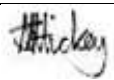


**Wokingham Borough Council  
RISK ASSESSMENT TEMPLATE**



<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>	13/01/21 – Updated previous version		
<b>DATE FOR REVIEW:</b>	Working Document and to be reviewed daily		
<b>APPROVED BY:</b>	Signature: 	Date: 13/01/21	
	Name: See Governor Minutes 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>	PHE Spotty Book
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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 for school opening</b>							
<p><b>1.1 Staff Capacity</b></p> <p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.</p>	<p>Positive case of Covid - 19 (or other illness) results in not enough teacher capacity to deliver learning in school.</p> <p>Section 44 (or similar union guidance) restricts access to full workforce.</p>	<ul style="list-style-type: none"> <li>Regular communication about risk assessment updates.</li> <li>Regular communication about changes in DfE guidance.</li> <li>Recap on INSET days about key messages and protocol for staff feeling unwell.</li> <li>Use of virtual staff meetings to have feedback from staff on our current approach.</li> </ul>	<ol style="list-style-type: none"> <li>Comprehensive plan for staff allocation and two-week rota to limit the number of adults in school.</li> <li>Individual risk assessments for staff who are clinically vulnerable</li> </ol>	SLT	25/01/2020	<ol style="list-style-type: none"> <li>06/01/21</li> <li>Completed as and when required.</li> </ol>	M
<p><b>1.2 Organisation of Teaching Spaces</b></p> <p>Classroom organisation will increase the risk of transmission for pupils and staff.</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk</p>	<p>Staff</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> <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>Children</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> <li>Separate playtime spaces to be created for each 'bubble / small consistent groups'.</li> </ul>	<p>Staff</p> <ol style="list-style-type: none"> <li>Further reduction in communal areas               <ol style="list-style-type: none"> <li>Individual year group staff rooms created.</li> <li>Resource Team added into a year group bubble on a permanent basis.</li> </ol> </li> <li>Rota system implemented to make sure that staff not required (due to pupil numbers) are able to work from home.</li> </ol> <p>Children</p> <ol style="list-style-type: none"> <li>Letter to parents about Critical Worker provision to explore the possibility of reducing numbers.</li> <li>Survey Nursery Parents about provision required to match government guidance.</li> </ol>	SLT	25/01/2021	<ol style="list-style-type: none"> <li>11/01/21</li> <li>06/01/21</li> <li>11/01/21</li> <li>10/01/21</li> </ol>	M

		<ul style="list-style-type: none"> <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>					
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>	<ol style="list-style-type: none"> <li>1. Individual risk assessment where required.</li> <li>2. Headteacher to keep up to date with guidance: <ol style="list-style-type: none"> <li>a. WBC leadership drop ins attended</li> <li>b. Regular communication with local HTs</li> <li>c. Regular updates from national bodies</li> <li>d. Regular updates from NAHT</li> </ol> </li> </ol>	SLT	01/09/2020	<ol style="list-style-type: none"> <li>1. 01/09/2020</li> <li>2. Ongoing</li> </ol>	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>• Heart Cleaning company continue to do a midday clean of toilets and all high touch points.</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> <li>• No entry zones painted outside of classroom doors to maintain a social distance between parents.</li> <li>• Lunch times organised for children to eat packed lunch in classrooms whilst hot meals are still being served.</li> </ul>	<ol style="list-style-type: none"> <li>1. Monitor staff capacity on a daily basis to make sure the risk assessment is still robust.</li> <li>2. Monitor protocols and procedures and gather regular feedback from the community as to their effectiveness.</li> <li>3. Monitor Caterlink's Hot Meal offer and move to all children eating in the classroom should it be moved to packed lunch only.</li> </ol>	SLT Site Team	04/01/2021	<ol style="list-style-type: none"> <li>1. Ongoing</li> <li>2. Ongoing</li> <li>3. Ongoing</li> </ol>	M

<p>1.5 The arrangements of running our Resource Base increase the potential for transmission.</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p> <p>Adults working across groups cause an increase in the potential for transmission.</p>	<ul style="list-style-type: none"> <li>Resource children that are accessing the school building will be supported in their year group bubbles by Resource TAs.</li> <li>Resource children accessing home learning will have individually tailored activities provided by the Resource Teacher.</li> </ul>	<p>1. Monitor the attendance situation so that staff are able to support on any days the children are in school.</p>	<p>Resource Team</p>	<p>25/01/21</p>	<p>1. 06/01/21</p>	<p>M</p>
<p>1.6 Planning movement around the school</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>Signage added to help pupils and parents.</li> <li>Timetable and use of classrooms reviewed to reduce movement around the building.</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 – school transport informed.</li> <li>Use of walkie talkies to coordinate gate opening and closing times.</li> </ul> <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.</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>not be opened until 8:35am</b></li> <li>All classes will be open from 8:35am if necessary, but parents</li> </ul>	<p>1. Termly Review of fire safety procedures to ensure that any measures put in place do not compromise evacuation routes.</p>	<p>SLT Site Team  All</p>	<p>01/09/2020</p>	<p>1. Autumn, Spring Summer</p>	<p>M</p>

		<p>need to stick as closely as possible to the staggered timings.</p> <ul style="list-style-type: none"> <li>• <b>At pick up time only.</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> <li>• Markings on the school field have been added to identify where parents can wait at a safe distance.</li> <li>• A temporary footpath has been added to aid social distancing around the high traffic areas.</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> 					
<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> <li>• Remote learning offer updated – see Remote Learning Policy.</li> </ul>	<ol style="list-style-type: none"> <li>1. Review remote learning policy</li> <li>2. Termly monitoring of catch up plan.</li> </ol>	<p>SLT</p> <p>All</p>	<p>25/01/21</p>	<p>1.</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> <li>• Staff to have limited movement around the building to keep communal areas as empty as possible.</li> </ul>	<p>1. Staff meeting spaces reviewed in light of new Covid-19 variant.</p>	<p>SLT Site Team  All</p>	<p>25/01/21</p>	<p>1. 12/01/21</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> <li>• Home visits will take place via phone rather than visits to households.</li> <li>• All workshop / parental information events moved to pre-recorded videos and shared on school's YouTube channel.</li> </ul>	<p>1. Review school events in the half term prior to them taking place in order to communicate with parents.</p>	<p>SLT</p>	<p>01/09/2020</p>	<p>1. Ongoing</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>	<p>Governor meetings to follow the OFSTED agenda of reporting against:</p> <ul style="list-style-type: none"> <li>• identifying the barriers schools have faced and are still facing in managing the return to full education for pupils</li> <li>• how leaders are ensuring pupils resume learning the school's extant curriculum, including the blend of classroom teaching and, where necessary, remote education</li> <li>• how pupils are settling back into expected routines and behaviours</li> <li>• how any identified and specific SEN, health and well-being issues for particular pupils are being addressed and what may be needed at local and/or national level to support this</li> <li>• safeguarding</li> </ul>	<p>FGB</p>	<p>Prior to each meeting</p>	<p>Ongoing – see governor minutes</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> <li>• Reviewed policies and amend front page with suggested updates during reopening phase.</li> </ul>	<p>Review policies in line with normal schedule or when a situation in school dictates a review.</p>	<p>SLT</p>	<p>01/09/2020</p>	<p>Ongoing</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 - 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 - 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>• Teams updated daily 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>• Teams used for all school meetings lasting longer than 15 minutes.</li> <li>• Year group emails set up for parents to contact teaching staff.</li> <li>• Governor meetings still taking place.</li> </ul>	<p>1. Headteacher to communicate in a timely manner with the whole Highwood community when changes occur.</p>	<p>SLT</p>	<p>01/09/2020 Weekly communication to continue.</p>	<p>1. Ongoing</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> <li>Admin team to take on the responsibility of voucher codes, where necessary</li> <li>Strong liaison with catering company to make sure our requirements can be met and that changes are communicated effectively.</li> </ul>	<p>1. Keep up to date with government guidance, specifically linked to holiday entitlement.</p>	Admin	15/01/2021	1. Ongoing	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>	<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>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> <li>Regular debriefs to take place and risk assessment updated accordingly.</li> </ul>	<p>1. Continue regular monitoring and update risk assessment accordingly.</p>	SLT	01/09/2020	1. Ongoing	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>	<p>Covid -19 has an impact on the ability for children to attend school.</p>	<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> <li>Hol liaises with school transport as and when issues arise either from the parents or from the LA.</li> </ul>	<p>Continue regular monitoring and update risk assessment accordingly.</p>	MB	01/09/2020	Ongoing	L



<p><b>1.17 Visitors on school site</b></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>• See Visitor Protocol Appendix A</li> <li>• 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.</li> <li>• All details are automatically deleted within 21 days according to our GDPR Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Continue regular monitoring and update risk assessment accordingly.</li> </ul>	<p>SLT</p>	<p>01/09/2020</p>	<p>Ongoing</p>	<p>M</p>
<p><b>1.18 Classroom Capacity</b></p>	<p>Increased risk of transmission of the virus from person to person.</p>	<ul style="list-style-type: none"> <li>• Grouped children in year group bubbles so that 1 teacher is available for face to face teaching and 1 teacher is available for Remote Learning.</li> <li>• HT written to parents and included the updated guidance about children of keyworkers being kept at home if they can.</li> <li>• Guide of 15 children per class in use – as requests come in for additional places, this guide is referred to in order to keep the numbers to a safe minimum.</li> </ul>	<ol style="list-style-type: none"> <li>1. Support staff previously on a rota are now being utilised for learning support with specific pupils. One pre-recorded videos have been watched, TAs are phoning children to provide support for learning, this will hopefully continue to keep numbers down in school as children access to the remote learning is being increased.</li> <li>2. Continue to monitor</li> </ol>	<p>SLT</p>	<p>25/01/21</p>	<ol style="list-style-type: none"> <li>1. First review of 'in house' TA support 03/02/21</li> <li>2. Ongoing</li> </ol>	<p>M</p>
<p>2. Investing in safety equipment and health and safety arrangements to limit the spread of Covid-19</p>							
<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>	<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>• 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> <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> </ul>	<ul style="list-style-type: none"> <li>• Continue regular monitoring and update risk assessment accordingly.</li> </ul>	<p>SLT</p>	<p>01/09/2020</p>	<p>Ongoing</p>	<p>H</p>

		<ul style="list-style-type: none"> <li>Frequent cleaning of surfaces that pupils touch.</li> <li>Disposable tissues available in classrooms.</li> <li>Additional 'Catch it, Bin it, Kill it' signs added to classrooms</li> <li>Bins for tissues emptied during the day – staff to wear PPE when emptying bins.</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> <li>Cleaning company additional expectation: <ul style="list-style-type: none"> <li>Weekly 'fogging'</li> <li>Mid-day clean of toilets and touch points.</li> </ul> </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> <li>Aprons / face shields to be sourced to provide additional protection for staff.</li> <li>Staff with this activity identified as a risk on individual risk assessments are not required to provide intimate care.</li> </ul>	<ul style="list-style-type: none"> <li>Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	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> <li>Additional resources risk assessed prior to use.</li> </ul>	<ul style="list-style-type: none"> <li>Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	L
<b>2.4 Testing and managing symptoms</b>  Testing is not used effectively to help manage staffing levels and support staff wellbeing	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> <li>Staff meeting identified a flow chart of protocols (see website) that staff would have to follow.</li> <li>HT up to date with government and PHE advice / guidance</li> </ul>	<ol style="list-style-type: none"> <li>JA to liaise with Bulmershe and organise a timetable for weekly staff testing.</li> <li>SLT to devise flowchart of logistics in relation to staff being tested and what actions need to be take in relation to each outcome.</li> </ol>	SLT	25/01/2021	<ol style="list-style-type: none"> <li>12/01/21</li> <li>12/02/21</li> </ol>	H

		<ul style="list-style-type: none"> <li>Staff supported by the school in the outcome of any positive tests.</li> <li>Emergency tests kits ordered.</li> <li>MH attended schools and further testing webinar – 11/09/2020</li> <li>Explore options of staff testing with local secondary school</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: <ul style="list-style-type: none"> <li>Children isolated from class</li> <li>Phone call made to parents</li> <li>Any adult supervising the whilst awaiting collection needs to be in full PPE</li> <li>School staff to clean any affected areas with anti-bacterial wipes.</li> <li>All wipes to be binned and double bagged for immediate disposal.</li> <li>PPE to be double bagged and disposed of</li> <li>Use of bodily fluids disposal kit (sanitaire disinfectant powder), waste to be double bagged and binned for disposal</li> </ul> </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>Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	H
<b>2.6 First Aid / Designated Safeguarding Leads</b>		<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>Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	H

The lack of availability of DSL and First Aiders puts children's safety at risk		<ul style="list-style-type: none"> <li>Regular stock checks and order supplies when necessary</li> </ul>					
<b>2.7 Communication with parents</b>  Parents and carers are not fully informed of the Health and Safety	Lack of information could cause stress and anxiety to the school community.	<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> <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> <li>Key messages and updates included in daily / weekly emails</li> </ul>	<ul style="list-style-type: none"> <li>Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	H
<b>3 Maximising Social Distancing</b>							
<b>3.1 Pupil Behaviour</b>  Pupil Behaviour on return to school does not comply with social distancing	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>Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	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> </ul>	<ul style="list-style-type: none"> <li>Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	M

		<ul style="list-style-type: none"> <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> <li>Senior staff on duty in morning and afternoon to help parents keep socially distanced.</li> </ul>					
<b>3.3 Classroom and Teaching Spaces</b>	Classroom sizes will not allow adequate social distancing.	<ul style="list-style-type: none"> <li>Each Year group combined as a whole bubble due to majority of children learning remotely.</li> <li>Individual packs available 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, when available.</li> <li>All lunch staff have been made aware and had chance to discuss the new measures.</li> <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>	<ul style="list-style-type: none"> <li>Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	M
<b>3.4 Communal Spaces</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>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> <li>Staff rooms allocated per year group utilising spare classroom spaces.</li> </ul>	<ul style="list-style-type: none"> <li>Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	M
Access to the school creates 'Pinch Points' and the increased likelihood of social interaction.							

<p><b>3.5 Toilets</b></p> <p>Queues for toilets may increase the risk of the virus spreading</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>• 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>• Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	M
<p><b>3.8 Reception Area</b></p> <p>Groups of people gathering may increase the risk of the virus spreading</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>• 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> <li>• Divider placed between admin staff</li> </ul>	<ul style="list-style-type: none"> <li>• Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	M
<p><b>3.9 Wrap Around Care – Breakfast and After School Club</b></p> <p>Mixing bubbles may increase the risk of the virus spreading</p>	<p>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</p>	<ul style="list-style-type: none"> <li>• Wrap around care is currently unavailable</li> </ul>	<p>Continue regular monitoring and update risk assessment accordingly.</p>	SLT	01/09/2020	Ongoing	M
<p><b>3.10 PE in school</b></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>• Children to wear PE kits to school to limit interactions needed with staff helping children to change.</li> <li>• First For Sport Risk Assessment updated to include Covid-19 related risks</li> </ul>	<ul style="list-style-type: none"> <li>• Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	M
<p><b>3.11 Arrival and Departure from school</b></p> <p>Pupils and parents congregate at exits and entrances making social distancing measures difficult to apply</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>• 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> </ul>	<ul style="list-style-type: none"> <li>• Continue regular monitoring and update risk assessment accordingly.</li> </ul>	SLT	01/09/2020	Ongoing	M

		<ul style="list-style-type: none"> <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>					
<b>3.12 Fire Strategy</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>Fire procedures for all areas are still in place.</li> <li>School site is in full use so all areas still need to be swept down.</li> <li>Additional fire wardens have been trained.</li> <li>All staff are aware and have practised fire drill procedures.</li> <li>All children requiring 1:1 support (not with PEEPS) still have their adults in school.</li> <li>One child with PEEP not currently accessing school</li> </ul>	<ul style="list-style-type: none"> <li>Continue regular monitoring and update risk assessment accordingly.</li> <li>Update if children with (or requiring PEEP) are added to attendance register.</li> </ul>	SLT	01/09/2020	Ongoing	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></li> <li></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> <li>Weekly check in calls timetabled for all children learning remotely.</li> <li>Vulnerable children discussed weekly.</li> <li>SLT monitor work engagement and concerns raised via phone calls on a daily basis – concerns escalated if required.</li> <li>Staff updating CPOMS is the same way as they would with children in school.</li> </ul>	<ul style="list-style-type: none"> <li>Virtual Nurture Groups to still continue - LS</li> </ul>	SLT	25/01/2021		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>
Continued from previous Risk Assessment 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.	Criteria suggestions:  <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> <li>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.</li> <li>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.</li> </ol>	19/09/20	When testing kit capacity is in single figures
04/01/21	Matt Hickey	Updated to reflect concerns raised in Section 44 letters.  School evaluated any further reductions that could be made to the minimal mixing that takes place within school.	<ul style="list-style-type: none"> <li>• Bucket group</li> </ul> Decision taken to provide for the children’s needs 1:1 sessions rather than in a group scenario.  <ul style="list-style-type: none"> <li>• Class phonics</li> </ul> Each class to deliver phonics teaching in class rather than in year groups so that any year group bubbles can now become class bubbles.	04/01/21	Weekly in SLT meeting
13/01/21	Matt Hickey	No. Addition of TAs onto a staff rota requires and update to fire wardens	<ul style="list-style-type: none"> <li>• New fire wardens allocated so that all zones have an allocated Fire Warden every day.</li> <li>• Smartlog training sent to any new members of staff.</li> <li>• SBM discussed the role and answered any question members of staff had.</li> </ul>	13/01/21	If any changes are made to staffing rota.








20/01/21	Matt Hickey	Yes – Additional documentation required to risk assess 'Staff Covid Testing	<ul style="list-style-type: none"> <li>See Staff Testing Risk Assessment document</li> </ul>	Still in draft form – complete by 25/01/21	Weekly in SLT meeting
22/01/21	Feedback from external review	Updates required	Classroom capacity <ul style="list-style-type: none"> <li>Update required in relation to additional measures for reducing class sizes in line with government guidelines and social distancing measures.</li> </ul>	25/01/21	Weekly in SLT meeting
			Hygiene <ul style="list-style-type: none"> <li>Hygiene – add reference to “catch it, bin it, kill it” arrangements in place and any additional measures for the disposal of waste</li> </ul>	25/01/21	Weekly in SLT meeting
			School Activities <ul style="list-style-type: none"> <li>Add measures being taken in relation to PE activities</li> </ul>	25/01/21	Half Termly in SLT meeting
			First Aid / Medical Rooms <ul style="list-style-type: none"> <li>Add arrangements for the cleaning up of bodily fluids and any special arrangements on how the waste is bagged and disposed.</li> </ul>	25/01/21	Half Termly in SLT meeting
			Fire Evacuation <ul style="list-style-type: none"> <li>Add arrangements in place for any personal evacuation plans (PEEPS)</li> </ul>	25/01/21	If any changes are made to class register.



## Appendix A

### Highwood Primary School Coronavirus Essential Visitor Protocol: Contractors and Non-School based Professionals



<b>Essential Visitors</b> 	<ul style="list-style-type: none"><li>• The school will only allow essential visitors on site for:<ul style="list-style-type: none"><li>○ School regular maintenance and emergencies</li><li>○ For teaching and learning reasons</li><li>○ Training that must be undertaken in person</li><li>○ Safeguarding reasons</li><li>○ Health and safety reasons</li><li>○ Support from External Agencies, where virtual support is not appropriate</li></ul></li><li>• All visits will be at the school's discretion.</li></ul>
<b>Covid-19 Symptoms</b> 	<ul style="list-style-type: none"><li>• If you have any one of the following symptoms you <b>must not</b> visit school:<ul style="list-style-type: none"><li>○ a high temperature</li><li>○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li><li>○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li></ul></li></ul>
<b>Health Conditions</b> 	<ul style="list-style-type: none"><li>• Visitors who are <b>clinically extremely vulnerable</b> to coronavirus should make an appointment to meet the school virtually.</li><li>• If they must visit, they <b>must</b> take precautions by washing their hands regularly, avoiding touching their face and keeping 2 metres away from persons in school.</li><li>• We would expect that the employer has undertaken an individual risk assessment in these circumstances. If appropriate, the school should be given a copy on arrival.</li></ul>
<b>Arranging the Visit</b> 	<ul style="list-style-type: none"><li>• <b>Visitors must make an appointment to visit school.</b> An exception may be made if it is for essential work for a Child Protection or Child in Need case.</li><li>• Visitors without an appointment may be asked to leave and make an appointment for a later date.</li><li>• The visitor and school will agree a time and date for the visit.</li><li>• Where possible this will be undertaken when there are no pupils in school and avoiding dropping off and picking up times. Where not possible, the visitor will enter school through alternative entrances and avoid all contact with pupils.</li><li>• The visitor will receive a copy of this protocol before final agreement of time/date has been made so we are able to check visitors understand and agree to its detail.</li><li>• The school will ensure this protocol is sent with a read receipt via email.</li></ul>
<b>Arrival</b> 	<ul style="list-style-type: none"><li>• Visitors must arrive at agreed time (please contact the office if you are unable to do this)</li><li>• Report directly to the school reception office unless other prior arrangements have been made.</li><li>• Record your arrival on the school's visitor management system and log contact details within the school's Track and Trace App and QR reader.</li></ul>

<p><b>Hand Hygiene</b></p> 	<ul style="list-style-type: none"> <li>• Use hand sanitiser provided on entry to school.</li> <li>• Wash hands after visiting the toilet and at regular intervals.</li> <li>• Use hand sanitiser when leaving the building</li> </ul>
<p><b>Social Distancing</b></p> 	<ul style="list-style-type: none"> <li>• Visitors should observe social distancing whilst on the school premises wherever possible. That is: <ul style="list-style-type: none"> <li>○ Meet as few persons as possible in school.</li> <li>○ Meet outside if possible.</li> <li>○ Maintaining a 2 metre social distance throughout the visit wherever possible. (This won't be possible for certain support professionals)</li> <li>○ Any face to face meetings should be as short as possible and in an appropriately sized / well ventilated room.</li> </ul> </li> </ul>
<p><b>Site Visit</b></p> 	<ul style="list-style-type: none"> <li>• Items should not be shared during the visit if possible. If not possible, good hand hygiene should be observed.</li> <li>• Minimise any touching of school fixtures, fittings and other contents.</li> <li>• Visit as few rooms as possible. If unaccompanied you may be asked to report which rooms you have visited so that touch points may be cleaned afterwards.</li> <li>• If working with pupils, visit the minimum number of group “bubbles” necessary.</li> <li>• Follow any one-way pedestrian systems that are in place.</li> <li>• Observe any rooms restricted to visitors – e.g. staff room. Visitors may be allocated certain toilets.</li> <li>• Face masks / shields must be worn by visitors who are not working with pupils, but they are not a substitute for maintaining the required social distance.</li> </ul>
<p><b>Fire Evacuation</b></p> 	<ul style="list-style-type: none"> <li>• In the event of the fire alarm activation, the evacuation will be undertaken as normal, with the exception that there will be social distancing at the assembly point.</li> </ul>
<p><b>Becoming Symptomatic in school</b></p> 	<ul style="list-style-type: none"> <li>• Any visitor on site who exhibits symptoms of Covid 19 will be isolated and be asked to leave site.</li> <li>• If you start to feel unwell whilst you are at school please let a member of staff know.</li> <li>• If you develop symptoms up to 14 days after being in our school please call school to inform us so we are able to act in line with risk assessments and track and trace.</li> <li>• You are encouraged to be tested if you have symptoms.</li> </ul>
<p><b>Leaving School Site</b></p> 	<ul style="list-style-type: none"> <li>• Go straight to the office once you have finished your visit where you will be signed out.</li> <li>• Remember to wash hands on leaving the school.</li> </ul>

**\* Close contact within a school environment definition:**

- Direct close contacts - face to face contact with a case for **any length of time, within 1 metre**, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).
- Proximity contacts - extended close contact (**within 1-2 metres** for more than **15 minutes**) with an infected individual.