

Highlands School - Covid Risk Assessment
UPDATED AFTER GOVERNMENT ANNOUNCEMENT FOR “LIVING WITH COVID” PLAN
FEBRUARY 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>On 21 February the government announced that they will now be lifting all Covid legal restrictions in the UK as part of their “Living with Covid” plan - click on link below to read full document.</p> <p>https://www.gov.uk/government/publications/covid-19-response-living-with-covid-19?utm_source=21%20February%2022%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <p>The school will follow Government guidance and will continue to encourage the school community to keep everyone safe.</p>	<p>The school will follow the latest Government guidance.</p>	
<p>Premises and utilities have been health and safety checked and building is compliant</p> <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 	<p>Pinnacle facilities management team will ensure all compliance of health and safety on premises, including regular cleaning.</p> <p>School has insurance in place with the borough of Enfield.</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.</p> <p>Posters about hand washing or sanitising will be in reception area, canteen and all toilets.</p>	<p>Low</p>

Review evacuation routes and signage	Existing evacuation procedure is still valid and operational.	Low
The school's annual calendar of events has been reviewed.	School trips are able to take place from September 2021. Overseas trips will always be reviewed in line with latest Government guidelines. Parents evenings and parents meetings will continue to be held remotely.	Low
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. Senior management to monitor daily attendance of staff and ensure enough teachers are available to teach. Leave request form for staff is in key documents list.	Low
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.	Low

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.	Staff will be individually risk assessed if required. Pregnant staff will undergo a maternity risk assessment.	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>The legal requirement to isolate has now been removed, however the advice is that anyone with symptoms of COVID-19 should not attend school.</p> <p>NHS 111 online is an online interactive and personal checklist: NHS 111 online - About coronavirus (COVID-19)</p>	<p>Attendance policy was updated in Autumn term.</p> <p>Parents are advised to keep their child at home and inform the school immediately if their child has COVID-19 symptoms or tests positive, in order to continue to keep the school community as safe as possible.</p>	Low
<p>Covid testing to monitor any students or staff who are asymptomatic</p>	<p>The requirement for those in education to test twice weekly has now been removed. Tests kits are still available in school however for those who would like one.</p>	Low
<p>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/ https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm</p>	<p>Hand dryers are in use in toilets, as well as paper towels.</p> <p>Sanitiser is available at entry points to school and in the canteen.</p>	Low
<p>Social Distancing is no longer required in schools.</p>	<p>School will follow any updated Government guidance on social distancing if this is reintroduced.</p>	Low
<p>Wearing gloves</p> <p>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.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	Low
<p>Mask Wearing</p>	<p>Masks are now optional in school. If students wish to wear one still, they should ensure they bring their own to school each day.</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 regularly if required.</p>	Low
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Enhanced cleaning of school.	<p>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.</p> <p>Handwashing guidance is in all toilets.</p> <p>Soap and hot water is available in all toilets.</p>	Low
Robust hand hygiene.	<p>Students and staff are reminded about the importance of washing hands regularly.</p> <p>Soap, sanitiser and paper towels are checked and are replenished regularly.</p> <p>Hand sanitiser is supplied at points of entry to school and the canteen.</p>	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.	<p>Regular cleaning continues by site cleaning team will still be in place.</p> <p>Enhancing deep cleaning takes place during school holidays or as required.</p>	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.	<p>Pinnacle facilities management team are responsible for all these health and safety checks and compliance.</p> <p>Water chlorination works were last undertaken in August 2021.</p>	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, ensuring sanitising of hands takes place. Staff will use their fobs using the Inventory scanner.</p>	Low
Ventilation If possible open windows to ventilate rooms/corridors.	<p>Pinnacle to open windows in teaching areas, staff rooms and corridors before school each day.</p> <p>Staff in offices to have windows open when occupied.</p> <p>DfE have provided the school with carbon dioxide (CO2) monitors so that the school can monitor safe ventilation in most rooms. These have now been placed in most classrooms and are monitored daily. Extra ventilation is required when the readings increase.</p>	Low
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Lockers	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
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

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.	<p>Staff to immediately alert SLT on call for any issues.</p> <p>New behaviour policy was implemented in Autumn term with clear expectations provided to students when returning to school.</p>	Low
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6. Potential exposure to Coronavirus – use of PPE

<p>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:</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>	PPE is available to those who may require this, for example, welfare officer when attending to someone who becomes unwell in school	Low
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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>Aprons, masks and gloves can be provided to all first aiders.</p> <p>Welfare Officer has an electronic temperature sensor should the need arise to take the temperature of students who may display covid symptoms whilst in school.</p>	Low
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Staff to frequently wash their hands.	Ice packs are not to be shared and should be resanitised between use.	
Avoid/reduce close contact with pupils where possible.	Welfare officer to wear PPE when attending to unwell students	
Use face mask/gloves/apron where appropriate or close contact is unavoidable.		

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

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
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8. 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 the safeguarding lead, and are conducted by safeguarding trained staff.	Low
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9. Kitchen Operations/food preparation

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

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

Dining hall Staggered lunch breaks for pupils and limiting the number of pupils at any one time in the dining hall.	Hand sanitiser to be provided throughout the canteen.	Low
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11. Handling Deliveries

Deliveries	Deliveries will be handled appropriately and wipes are available if required.	Low
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12.Potential transmission of virus from visitors/parents/contractors attending school

Visitors to the school must not attend if they are displaying any symptoms of Covid-19 or have tested positive	Visitors are made aware of school procedure	Low
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13. Potential Spread of virus from School Library

The library is now open for normal use.	Students can only use the library at the designated times.	Low
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14.Accidents, security and other incidents

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
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15.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. Regular communications from Headteacher.	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.	Low

	Line managers to have regular meetings with staff to give support and encourage open discussions.	
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