets to have hand sanitisers will have hot water and soap available at all times.

Posters reminding all students to wash hands to be placed in all toilets.

Maintain hot water and soap at wash hand basins.

Staff Kitchen areas / Staff rooms - maximise distance
Staggered lunch breaks for pupils and staff.
Cleaning wipes available at printers for staff use, where possible all printing to be sent to reprographics inbox. Students will not be allowed to use printers whilst on site - will be reviewed at half-term.
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
Regulating use of locker rooms: <ul style="list-style-type: none"> • Encouraging storage of personal items and clothing in personal lockers during shifts. • Staff to avoid sharing the lockers. Where this is not possible the lockers to be cleaned between uses. • Students to continue with no access to lockers (6th form will be separate) - will be reviewed at half-term. <p>From 5/10/2020 Year 11s only will have access to use the PE changing rooms, no other year groups will use these. Changing rooms will be locked while students are in PE. Students must not store PE kit in lockers however.</p>
Ensure all classrooms are fitted with hand sanitizers. Classrooms to also be fitted with access to wipes to clean desks between each use (planned into lesson expectation).
No unnecessary equipment to be brought into school. Pupils are encouraged to bring their own pencil cases from home.
Plan activities which can be undertaken outdoors with the pupils. Contact sports not to take place in PE lessons.
Reduce One-to-One sessions with pupils. Where unavoidable this to be done outdoors or in a well ventilated area maintaining adequate distance. Try to use any digital devices to ensure minimum contact.
Regular cleaning regime of classrooms. Removal of any unnecessary items from the classroom. Removal of soft furnishings that are hard to clean. Avoiding close face to face contact and minimising time spent within 1 metre of anyone
Regular/frequent cleaning of toilets for pupil use

Staff to raise any concerns with the management as soon as possible.

Air handling units which go from one area to another should not be used

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

Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.

6. Potential exposure to Coronavirus – Use of PPE

The majority of staff in education settings will **not require** PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. 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.

7. Potential transmission of virus from Welfare office

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.

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

If appropriate, staff to be provided with their own portable keyboard and mouse for use (take with them to use at whichever desk is made available) or clean between use by different users.

- All computer suites to have alcohol wipes provided on entrance for equipment to be cleaned after each use.
- All classrooms to have fitted hand sanitizers and wipes that will be used on entrance by students and staff (planned into classroom entrance expectations).

Clear desk policy will be robustly applied so as to enable effective cleaning.

Cleaning wipes available in each classroom to clean desks and equipment as needed before use desk and throughout day as needed

Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin.

Above applies to the ICT suite for pupil use as well.

Enhanced cleaning regime - including desks every night.

Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.

Resources that are shared between classes or bubbles, such as sports, art and science equipment should be:

- cleaned frequently and meticulously and always between bubbles
- or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Textbooks and other shared resources should not be used in lessons. Textbooks should be photocopied where possible.

For practical subjects access to specialist equipment will not be used in KS3 and science experiments will not be taking place.

9. Home Visits

Information about the pupils to be obtained over the phone or other digital/remote means.

10. Kitchen Operations/food preparation

When kitchen is operational:
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.

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

Separate entry and exits to the dining hall where possible with one way in and out. Mark out queuing arrangements.

When Dining hall is operational:

- Dining hall seating to be arranged in line with governments 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 Sanitizer and wipes to be provided throughout the canteen.

12. Handling Deliveries

Considering methods to
reduce frequency of deliveries, for example by ordering larger quantities less often.

Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate.

Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery

Wash hands after handling deliveries/packaging

13. Potential transmission of virus from visitors/parents

Parents to observe social distancing when dropping and picking children from school.
Only one parent to pick/drop the children.

Non-essential visitors to school and deliveries are minimised

Staggered school start and finish timings to avoid crowding by the school gates.

Staggered start of the day:

Years 10, 11 and 12 have P1 from 08:40 - 09:45.

Years 7, 8 and 9 have their P1 from 14:30 - 15:35.

Separate line areas to be identified before coming into school in the morning and students to be informed.

Each line up area will have a bad weather alternative location.

Parents visiting the reception office to wait outside. When queues are likely parents to maintain appropriate distance

Fixed/standalone sanitiser stations will be set up at various locations including entry and exit points.

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.

Reduce intake of any paper documentation from parents. Advise parents to email any documentation.

Supply / temporary staff should ensure they minimise contact and maintain as much distance as possible from other staff.

- Section of the staff room to be sectioned off for supply staff.

14. Potential transmission of virus from contractors attending the school site

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.

Site manager to ensure the area of the work is clear before-hand. Any pupils and staff to leave that area.

Site manager to liaise with and monitor the contractor maintaining social distancing where possible.

Supervised and limited access to other parts of the building

15. Potential Spread of virus from School Library

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.

Returned items to be quarantined for 72 hours.

16. Accidents, security and other incidents

In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

17. Potential stress/anxiety caused by COVID-19

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

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

Reference –

[Guidance for the public on the mental health and wellbeing aspects of coronavirus \(COVID-19\)](#)

Regular contact with managers and colleagues

One to one supervision meetings with manager

18. Travel between schools or other travel whilst at work. Travelling to and from school

Encourage greater use of walking, cycling or own car rather than public transport if possible with staff.

Consider how children and young people arrive at School and reduce any unnecessary travel on coaches, buses or public transport where possible.

[\(Coronavirus \(COVID-19\), safer travel guidance for passengers.](#)

Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seat belts etc.