

**Wokingham Borough Council  
RISK ASSESSMENT TEMPLATE**



<b>LOCATION/ACTIVITY/ISSUE BEING ASSESSED:</b>	Highwood Primary School Covid-19 Secure Risk Assessment		
<b>SCHOOL:</b>	Highwood Primary		
<b>NAME OF ASSESSOR(s):</b>	Matt Hickey		
<b>DATE OF ASSESSMENT:</b>	13/05/20		
<b>DATE FOR REVIEW:</b>	Working Document and to be reviewed daily		
<b>APPROVED BY:</b>	Signature:	Date:	
	Name: See Governor Poll for approval ratification.		

Likelihood of Occurrence	High (probable)	MEDIUM	HIGH	HIGH
	Medium (possible)	LOW	MEDIUM	HIGH
	Low (remote)	LOW	LOW	MEDIUM
Risk Assessment Matrix		Minor (causes physical or emotional discomfort)	Severe (causes physical injury, or illness requiring first aid)	Major (causes major physical injury, harm or ill-health)
Likely Impact				

The Risk Assessment Matrix is used to assess risks before and after control measures are applied. The objective is to remove all HIGH risks and to reduce all other risks to an acceptable level.

<p><b>Government Guidance Documentation:</b></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020?utm_source=3daf3f8c-87d9-4a78-90ec-6196e4a070e5&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020?utm_source=3daf3f8c-87d9-4a78-90ec-6196e4a070e5&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a></p> <p><a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19</a></p> <p><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a></p> <p><a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19</a></p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a></p> <p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist_for_school_leaders_on_behaviour_and_attendance.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist for school leaders on behaviour and attendance.pdf</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><a href="https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf">https://www.publichealth.hscni.net/sites/default/files/Guidance on infection control in%20schools_poster.pdf</a></p> <p><b>Support Documentation:</b></p> <p><a href="https://educationendowmentfoundation.org.uk/covid-19-resources/support-resources-for-schools/">https://educationendowmentfoundation.org.uk/covid-19-resources/support-resources-for-schools/</a></p>	<p><b>PHE Spotty Book</b></p>
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What are the significant hazards?	What could go wrong? Who could be harmed and how?	What's already being done to control risks?	What additional controls are needed?	By who?	By when?	Date completed	Risk rating following action H/M/L
<b>1. Establishing a systematic process of full opening in September</b>							
<b>1.1 Staff Capacity</b>  The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.	Positive case of Covid - 19 (or other illness) results in not enough teacher capacity to deliver learning in school.	<ul style="list-style-type: none"> <li>Staff meeting held at the end of Summer Term to identify all the safety measures that have been put in place to help limit the risk of transmission. (See slides on website for detail)</li> <li>Recap on INSET days about key messages and protocol for staff feeling unwell.</li> </ul>	<ul style="list-style-type: none"> <li>Use of senior staff with non-class based responsibilities to provide cover where needed.</li> </ul>	SLT	30/09/2020		M
<b>1.2 Organisation of Teaching Spaces</b>  Classroom organisation will increase the risk of transmission for pupils and staff.	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Desks to be front facing</li> <li>Staffroom reorganised to allow staff to eat in a shared space with 2 metre spacing.</li> <li>PPE equipment being used for any First Aid incidents.</li> </ul> <p><b>Children</b></p> <ul style="list-style-type: none"> <li>Classroom expectations in place.</li> <li>Children wash hands on entering the classroom.</li> <li>Toys being cleaned after use.</li> <li>Lunch tables are set up to include social distancing measures.</li> <li>See Lunch Plan for specific details of the school's arrangements.</li> </ul> <p>EYFS, Yr 1 and Yr 6 will have cohort bubbles to allow for the most effective teaching of children.</p>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Reopening strategy to include the creation of year group 'bubbles / small consistent groups' which will minimise children and adult mixing therefore minimise the risk of contamination.</li> <li>Additional staff room created.</li> <li>Signs created to limit the number of adults in the same space at any one time.</li> <li>Barriers used in the main reception to allow safe working for office staff.</li> </ul> <p><b>Children</b></p> <ul style="list-style-type: none"> <li>Separate playtime spaces to be created for each 'bubble / small consistent groups'.</li> <li>Break times to be staggered to minimise the risk 'bubbles' mixing.</li> <li>Reduction in the amount of physical equipment available.</li> <li>Teachers to create resource packs so that each child has a self-contained wallet for all of their equipment to be kept safe.</li> </ul>	SLT	31/08/2020		M

1.3 Additional risks to staff members are BAME	Increased risk of transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>• BAME adults in school not expected to deliver first aid / intimate care to pupils – use walkie talkies to receive support from colleagues.</li> <li>• Use of PPE available.</li> </ul>	<ul style="list-style-type: none"> <li>• Individual risk assessment where required.</li> </ul>	SLT	01/09/2020		M
1.4 The School Day  The start and end of the school day create risks of breaching social distancing guidelines.	Increased risk of transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>• Staggered drop off and pick-ups agreed and communicated with parents.</li> <li>• Drop off and pick up is conducted in lines with social distancing guidance.</li> <li>• Areas used are cleaned thoroughly after use.</li> <li>• Additional signage to make sure the one-way system is followed.</li> <li>• Senior staff on duty in the morning and afternoon to help parents navigate the school site.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular briefings with senior staff to discuss feedback from Highwood community.</li> </ul>	SLT Site Team	01/09/2020		M
1.5 The arrangements of running our Resource Base increase the potential for transmission.	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.  Adults working across groups cause an increase in the potential for transmission.	<ul style="list-style-type: none"> <li>• Touch points regularly cleaned throughout the day</li> <li>• All children and staff sanitise hands on arrival and exit.</li> <li>• Social distancing where possible</li> <li>• Increased ventilation with windows open when possible</li> <li>• Larger room space with dividing wall open as much as possible</li> <li>• Children to have own equipment packs</li> <li>• Equipment regularly cleaned</li> <li>• Staff limited movement between bubbles</li> <li>• Timetable changes limited</li> </ul>	<ul style="list-style-type: none"> <li>• Resource Base staff to make arrangements for cleaning The Orchard external doors and touch points.</li> <li>• Check ventilation system and put alternative measures of opening doors and windows to increase the ventilation in the rooms.</li> </ul>	Resource Team	07/09/2020		M

<p>1.6 <b>Planning movement around the school</b></p> <p>Movement around the school create risks of breaching social distancing guidelines.</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p>	<ul style="list-style-type: none"> <li>• One-way circulation routes around the external buildings communicated appropriately to staff and pupil.</li> <li>• Timetable and use of classrooms reviewed to reduce movement around the building.</li> <li>• Accessing rooms from outside.</li> <li>• Organising classrooms and other rooms used for learning to maintain space between seats and desks.</li> <li>• Unnecessary items and those items hard to clean removed from classrooms and learning environments.</li> <li>• Thorough cleaning of rooms at end of the day.</li> <li>• Ventilation in the building maximised by opening windows, doors or using ventilation units.</li> <li>• Transport arrangements and plans revised.</li> <li>• Visitors on site limited and access to building controlled. Visitors requested to wear face coverings in communal areas of the school. Visitors contact with children be required, Visitors are responsible for providing their own PPE from their service providers.</li> <li>• Use of walkie talkies: Each Year group to have a different channel: EYFS - 7 Yr 1 - 1 Yr 2 - 2 Yr 3 - 3 Yr 4 - 4 Yr 5 - 5 Yr 6 - 6 Lunch - 8 Admin - 8 General – 8 Resource - 9  SLT – 10</li> </ul> <p>At drop off and pick up times, Yr groups to be on the appropriate channel. SLT to use channel 8 for general discussions and move to channel 10 for more private liaison.</p>	<ul style="list-style-type: none"> <li>• Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes.</li> <li>• Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply.</li> <li>• Ensure increased ventilation measures do not compromise pupil or staff safety.</li> <li>• Discuss transport arrangements with providers, LA and parents.</li> <li>• Review access points for visitors.</li> <li>• Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time.</li> <li>• Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact.</li> </ul>	<p>SLT Site Team</p> <p>All</p>	<p>01/09/2020</p>		<p>M</p>
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<p><b>1.7 Curriculum Organisation</b></p> <p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened.</p>	<p>Time away from school has had a disproportionate impact on our most vulnerable children.</p>	<ul style="list-style-type: none"> <li>All curriculum leaders have evaluated their curriculum areas in relation to content missed during the summer term. They have then suggested where this can be redelivered to maximise time and as closely as possible link to new curriculum topics. See Curriculum adjustments document on website.</li> <li>Teachers have had CPD in relation to EEF most effective strategies to close attainment gap.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers will complete an Autumn 1 teacher assessment for SLT to analyse.</li> <li>Catch up programmes, where appropriate, will be delivered.</li> </ul>	<p>SLT All</p>	<p>23/10/20</p>		<p>H</p>
<p><b>1.8 Staff workspaces</b></p> <p>Staff rooms and office spaces create risks of breaching social distancing guidelines.</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p>	<ul style="list-style-type: none"> <li>Perspex screen is installed in main reception</li> <li>All social distancing and protective measures to be researched and costed</li> <li>Additional staff spaces to be allocated and furniture moved, where necessary</li> <li>Classrooms reorganised to allow for spacing of tables at 2 meters where possible.</li> <li>Signs erected to state numbers of staff allowed in certain areas of the school.</li> <li>Staff briefed on the usage of all available spaces.</li> </ul>	<ul style="list-style-type: none"> <li>Staff to have limited movement around the building to keep communal areas as empty as possible.</li> </ul>	<p>SLT Site Team All</p>	<p>01/09/2020</p>		<p>M</p>
<p><b>1.9 Managing the school calendar</b></p> <p>School events create risks of breaching social distancing guidelines.</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p>	<ul style="list-style-type: none"> <li>Information shared with parents about which activities will continue and how the school will approach them i.e. Phone call parents evening.</li> <li>Diary updated with events and the way in which they will be delivered – information shared with parents.</li> </ul>	<ul style="list-style-type: none"> <li>Home visits will take place via phone rather than visits to households.</li> </ul>	<p>SLT</p>	<p>01/09/2020</p>		<p>L</p>
<p><b>1.10 Governance and policy</b></p> <p>Governors are not fully informed or involved in making key decisions</p>	<p>Governors unable to fulfil their statutory duties and risk HSE / LA comeback on decision making process.</p>	<ul style="list-style-type: none"> <li>Online meetings being held to complete statutory functions</li> <li>Governing body kept up to date with key decisions around reopening</li> <li>Governors are briefed on latest government guidance and its implications for the school</li> <li>Governors able to attend meetings virtually or to post questions to be addressed during the meeting</li> <li>Any governors unable to perform duties to contact the chair as soon as possible.</li> </ul>	<ul style="list-style-type: none"> <li>Catch up</li> <li>Attendance</li> <li>Blended learning</li> <li>OFSTED Readiness for Jan 2021</li> </ul>	<p>FGB</p>	<p>Prior to each meeting</p>		<p>L</p>

<p><b>1.11 Policy Review</b></p> <p>Existing policies on safeguarding; fire evacuation; medical; behaviour; attendance and other policies may not be fit for purpose in the current circumstances</p>	<p>Governors unable to fulfil their statutory duties and risk HSE / LA comeback on decision making process.</p>	<ul style="list-style-type: none"> <li>• SLT have had discussions about the changes to any policies that may need to occur (attendance, behaviour, registration etc.) and communicated any changes with staff</li> <li>• Non-attendance with not have repercussions and this has been communicated with parents</li> <li>• Emergency governor meetings convened at short notice, if required, to ratify any decisions the school needs to make</li> <li>• All documentation uploaded to governor hub to allow governor scrutiny to take place online.</li> </ul>	<ul style="list-style-type: none"> <li>• Review policies and amend front page with suggested updates during reopening phase.</li> </ul>	<p>SLT</p>	<p>01/09/2020</p>		<p>M</p>
<p><b>1.12 Communication Strategy</b></p> <p>Key stake holders are not fully informed about changes to policies and procedures due to Covid-19 resulting in risk to health</p>	<p>Lack of information could cause stress and anxiety to the school community.</p>	<ul style="list-style-type: none"> <li>• Staff survey sent out – opportunity to ask questions given</li> <li>• Data analysed</li> <li>• FAQs for staff being created based on actual questions being asked by Highwood staff</li> <li>• Parent survey sent out – opportunity to ask questions given</li> <li>• Data analysed</li> <li>• FAQs for parents being created based on actual questions being asked by Highwood parents</li> <li>• Weekly parental updates (more frequently if needed based on government announcements)</li> <li>• Website regularly updated with remote learning.</li> <li>• Remote access from for teachers increased.</li> <li>• VCM every 2 weeks. PSA making regular contact with vulnerable families.</li> <li>• Zoom / Teams used for safeguarding meetings.</li> <li>• Year group emails set up for parents to contact teaching staff.</li> <li>• Governor meetings still taking place.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to communicate with Highwood community using text, email, social media, surveys, phone calls and web conferencing.</li> <li>• Strategies updated based on any constructive feedback.</li> <li>• Office 365 upgrade required to limit issues with emails. Also allows hosting of meetings with WBC professionals.</li> <li>• Continue with communication strategy.</li> </ul>	<p>SLT</p>	<p>01/09/2020 Weekly communication to continue.</p>		<p>L</p>

<p><b>1.14 Free School Meals</b></p> <p>Disadvantaged children are not put at additional risk due to FSM not being provided during Covid-19 crisis</p>		<ul style="list-style-type: none"> <li>School registered for Edenred</li> <li>Vouchers purchased on weekly basis</li> <li>Gift card back up for families unable to redeem vouchers.</li> <li>PSA checking in with all families to make sure they are aware that vouchers are available.</li> <li>PSA to liaise with local food banks for any parents who continue to struggle.</li> </ul>	<ul style="list-style-type: none"> <li>Keep up to date with government guidance, specifically linked to holiday entitlement.</li> <li>Admin team to take on the responsibility of voucher codes, where necessary</li> </ul>	Admin	01/09/2020		L
<p><b>1.15 Risk Assessments</b></p> <p>Risks are not comprehensively assessed in every area of the school in light of Covid-19, leading to breaches of social distancing and hygiene guidance.</p>	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>Reopening strategy has identified all areas that require risk assessment</li> <li>Site team, with H and S governor conducted site walk to identify risks and strategies to minimise risk on the school site.</li> <li>Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff including: <ul style="list-style-type: none"> <li>Areas of the school</li> <li>Drop off and pick up</li> <li>Movement in school</li> <li>Break / lunch time</li> <li>Curriculum delivery – practical subjects</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Regular debriefs to take place and risk assessment updated accordingly.</li> </ul>	SLT	01/09/2020		H
<p><b>1.16 School transport</b></p> <p>Changes to bus / taxi arrangements affect pupil attendance and don't align with staggered start times</p>	Covid -19 has an impact on the ability for children to attend school.	<ul style="list-style-type: none"> <li>Decide and share details of staggered starts to parents and which bubbles children will be allocated (Alphabetically for F2 to Yr 6) Nursery to be done based on sessions attended.</li> <li>Hol to contact families who use public or school transport to check the arrangements that might need to be put in place.</li> </ul>	<ul style="list-style-type: none"> <li>Hol to liaise with school transport as and when issues arise either from the parents or from the LA.</li> </ul>	MB			L
<b>2. Investing in safety equipment and health and safety arrangements to limit the spread of Covid-19</b>							
<p><b>2.1 Hygiene and Handwashing</b></p> <p>School Hygiene is not adequate enough to prevent the possible spread of Covid-19</p>	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>PPE equipment in the form of face shields have been procured.</li> <li>Instructions for the children on how to wash their hands has been given and posters are on display in the cloakrooms to remind children of the correct handwashing procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Hygiene measures to remain in place.</li> </ul>	CE MH	01/09/2020		H

		<ul style="list-style-type: none"> <li>• Anti-bacterial hand gel is being used in the main entrance and in classrooms.</li> <li>• All children have been taught about how germs spread and the most effective way to catch sneezes and coughs.</li> <li>• Anyone feeling unwell or has someone in their household who is unwell informed not to attend school.</li> <li>• Social distancing maintained wherever possible between all adults on site and between pupil groups.</li> <li>• Frequent handwashing promoted.</li> <li>• Hand sanitiser available in classrooms, shared spaces, entrance and exit points.</li> <li>• Frequent cleaning of surfaces that pupils touch.</li> <li>• Disposable tissues available in classrooms.</li> <li>• Bins for tissues emptied during the day.</li> <li>• Staff, parents and visitors informed of the measures in place to reduce transmission.</li> <li>• Site Walk taken place to look at areas in the school that need to be 'closed' and how a 'one-way' system can be created to limit the chances of adults coming in contact with each other.</li> <li>• Conversion of keypad coding to card swipe system</li> </ul>					
<b>2.2 Providing intimate care will put staff at risk.</b>	Transmission of the virus from person to person could occur and put our EYPs in particular at risk by not being able to socially distance.	<ul style="list-style-type: none"> <li>• PPE equipment is being used for hands</li> </ul>	<ul style="list-style-type: none"> <li>• Aprons / face shields to be sourced to provide additional protection for staff.</li> </ul>	CE	31/05/20		H
<b>2.3 Having soft furnishing available in the setting increase the risk of the virus spreading</b>	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>• Fabric chairs and soft furnishings will be removed from rooms where appropriate.</li> <li>• Chairs are limited to single users.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with staff around any additional materials in use that require risk assessing.</li> </ul>	SLT			L
<b>2.4 Testing and managing symptoms</b>  Testing is not used effectively to help manage staffing	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>• Guidance on getting tested has been published</li> <li>• Guidance explained to staff in Staff FAQs</li> <li>• Guidance links shared in Risk assessment and FAQ documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep up to date with government and PHE advice / guidance</li> <li>• Staff to be supported by the school in the outcome of any positive tests.</li> <li>• Emergency tests kits to be ordered.</li> <li>• MH to attend schools and further testing webinar – 11/09/2020</li> </ul>	SLT	11/09/2020		H

levels and support staff wellbeing		<ul style="list-style-type: none"> <li>Staff meeting identified a flow chart of protocols (see website) that staff would have to follow.</li> </ul>					
<b>2.5 Infection transmission with in school due to staff / pupils displaying symptoms</b>	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>Robust collection of absence data, including return dates for staff, is in place</li> <li>Procedures and in place to deal with staff / pupils displaying symptoms in school</li> <li>Pupils, Parents and staff are aware of what steps to take if they display symptoms</li> <li>Definitions around clinically vulnerable and clinically extremely vulnerable have been shared with staff through Staff FAQs</li> <li>A record of staff / pupils displaying symptoms is kept and reported if required</li> <li>Documents shared with staff about procedures for any positive cases.</li> </ul>	<ul style="list-style-type: none"> <li>Keep up to date with government and PHE advice / guidance</li> </ul>	SLT	01/09/2020		H
<b>2.6 First Aid / Designated Safeguarding Leads</b>	The lack of availability of DSL and First Aiders puts children's safety at risk	<ul style="list-style-type: none"> <li>First Aider and DSL on site at all times</li> <li>First Aid packs distributed to increase number of areas in the school</li> <li>PPE provided for first aid incidents</li> </ul>	<ul style="list-style-type: none"> <li>Keep regular stock checks and order supplies when necessary</li> <li>Continue with DSL arrangements already in place in the school</li> </ul>	SLT	01/09/2020		H
<b>2.7 Communication with parents</b>	Lack of information could cause stress and anxiety to the school community.  Parents and carers are not fully informed of the Health and Safety	<ul style="list-style-type: none"> <li>Overall communication strategy to make sure that parents and the wider stake holders are kept fully up to date with government guidance.</li> <li>Survey and subsequent FAQs provide Highwood specific details about planned actions.</li> <li>Weekly parental updates (more frequently if needed based on government announcements)</li> <li>Website regularly updated with remote learning.</li> <li>Remote access from for teachers increased.</li> </ul>	<ul style="list-style-type: none"> <li>Continue with communication strategy</li> <li>Key messages and updates included in weekly emails</li> <li>Office 365 upgrade required to limit issues with emails. Also allows hosting of meetings with WBC professionals.</li> </ul>	SLT	01/09/2020		H

		<ul style="list-style-type: none"> <li>VCM every 2 weeks. SLT / Class teachers making regular contact with vulnerable families.</li> <li>Zoom / Teams used for safeguarding meetings.</li> <li>Year group emails set up for parents to contact teaching staff.</li> <li>Governor meetings still taking place.</li> </ul>					
<b>3 Maximising Social Distancing</b>							
<b>3.1 Pupil Behaviour</b>	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>Clear messages to pupils about expectations shared on return</li> <li>Staff model and reinforce social distancing, where possible</li> <li>Movement around the inside of the building is minimised</li> <li>Large gatherings avoided</li> <li>External lettings cancelled</li> </ul>	<ul style="list-style-type: none"> <li>Communication with parents if required in relation to behaviour that increase risk of transmission to pupils or staff.</li> </ul>	SLT	01/09/2020		L
<b>3.2 Social Distancing – Community (including parents)</b>	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>Numbers of children (and therefore parents) reduced to keyworkers and vulnerable children.</li> <li>Additional surfaces being used for signing in / out purposes</li> <li>Signage purchased to inform parents / visitors about social distancing expectation in the school grounds.</li> <li>Floor markers procured to maintain 2 metre distance separation around the school site.</li> <li>Perspex divider installed in the reception area to protect reception staff.</li> </ul>	<ul style="list-style-type: none"> <li>Senior staff on duty in morning and afternoon to help parents keep socially distanced.</li> </ul>	SLT	01/09/2020		M
<b>3.3 Classroom and Teaching Spaces</b>	Classroom sizes will not allow adequate social distancing.	<ul style="list-style-type: none"> <li>EYFS, Yr 1 and Yr 6 will have cohort bubbles to allow for the most effective teaching of children.</li> <li>Individual packs created for each child</li> <li>Class packs of outdoor equipment created. All to be cleaned after use.</li> <li>Children will play in their allocated coned off areas with the same pupils in their bubbles. Staff will monitor appropriate social distancing, where possible.</li> <li>Packed Lunch to be eaten in classrooms</li> <li>Hot meals to be eaten in the hall at specified time slots.</li> <li>All lunch staff have been made aware and had chance to discuss the new measures.</li> </ul>	<ul style="list-style-type: none"> <li>Update based on information received during full reopening.</li> <li>Modify lunch protocols as and when feedback is gathered.</li> </ul>	SLT	01/09/2020		M

		<ul style="list-style-type: none"> <li>Staff to clean and wipe classrooms at break, beginning of lunch and end of lunch.</li> <li>Break times staggered to minimise risk of bubbles mixing</li> <li>Reinforced messages from staff prior to playing</li> <li>Drop off and pick up is conducted in lines with social distancing guidance.</li> </ul>					
<b>3.4 Communal Spaces</b>  Access to the school creates 'Pinch Points' and the increased likelihood of social interaction.	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>Touch points on gates to be cleaned at regular intervals.</li> <li>Signage to create, where possible, a one-way system around the school site.</li> <li>Different access points designated for entrance and exit routes.</li> </ul>	<ul style="list-style-type: none"> <li>Review with staff on a regular basis.</li> </ul>	SLT	01/09/2020		M
<b>3.5 Toilets</b>  Queues for toilets may increase the risk of the virus spreading	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>Hand washing message reinforced at regular intervals.</li> <li>Teachers to monitor numbers of children using the toilets and make sure that routines are established to minimise mass groupings</li> <li>Toilets – touch points - cleaned regularly by staff</li> <li>Bubbles are clear about which toilets they use</li> <li>Staff are allocated toilets based on the 'home' location</li> </ul>	<ul style="list-style-type: none"> <li>Stock is monitored to make sure we have a constant supply</li> </ul>	SLT	01/09/2020		L
<b>3.8 Reception Area</b>  Groups of people gathering may increase the risk of the virus spreading	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>Social distancing signs are displayed</li> <li>Social distancing points are marked on the ground</li> <li>Perspex screen installed to protect office staff</li> <li>Arrangements in place for segregation of visitors – potential to use alternative entrance near HT office.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor foot traffic to check procedures are working</li> <li>Continue with web conferencing software to limit the need for visitors to attend the building.</li> </ul>	SLT	01/09/2020		M
<b>3.9 Wrap Around Care – Breakfast and After School Club</b>  Mixing bubbles may increase the risk of the virus spreading	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk. Inability to keep children in their assigned bubbles	<ul style="list-style-type: none"> <li>Wrap around care is available with reduced capacity.</li> <li>Additional spaces have been identified in order to keep groups as small and consistent as possible.</li> <li>Rota created to ensure ratios are being met.</li> <li>Menu adjusted to make the food preparation simpler.</li> </ul>	<ul style="list-style-type: none"> <li>Review with staff on a regular basis.</li> </ul>	SLT	01/09/2020		M

		<ul style="list-style-type: none"> <li>All information has been communicated with parents.</li> </ul>					
<b>3.10 Arrival and Departure from school</b>  Pupils and parents congregate at exits and entrances making social distancing measures difficult to apply	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> <li>Start and end of school are staggered</li> <li>One parent per family to participate in dropping children off</li> <li>One-way systems on each side of the school are sign posted and enforced</li> <li>Map of the one-way system is shared with parents</li> <li>Social distancing markers are in place outside each classroom area.</li> <li>Staff are ready to welcome children on arrival so that no parent is on site longer than required.</li> <li>Parents able to drop off all children in their family at the earliest arrival time.</li> <li>Childminders are able to drop off children but extra vigilance in keeping their group close will be expected.</li> </ul>	<ul style="list-style-type: none"> <li>Communicate staggered timings to parents</li> <li>Review with relevant feedback</li> </ul>	SLT	01/09/2020		M
<b>4 Community wellbeing</b>							
<b>4.1 Wellbeing – Staff</b>	Isolation could cause stress and anxiety during lockdown.	<ul style="list-style-type: none"> <li>Weekly staff meetings on Microsoft Teams</li> <li>Coffee Break meetings organised for ‘non- school related’ chats.</li> <li>Postcards sent to support staff.</li> <li>Postcards to teachers</li> <li>Highwood online quiz evening to be organised.</li> </ul>	<ul style="list-style-type: none"> <li>SLT to monitor wellbeing</li> <li>Communication to remain strong</li> </ul>	SLT	01/09/2020		M
<b>4.2 Wellbeing - Families</b>	Isolation could cause stress and anxiety during lockdown.	<ul style="list-style-type: none"> <li>Staff completed safeguarding CPD with a focus on supporting children returning to school.</li> <li>Senior staff timetabled to be visible and accessible at key points of the day (drop off, lunch, pick).</li> </ul>	<ul style="list-style-type: none"> <li>SLT to discuss with class teachers about any families they are concerned about.</li> <li>Appoint new PSA in Autumn 1.</li> <li>Daily lessons provided for any children in isolation</li> <li>Phone calls made home by class teacher/SLT</li> <li>Normal attendance and safeguarding police followed for children who are absent</li> <li></li> </ul>	SLT	01/09/2020		M

<b>REVIEWS AND REVISIONS – Updated on an ongoing basis as feedback is gathered.</b>					
<b>Review date</b>	<b>Name of Assessor</b>	<b>Is assessment still valid?</b>	<b>If not, list adjustments with details of who will action and by when</b>	<b>Approved by Headteacher</b>	<b>Date of next review</b>
03/09/20	Nick Allaway	No – Add in procedures for iPad use across the school.	<ul style="list-style-type: none"> <li>• Years 1-5 to be issued a set of old iPads to be kept in classroom.</li> <li>• When children use an iPad they must follow: Wash hands, use iPad, wipe down iPad with bacterial wipe, replace iPad, wash hands again.</li> <li>• Teachers to secure iPads overnight in cupboards.</li> <li>• When iPads need charging, teachers or TAs to return them to the trolley</li> <li>• Before iPads are put in the trolley adult will: wash hands, wipe down the iPads, return them to the correct charging point, wash hands again.</li> <li>• Each class will only ever use the iPads allocated to them</li> </ul> <p>This will mean the iPad 1s cannot be booked out, but we will have iPad 2 and Laptops. It will also mean that teachers can run AR quizzes daily and year 1 can use them for observations, without the need for someone to use the trolley every day. The iPads will only ever be in the class bubble or the trolley so there should be no cross contamination.</p>	04/09/2020	30/09/2020
17/09/20	Matt Hickey	No – Adding in the criteria for which the testing kits given to schools would be given to the Highwood community.	<p>Criteria suggestions:</p> <ol style="list-style-type: none"> <li>1. Is the child on a CP / CiN plan or has social worker involvement and unlikely to receive a test if sent home with symptoms? If yes, Testing Kit is appropriate.</li> <li>2. Does the family have disability issues that will limit their ability to access a test? If yes, Testing Kit is appropriate.</li> <li>3. Is the child on our monitoring list for previous poor attendance and prolonged absence would have a negative impact on their education? If yes, Testing Kit is appropriate.</li> <li>4. Does the absence of a member of staff risk the capacity of adults dropping to a level where bubbles would need to be closed? If yes, Testing Kit is appropriate.</li> </ol>	19/09/20	When testing kit capacity is in single figures

			<p>5. Does the absence of a member of staff risk the ratio of adults in Early Years dropping to a level where bubbles would need to be closed? If yes, Testing Kit is appropriate.</p> <p>6. Does the family have a language barrier that would limit the children's access to applying for a test on their own behalf? If yes, Testing Kit is appropriate.</p>		
23/09/20	Matt Hickey		<p>Visitor protocol update to include QR code management of our Test and Trace contacts. All visitors to submit details through the QR code which links directly to the school's Smartlog software. This will allow us to know which adults to notify in relation to a positive case.</p> <p>All details are automatically deleted within 21 days according to our GDPR Policy</p>	23/09/20	<p>SBM to spot check visitor list with Smartlog data.</p> <p>Audit to be collated and shared with SLT.</p>
24/09/20	Matt Hickey	Updated due to evaluation of one-way system now that EYFS is fully opened	<p>MH updated procedures shared with parents</p> <p>Parents with multiple children can decide on the best route to take in order to <u>best meet the staggered times</u> and if one child happens to be slightly early or late because of this, the teachers will understand. It would also be really helpful if parents left the school site promptly in order to avoid groups of people gathering together and kept a 2-metre distance if there is a need to talk to the class teacher.</p> <p>Updates the school will implement:</p> <ul style="list-style-type: none"> <li>• The Woodlands Avenue gate and KS2 playground gate will <b><u>not be opened until 8:35am</u></b></li> <li>• All classes will be open from 8:35am if necessary, but please stick as closely as possible to the time listed above</li> <li>• <b><u>At pick up time only</u></b>, Nursery (F1) and Reception (F2) parents will be able to wait <u>in the outside garden areas</u> (at a safe distance) to avoid congestion on the paths</li> </ul>	24/09/20	07/10/20 in SLT meeting.

			<ul style="list-style-type: none"> <li>• <b><u>We will add a new yellow line onto the field for Yr 1, Yr2 and Yr3 parents to queue behind. This should create a larger space for families to leave the site via the one-way system. Please wait behind this line until your child is at their classroom door.</u></b></li> <li>• We are looking at the option of adding in temporary pathways to aid the flow of foot traffic, but these solutions are extremely expensive and not an immediate fix.</li> </ul> <p>So, the key messages are:</p> <ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Leave promptly</li> <li>• Keep a safe distance</li> </ul> 		
04/11/20	Matt Hickey	Updated to increase mentions in light of National Lockdown	<ul style="list-style-type: none"> <li>• At drop off and pick up times all adults and secondary aged children would be asking our community to wear a mask.</li> <li>• All school staff will also wear masks at these times of the day – we are happy for you to wear your own, but if you require a mask then we have stocks available.</li> <li>• The site team will paint a ‘no entry zone’ outside each entrance so that there is an appropriate distance between adults when approaching the classroom – this will be for class teacher to manage and remind parents about the expectations</li> <li>• School staff will be asked to wear face coverings when moving around the corridors – this will be for any times where bubbles could cross paths (phonics, lunch etc.)</li> <li>• Lunch staff can still wear face shields in order to communicate effectively with children</li> <li>• School staff will be asked to wear masks in the communal staff rooms during the times they are not eating or drinking</li> <li>• Staff are able to wear visors in the classroom if they so which, but face masks are not expected within the bubbles already created.</li> </ul>	04/11/20	Weekly in SLT meeting

04/11/20	Matt Hickey	Updated to increase mentions in light of National Lockdown	<ul style="list-style-type: none"> <li>• Further additional cleaning hours have been procured so that we have our contractors do a clean of all toilet areas and touch points mid-way through the school day. This will take place on a daily basis.</li> <li>• Classroom windows to remain opened and the school will relax its dress code for staff in case additional layers need to be worn due to the temperature in their workplace.</li> <li>• Further measures added in to a our staff room provision so that increased social distancing can be guaranteed.</li> </ul>	04/11/20	Weekly in SLT meeting
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