

## Highlands School - Covid Risk Assessment - 7 June 2021

### 1. Preparation of the school

Who is at risk - staff, students, visitors

What is currently done to reduce / control the risk? Control Measures	Action	Risk following action
<p>Premises and utilities have been health and safety checked and building is compliant (use usual compliance checklist)</p> <ul style="list-style-type: none"> <li>● Usual premises checks</li> <li>● Water treatments/checks (eg: legionella and flushing)</li> <li>● Fire alarm testing</li> <li>● Repairs</li> <li>● Grass cutting</li> <li>● Portable Appliance Testing</li> <li>● Fridges and freezers</li> <li>● Boiler/ heating servicing</li> <li>● Internet services</li> <li>● Any other statutory inspections</li> <li>● Insurance covers reopening arrangement</li> </ul>	<p>Pinnacle facilities management team will ensure all compliance of premises, including cleaning</p> <ul style="list-style-type: none"> <li>● <a href="#">Pinnacle Covid School Opening Check List V3.xlsx</a></li> <li>● <a href="https://docs.google.com/document/d/1gRNnJRpYxkRBA8fo46nFmMPnUJ2xwj1N/edit">https://docs.google.com/document/d/1gRNnJRpYxkRBA8fo46nFmMPnUJ2xwj1N/edit</a></li> <li>● <a href="https://docs.google.com/document/d/15u-zwG7pqf25EM2Ea-yS_trvZ5k_7XVO/edit">https://docs.google.com/document/d/15u-zwG7pqf25EM2Ea-yS_trvZ5k_7XVO/edit</a></li> <li>● <a href="https://docs.google.com/document/d/1OlcQznkMpMC2s0y3nbJJx4Bg2YmipK_G/edit#heading=h.gidgxs">https://docs.google.com/document/d/1OlcQznkMpMC2s0y3nbJJx4Bg2YmipK_G/edit#heading=h.gidgxs</a></li> </ul> <p>Insurance Department at the borough have confirmed that schools insurance continues during covid-19 pandemic.</p>	<p>Low</p>
<p>Configuring classrooms to ensure that when teachers are at the board there is adequate space away from students when teaching</p>	<p>Classrooms have been reconfigured where necessary to ensure 2m social distancing of students from staff, where possible, including marker tape on floor to designate the teacher area.</p>	<p>Low</p>

	<p>Classroom tables to be pulled back to the back wall where possible providing further distance from the teacher area.</p> <p>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.</p>	
<p>Students based in year groups will access specific site entrance depending on their form groups on arrival and dismissal</p> <p>All students will be required to line up in the morning in a designated location in one of the school's outside spaces.</p> <p>Mark out social distancing, one-way flows including entrances and exits and queuing arrangements</p> <p>One way system in place for movement around the corridors during lesson change over</p>	<p>Outdoor concourse will be marked up to inform student of where to line up</p> <p>Year groups will line up in their designated areas which were used in Autumn term.</p> <p>One way flows will be again in operation throughout corridors as they were during Autumn term. New floor signage showing clear one way flows are in place</p>	<p>Low</p>
<p>Posters will be prominent about handwashing and guidance that persons with COVID symptoms are not to enter the school</p>	<p>Posters - these are in place throughout school including in school toilets. A display board in reception will be displayed with key messages as people arrive.</p> <p>Posters about hand washing or sanitising will be in all areas.</p>	
<p>Review evacuation routes and signage</p>	<p>Existing evacuation procedure is still valid and operational.</p> <p>Arrangements in place to support individuals with reduced mobility for evacuation including cover arrangements in the case of reduced numbers of staff.</p>	

Consideration given to premises lettings and approach in place.	Outdoor lettings are now taking place, Lettings will be permitted indoors from 17 May	Low
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.	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 to receive a reminder on the absence process to ensure adequate notice is given to cover any staff absence.	Low
All staff to be available for working from March (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	SLT to keep staff updated on any guidance	

## 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. The government guidelines for shielding were lifted on 1 April. Staff will be individually risk assessed if required.	Low
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### 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

<p>Anyone with symptoms of COVID-19 should not attend School and report to their relevant School Liaison.</p> <p>Staff/pupils who become symptomatic should self-isolate for 10 days.</p> <p>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 10 days. If the staff member or pupil starts symptoms, they need to self-isolate for 10 days from that date.</p> <p>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.</p> <p>School staff should access NHS 111 online which is an online interactive and personal checklist:  <a href="#">NHS 111 online - About coronavirus (COVID-19)</a></p>	<p>Attendance policy was updated in Autumn term - the requirement is that parents/carers keep their child at home and inform the school immediately if their child or any member of their household has COVID-19 symptoms.</p> <p>Remind students and staff not to come into school if they have COVID-19 symptoms or have tested positive in the last 10 days.</p> <p>Measures are in place for children who become unwell in school and are awaiting collection to be kept isolated in a room with a closed door and open windows and separate bathroom.</p> <p>Cleaning arrangements are in place in the event of someone displaying symptoms whilst on site.</p> <p>PPE to be available for staff members tasked with supporting students in these circumstances.</p> <p>Seating plans will be in place for all classes to aid track and trace if required.</p>	<p>Low</p>
<p>Covid testing to monitor any students or staff who are asymptomatic</p>	<p>Students and staff all undertook 2 weeks of lateral flow testing in school during March. They are now provided with home testing kits regularly for this purpose. All staff and students should be home testing twice a week, and reporting positive results to the school so they are able to track and trace.</p>	<p>Low</p>
<p>Stringent hand washing should be taking place with soap and water. See hand washing guidance:  <a href="http://www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/">www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</a>  <a href="https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm">https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm</a></p> <p>The following guidance is additional specific cleaning if there has been a Covid-19 case in the setting:  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	<p>Hand dryers are in use in toilets, as well as paper towels.</p> <p>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.</p> <p>All classrooms will have sanitising gel pumps and wipes on tables at point of entry.</p> <p>Sanitising will also take place in the canteen prior to eating</p>	<p>Low</p>

<p>Social Distancing to be maintained where possible.  <a href="#">COVID-19: guidance on social distancing and for vulnerable people</a></p> <p>Social distancing also to be adhered to in classroom, corridors, staff room, school canteen, outdoor space etc.</p>	<p>School will follow the Government guidance on social distancing. We will still wear masks in classrooms and communal areas until further notice.</p>	Low
<p><b>Wearing gloves</b>  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.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Staff have been provided with their own supply of sanitiser/facemask/gloves, and replacements are available upon request from the main office</p>	Low

#### 4. Potential transmission of virus from working within enclosed spaces

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

<p>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.</p>	<p>Individual risk assessments will be reviewed if any changes are needed</p>	Low
<p>Enhanced cleaning of school.</p> <p>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.</p>	<p>Pinnacle cleaning team have carried out a deep clean throughout school, and have stepped up daily cleaning regimes in line with their covid guidance.</p> <p>Handwashing guidance is in all toilets.</p> <p>Soap and hot water is available in all toilets.</p>	Low
<p>Robust hand hygiene.</p>	<p>Students and staff are reminded about the importance of washing hands regularly.</p>	Low

	<p>Ensure that soap, sanitiser and paper towels are checked and are replenished regularly. Dedicated staff do checks twice daily to ensure there is adequate supplies at all times.</p> <p>Hand sanitiser and wipes supplied in all classrooms, offices, reception, communal kitchen areas and canteen.</p> <p>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 as happened in Autumn term. Teachers to remind students to dispose of these wipes in the lidded bins as students leave the class and not to leave them on the floor.</p>	
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.	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.	Low
Use of our Inventory signing in system at reception for staff and visitors.	<p>Visitors will sign in using the inventory signing system. The person on reception will be responsible for signing in visitors.</p> <p>Staff will use their fobs using Inventory scanner.</p> <p>Staff manning reception areas are able to wear clear face shields, and there is a perspex screen in place for further protection.</p>	Low
<p>Staff will have access to facemasks when moving around corridors and in lessons where social distancing cannot take place..</p> <p>Mark out queuing arrangements.</p> <p>All students will be required to line up in the morning in a designated location in one of the school's outside spaces.</p> <p>Upon entry to the school students will be required to sanitise their hands.</p>	<p>Existing arrangements for morning line ups will continue</p> <p>Staff bringing students into the school building will instruct them to sanitise.</p> <p>One way flow system is in place.</p>	Low

One-way flows should be in place for circulation around the school where possible. Separate entry and exits with one way in and out.		
Fixed/standalone sanitiser stations and containers of hand sanitiser will be set up at various locations including entry and exit points.	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 have been provided in all classrooms at point of entry.  Ensure hand washing guidance is in all toilets  Every room 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	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.  Toilet access will be restricted for the zoned year group.  The non-zoned toilets will be accessible for all other year groups.  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 should also be provided	Low
Staff Kitchen areas / Staff rooms - maximise distance	Staff room furniture is spaced out to maintain social distancing.  Section of staff room to be used exclusively for supply teachers.	Low

	<p>Staff room to be fitted with wipes and hand sanitiser with posters on reminding to wash hands.</p> <p>Maximum numbers of staff permitted in each staff base are clearly marked on office doors, and staff are encouraged to move elsewhere when required to maintain social distancing</p> <p>Equipment in staff rooms should be wiped before use.</p>	
Staggered break and lunch breaks for pupils and staff.	<p>Lunch breaks for each year group will be staggered in 30 minutes intervals.</p> <p>Year groups will be zoned during lunch.</p>	Low
Printers	<p>Cleaning wipes available at printers for staff use,.</p> <p>Students will be given new bar coded cards to enable the use of printers without the need for biometric.</p>	Low
<p>Using back-to-back or side-to-side working (rather than face-to-face) where possible.</p> <p>Seating pupils side by side and facing forward, rather than face to face or side on</p>	<p>School will ensure this is implemented in the admin office.</p> <p>All lesson desks to be front facing in all classrooms where possible.</p>	Low
<p>Regulating use of locker rooms:</p> <ul style="list-style-type: none"> <li>Encouraging storage of personal items and clothing in personal lockers during shifts.</li> <li>Staff to avoid sharing the lockers. Where this is not possible the lockers to be cleaned between uses.</li> </ul>	Lockers are located in corridor areas. Students to continue with no access to lockers	Low
Changing rooms will only be used by year 11s		
All classrooms to have sanitiser	All classrooms are fitted with hand sanitisers and hand wipes and their use is planned into lesson expectations.	Low
No unnecessary equipment to be brought into school. Pupils are encouraged to bring their own pencil cases from home.	<p>Students have been informed of the need to not share equipment.</p> <p>Subjects that require specialist equipment have been convoluted to consider pre-preparing packs for students to keep.</p>	Low



	<p>Disposable aprons and gloves to be ordered in for practical subjects that require this (consulted with the subjects).</p> <p>Practical subjects that require the use of shared equipment to complete a departmental risk assessment and follow compliance guidance of cleaning/time delay between each use.</p>	
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.	Staff to socially distance 2m from students at all times	Low
<p>Regular cleaning regime of classrooms. Removal of any unnecessary items from the classroom.</p> <p>Removal of soft furnishings, soft toys that are hard to clean. Avoiding close face to face contact and minimising time spent within 1 metre of anyone</p>	<p>Staff and students use hand sanitiser and wipe down desk on entrance to a new classroom (supplied on entrance to all classrooms).</p> <p>Teachers distance to students to be maximised in all classrooms, with the use of floor markings</p>	Low
Regular/frequent cleaning of toilets for pupil use	Cleaning team will be regularly cleaning throughout the school day	Low
Staff to raise any concerns with the management as soon as possible.	Staff to notify SLT or office 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

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

<p>Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.</p>	<p>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.</p>	<p>Low</p>
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## 6. Potential exposure to Coronavirus – Use of PPE

<p>The majority of staff in education settings will <b>not require</b> 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:</p> <p>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.</p>	<p>PPE is available to those who may require this, for example, welfare officer when attending to someone who becomes unwell in school</p>	<p>Low</p>
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## 7. Potential transmission of virus from Welfare office

<p>Staff to adhere to infection control policy.</p> <p>Regular medication protocols to be followed.</p> <p>Washing facility and sanitisers available in the welfare room.</p> <p>Staff to frequently wash their hands.</p> <p>Avoid/reduce close contact with pupils where possible.</p> <p>Use face mask/gloves/apron where appropriate or close contact is unavoidable.</p>	<p>Aprons, masks and gloves to be provided to all first aiders.</p> <p>Welfare Officer has a temperature sensor which will allow social distancing should the need arise to take the temperature of students who may display covid symptoms</p> <p>Ice packs are not to be shared</p> <p>Welfare officer to wear PPE when attending to unwell students</p>	<p>Low</p>
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## 8. Potential transmission of virus from desks, monitors, keyboards and mouse

<p>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.</p>	<p>All classrooms have hand sanitisers and wipes that will be used on entrance by students and staff (planned into classroom entrance expectations).</p> <p>All computer suites to have alcohol wipes provided on entrance for equipment to be cleaned after each use.</p> <p>Staff have been provided with their own H&amp;S packs to ensure they are able to clean keyboards etc when required</p> <p>Remote controls for projectors should be cleaned with antibacterial wipes before use.</p>	<p>Low</p>
<p>Clear desk policy will be robustly applied so as to enable effective cleaning.</p>	<p>Staff will remove all items at the end of a session from their current teaching room to enable cleaners to clean properly</p>	<p>Low</p>
<p>Cleaning wipes available in each classroom to clean desks and equipment as needed before use desk and throughout day as needed</p> <p>Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin.</p> <p>Above applies to the ICT suite for pupil use as well.</p>	<p>These are provided throughout school</p> <p>Covid cleaning procedures are in place with Pinnacle cleaning team.</p> <p>Desks and chairs will be wiped down daily.</p> <p>Students to use hand sanitisers on entrance to all ICT suites and to wipe down keyboards / screens before use</p>	<p>Low</p>
<p>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.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be:</p> <ul style="list-style-type: none"> <li>• cleaned frequently and meticulously and always between bubbles</li> <li>• 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.</li> </ul>	<p>Textbooks and other shared resources should not be used in lessons. Textbooks should be photocopied where possible.</p> <p>For practical subjects access to specialist equipment will not be used in KS3 and science experiments will not be taking place.</p> <p>Equipment for practical subjects for KS4&amp;KS5 will go through an individual risk assessment for each department (PE, technology, art, music).</p>	

## 9. Home Visits

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 safeguarding lead, and are conducted by safeguarding trained staff.  Staff do not enter students' homes.	Low
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## 10. Kitchen Operations/food preparation

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/Chartwell who run the catering provision.  All catering staff wear PPE  All cold food to be packaged and sealed when on display.  Knives and forks are individually wrapped, and dedicated water jugs for each year group are in place to avoid contamination	Low
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## 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: <ul style="list-style-type: none"><li>• Dining hall seating to be arranged in line with government's guidance</li><li>• Staggered lunch breaks for pupils and limiting the number of pupils at any one time in the dining hall.</li><li>• Pupils encouraged to dispose of their left-over food in the bins.</li><li>• No chewing gum to be in school</li><li>• Bins provided at various locations in the dining hall.</li><li>• Pupils will be supervised as normal.</li><li>• Staggered play/break times.</li></ul>	Hand sanitiser and wipes to be provided throughout the canteen.  Students to sanitise their hands before entering the canteen to eat. Wipes are available on all tables.  Cleaning staff to be on hand to clean tables throughout the lunch setting and in between year groups.  Students queuing for food in the canteen will be expected to wear a mask	Low
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## 12. Handling Deliveries

<p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Local arrangements to be made whether deliveries made external to the building or to pre-allocated area as appropriate.</p> <p>Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery</p> <p>Wash hands after handling deliveries/packaging</p>	<p>Admin office to have wipes for wiping down post/packages.</p>	<p>Low</p>
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## 13. Potential transmission of virus from visitors/parents

<p>Parents to observe social distancing when dropping and picking children from school. Only one parent to pick/drop the children.</p> <p>Non-essential visitors to school and deliveries are minimised</p>	<p>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.</p> <p>Visitors will sign in using Invenry signing in system to capture phone numbers for track and trace.</p>	<p>Low</p>
<p>Staggered school start and finish timings to avoid crowding by the school gates.</p>	<p>Staggered start of the day for all year groups to continue.</p> <p>Students should not arrive to school more than 10 minutes before their start time (when gates are opened) to avoid congestion on the road outside of school</p> <p>Separate line areas to be identified before coming into school in the morning and students to be informed.</p>	<p>Low</p>

	<p>Each line up area will have a bad weather alternative location.</p> <p>Parents need notifying not to collect students unless there is a special need, and then only from the car park area.</p>	
Parents visiting the reception office to wait outside. When queues are likely parents to maintain appropriate distance	<p>Signage to go up outside reception.</p> <p>Reception staff have option to wear face shields. Visitors to stand behind the perspex screen.</p> <p>Parents to be informed to wear masks when visiting the school - spare disposable masks will be available if required</p>	Low
Sanitiser stations will be set up at various locations including entry and exit points.	All exit and entry points have sanitiser stations	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.	Hand sanitiser and wipes are available throughout school and replenished twice daily	Low
Reduce intake of any paper documentation from parents. Advise parents to email any documentation.	Parents to be informed to email school rather than posting letters but school may use postal services in line with our business needs.	Low
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.	Low

### 13. Potential transmission of virus from contractors attending the school site

<p>Contractors to be notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to reception desk in advance</p> <p>Contractors sign in at the reception desk and declare they do not have symptoms.</p>	<p>All visitors to be asked by the receptionist if they have any symptoms.</p> <p>Staff to observe and ask any contractors to leave the building if they have symptoms.</p> <p>Pinnacle to ensure all contractors adhere to the health and safety procedures. All contractors only by pre-arranged appointment.</p> <p>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.</p>	Low
Supervised and limited access to other parts of the building	Pinnacle staff to ensure there is limited and supervised access	Low

## 14. Potential Spread of virus from School Library

<p>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.</p>	<p>Timetabled lessons will only take place in the library - this will be reviewed throughout the term</p> <p>The library will not be open for general book issuing and returns until further notice</p>	<p>Low</p>
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## 15. Accidents, security and other incidents

<p>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	<p>Welfare officer and first aiders will be provided with appropriate PPE for use when attending to accidents or incidents. .</p> <p>SLT to be informed of their roles during fire evacuation procedure.</p>	<p>Low</p>
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## 16. Potential stress/anxiety caused by COVID-19

<p>Reassurance to staff of measures taken seriously to protect their safety.</p> <p>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.</p> <p>Regular communications from Headteacher.</p> <p>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:</p> <ul style="list-style-type: none"> <li>disadvantaged and vulnerable children</li> </ul>	<p>Heads of year and behaviour team to identify and communicate with students who have not engaged with remote learning to encourage them to attend school.</p>	<p>Low</p>
<p>Mental Health</p>		<p>Low</p>

<p>Senior Leadership Team will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference :  <a href="#">Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</a></p> <p>Regular contact with managers and colleagues  One to one supervision meetings with manager</p>	<p>School staff have access to employee assistance programme where there are webinars on stress, wellbeing, health advice etc, as well as bereavement support.  <a href="#">HealthAssuredEap.co.uk</a>  Username : Enfield  Password: School</p> <p>Line managers to have regular meetings with staff</p>	
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## 17. Travel between schools or other travel whilst at work. Travelling to and from school

<p>Encourage greater use of walking, cycling or own car rather than public transport if possible with staff.</p> <p>Consider how children and young people arrive at school and reduce any unnecessary travel on coaches, buses or public transport where possible.  <a href="#">(Coronavirus (COVID-19), safer travel guidance for passengers.</a></p> <p>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.</p>	<p>School to notify parents of this.</p> <p>Parents and students to be notified about the staggered start to the school day for specific year groups.</p> <p>Parents and students to be notified about gates being open 10 minutes before entry.</p> <p>Students to wear facemasks in all communal areas of school, and when not in use, e.g. when eating at lunchtime, to have them stored in a clean polythene bag</p> <p>Drivers must wear masks when transporting students</p>	<p>Low</p>
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