



Coronavirus Stay Alert Risk Assessment
September Steps to allow Whole School on Site
Date: August 10 th 2020

Please note: Information is evolving constantly to support and guide educational settings in moving back onto school sites so this document is liable to change over time. Highfields School will be guided by the Government and both the national and local pictures so procedures or control measures or actions are liable to change.

Risk/Hazard	Control Measures and Actions	
Minimise social contact of people on site to limit risk of transmission	(i) Pupils Pupils to operate in form groups. At Highfields the largest Form is 21 pupils.	Pupils will be organised into larger bubbles of Forms 1/2, 3/4 and 5/6 during breaktimes and lunchtimes to limit social contacts in play areas and in the dining hall. Pupils attending Wrap Around Care will be divided into three bubbles with nursery pupils remaining in their own area.
	(ii) Teaching staff Teaching staff will stay largely with their own classes however some staff (EG Teachers of Sport/Music / Speech & Drama) will either deliver learning outside/ensure 2m social distancing if moving across the school and teaching in all classes OR, will ensure they work within school bubbles.	After school clubs will be led by staff teaching their bubbles as far as possible. Class teachers to eat with their bubbles in the dining hall and to avoid eating in the staff room. Class teachers to use discussed strategies to maintain social distancing with pupils as far as possible.
	(iii) Support Staff Support staff will ensure social distancing and we will ensure staff are deployed to minimise contact across different bubbles as far as possible without limiting the School's educational and pastoral offer.	Support staff to eat with their bubbles in the dining hall and to avoid eating in the staff room. Support staff to use discussed strategies to maintain social distancing with pupils as far as possible.

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	<p>(iv) Catering Staff PPE: Disposable aprons, face shields, masks, gloves.</p>	<p>Lunchtime Supervisors to use PPE whilst serving food. They will serve children at their tables. Kitchen Staff to maintain social distancing and work in separate rooms or side by side and NOT opposite each other. No more than 2 persons in the kitchen at one time. Staff follow guidelines in document: https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>
	<p>(v) Admin Staff</p>	<p>Team work remotely as much as possible and a shift pattern is created for staff on site rotated weekly. One staff member in Reception; one in upstairs office New reception desk with Perspex screen. EG (SB/CD) Maintaining ‘bubbles’</p>
	<p>(vi) Site/Cleaning Staff PPE: Disposable aprons, face shields (toilets), masks, gloves.</p>	<p>Cleaning and site staff create their own small bubble.</p>
	<ul style="list-style-type: none"> • No parents on site • No visitors on site • No additional teachers or sports coaches in Term 1 with the exception of our Forest School Lead who works outside. • Music teachers will follow ISA guidelines. 	<p>Clear signage on site and website and information sharing with community and stakeholders. Users of site to be aware of risks and control measures.</p>
<p>Minimising contact of groups of children with other children during ‘pressure points’ of the day</p>	<p>No communal activities or contact between class groups/cohorts of children.</p>	<p>Assembly live streamed to classrooms & online (using outdoors as much as possible) Lunchtime sittings are held in bubbles with same supporting adults daily. A new screen in the hall will divide the space and maintain bubble safety.</p>

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		<p>Social distancing will be maintained as far as possible – this is not enforceable and cannot be expected with children particularly in Nursery and Pre-Prep. Our pupils will be educated in the need to exercise caution and be resourceful to be safe learners.</p>
	<p>Use of toilets and handwashing facilities.</p>	<p>Specified toilets used for each 'bubble' as far as possible. Markings on the floor/ use of demarcated sinks, spaced out for social distancing. Limits on numbers of children handwashing at any one time (2 max) Staggered use of facilities including access into and out of dining hall. The dining hall will be cleaned in between sittings (chairs/tables/door/all surfaces). Handwashing will be enforced every 2nd hour of the day in addition to other essential reasons and always on entering different learning spaces. Washrooms/toilets will be cleaned additionally in the middle of the day following COVID recommendations.</p>
	<p>Staggered Drop Off and Pick Up times for Pre-Prep and Prep Schools.</p>	<p>Drop off time will begin at 8:30am (Prep) school and 8:45am (Pre-prep). Pick up time will be at 3:25pm (Pre-Prep) and 3:40-45pm (Prep). Families will be asked to be prompt at drop -off/pick up times and also asked to avoid congregating at the school gates with other parents. Children in Forms 2-6 should enter the school site independently please. Younger pupils (Navigators) can be accompanied to their external classroom door via the Sport's Hall route. Nursery pupils use their usual entrance at their planned time.</p>

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		<p>Different entrances to be used to allow a clear flow of children entering: Front drive gate and pedestrian gate <i>(We will consider using the lower sports field gate if necessary and adjust timings if concern over volume of adults and/or social distancing).</i></p>
Minimising risk from air born transmission	No sporting activities requiring contact. Social distancing during changing.	Children will participate in the daily mile, among a wide range of alternative non-contact activities operating well- spaced out, in their class groups. Mr Lewis has a full portfolio of non-contact sporting and outdoor activities. Details of our offer to follow on our school website.
	Pupils sitting side by side, not face to face, in classrooms and in the lunch hall.	Tables will be spaced out and the classrooms decluttered and rearranged so desks are side by side.
	Extra outdoor playtimes	<p>The school day will be as it was just before lockdown with shorter learning sessions and more frequent outdoor breaks. Learning will be taken outside as much as possible.</p> <p>Doors and windows will be kept open as far as possible to ensure a good level of ventilation.</p>
	During lunchtimes, pupils sit side by side, are served at their place with queuing only in small class groups. They eat with other pupils in their bubble.	<p>Outdoor morning snack times will be encouraged where ever possible, provided by school.</p> <p>Children eat in same bubble group.</p>
	Outdoor breaktimes are staggered.	Children play in same bubble during outdoor breaks with the same play equipment.
	Each class uses a different outdoor play area.	<p>Navigators – own Outdoor area</p> <p>Adventurers and Explorers – Nursery areas</p> <p>Forms 1/2 Muga/Adventure play area</p> <p>Forms 3/4 Front Lawn and Wooden equipment</p>

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		Forms 5/6 Side of school tarmacked area and side lawn in Prep play area.
	Good ventilation to be ensured to minimise person to person transmission.	Windows to be kept open in classrooms. Doors wedged open also. Corridor doors also held open.
Minimising risk from direct contact transmission	Car parking	All visitors using the car park to park vehicles leaving a space between themselves and another vehicle where possible, to respect social distancing measures. All visitors/families to be punctual and swift to depart and to avoid queuing close to others.
	Minimising the numbers of Adults on site and in the school building.	To minimise numbers of adults on site, children will be delivered and collected from the school gates unless they attend the Nursery, who use a separate entrance or Navigators Class, who use their external door entrance. Only staff are permitted inside the school building currently. Families to contact the school office electronically or via the phone. Class teachers can be contacted via Class Dojo. Outdoor face to face meetings can be arranged if requested.
	Hand sanitising before entry to school building.	Hand sanitiser stations are established at each entrance to school, and in each classroom.
	Additional handwashing routine throughout day.	Every 2 nd hour, everyone to wash hands including before exiting the building, and both before and after eating lunch and on changing learning spaces.
	Resources/Toys to be used by small cohort bubble only.	Every child to have own pencils, rulers etc Personal stationery to remain in school all term. Each bubble to use own resources/toys only.
	Additional cleaning in the middle of the day to clean toilets and wipe down after lunch.	Lunchtime supervisors to clean the hall between sittings. Also, to cleaning mats (outdoors) and classrooms after teas and before re-use.

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	Additional daytime cleaning of high traffic areas eg door handles, light switches and banisters.	Shift rota of cleaning staff working in teams if necessary so in contact with same team member only. StS to work before staff on site and/or after staff leave.
	Avoidance of contact of door handles where possible.	Doors to be wedged open wherever possible (classrooms/staffroom/hall etc) avoiding the need for contact.
	Minimising contact with food during prep and service.	Catering staff to change gloves regularly and always if they move away from or out of food prep area. Utensils used where possible to avoid handling of food.
	Minimising of contact with plates/serving utensils.	Regular changing of gloves after each bubble.
	Social distancing measures and 2m rule to be in place across the site for adults and as far as possible for children.	Classrooms to be rearranged for side-side working and desks to be removed to allow extra spacing for remaining desks. Pupils to be encourage to work/play/ side by side or back to back and not face to face.
Detection and management of any person with COVID symptoms on site.	Clear information for families regarding symptoms of COVID. Temperature testing before any person is admitted into school. Any child with a temperature of 37.5 degrees or above will need to return home. Data will be kept of numbers of pupils exhibiting a raised temperature.	Information shared with families on symptoms and procedures. No one on site with a new cough or temperature or signs of illness. Signage on doors. Briefing to staff.
	Rapid response using COVID protocol to anyone displaying symptoms on site.	Use of First Aid room and protocols previously established to isolate person until they can leave site. Staff managing a child with symptoms to wear PPE/a face shield and face covering, also disposable apron.

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		An adult who develops symptoms on site to leave immediately and be advised to wear a mask to travel home (if well enough to drive) to isolate.
Transmission of infection on materials	All adults and children to wear newly washed clothes each day as far as possible (not including blazers) including face masks if worn. Masks are not mandatory. Sports Kit to be worn on days with Sport lessons – specific Form information to follow.	Information and protocols to be shared with families.
	School bags and any home items brought to school must remain on pegs and handled by owner only.	‘Home’ reading book(s) will be sent home and a quarantine process used on their return to school.
	Instruments and medications CAN be brought onto site but must be wiped before being brought indoors.	Antibacterial wipes are provided at the hand sanitising stations for wiping instrument cases and any medications which need to come into school must be given to Form teachers or Miss Wood on arrival. Instruments are to be taken to classrooms.
	No unnecessary toys or home items brought to school.	Only essential items for school should be brought into school and all belongings except stationery, taken home at weekends.
	Work to be carried out electronically where possible.	Papers in office area and on teachers desks to be removed or filed and desks kept clear. Textbooks to be avoided and children trained/reminded to touch only their own resources and work.
	School to be cleaned at lunchtimes and after school including extra cleaning of high traffic areas.	See above. Desks and tables to be cleaned 2X daily. After lunch and at the end of the day.
	Class resources to be used only by specific bubble of children.	Children to have own work resources (named).

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	After handwashing, instead of air-drying hands, paper towels will be used as friction is effective in removing viruses.	Paper towels to be used for hand drying and disposed of in bins.
	Face coverings	A face covering form will be available for families wishing their child to wear a face covering. Pupils wearing face coverings will be supported by class teachers to ensure safety. We request that Pupils wear face coverings on the school mini-bus and where using parent transport when travelling for a school purpose eg if going to a fixture.
Managing quality online learning for those pupils being home educated	Staff will support any pupils working remotely.	
Supporting pupils' mental health	Wellbeing and relaxation activities to support pupils with the lockdown experience, come to terms with what has happened, and to help them adapt to this new way of life.	Full training for children on 'new look' school and routines. New ways to communicate greetings will be established (songs/signs)
		A 'Restorative' Approach to be used to allow children a thorough transition to their new year group including additional Forest School/Bushcraft sessions allowing deepening connections with nature, Yoga and Mindfulness sessions, and creative opportunities across the curriculum.
		Transition activities to prepare children to meet their new teachers, and the opportunity to finish off what they have missed previously eg Sports Days and Highfields Got Talent days.
		Daily sessions/circle times focussing on sharing their feelings, wellbeing and mental health including yoga and relaxation.

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<p>Supporting pupils' transition to next settings/year group</p>	<p>Focus on transition activities and revision of core key skills will be prioritised.</p>	<p>Week 1 of the new term to be assessment focussed each morning with previous class teacher followed by afternoon visits to new class teacher. Sport's Day and 'Highfields Got Talent' in bubbles will be incorporated into the first week back.</p>
<p>Supporting Staff with the transition back to the workplace</p>	<p>Numbers of staff on site to be minimised</p>	<ul style="list-style-type: none"> • Remote working encouraged for those who can • Those who need shielding to stay at home • Staff on site to work in small teams and on a rota with same adults and children as far as possible. • Any staff able to work outside of school hours to do so eg StS.
	<p>Staff to feel 'safe'</p>	<p>All safety measures to be shared with staff asap so they are aware of the procedures in place and all safety measures being taken.</p>
	<p>Lunch and breaks</p>	<p>Breaks to be taken in shifts and with the same people. Social distancing to be maintained and limit of 2 people in the staff room at any given time. An additional staff room (prev. Wraparound Care room) to be established. Using outdoor lunch spaces will also be encouraged. Teachers should limit social contact to other staff in their bubbles as much as possible.</p>
	<p>PPE</p>	<p>The Government states that masks do NOT need to be worn in educational settings unless managing a sick child however this will be down to personal choice. Masks/ Face coverings and shields will be supplied for staff by the school. Reusable face coverings will be laundered onsite and cannot be brought in from home daily.</p>

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	Staff Wellbeing	Counselling opportunity for any staff member who needs support. (Ask SL or GM for details).
	Work environments and rooms	Staff/children will only use the rooms that they are allocated and will not be moving between rooms throughout the school day. There will be minimum movement in corridors through the school day. The rule is to keep to the RIGHT when moving through school. Movements of groups of children will be planned to avoid two groups moving at the same time. Pupils will be encouraged to be resourceful to keep safe.
	Arriving and departing	Staff need to book in when they arrive on site via phone but will use specific entrances according to role. Timings will be staggered and with small teams working together, arriving and departing together where possible.
Staff Meetings, CPD and Family Consultation Meetings	Remote Zoom, Google Meet or Teams meetings/CPD to be encouraged. No large, whole staff meetings to be held. Group or family meetings to be held outdoors where possible -if not remotely.	<ul style="list-style-type: none"> • Consult with families to determine most preferred format for Transition Meetings and Parents' Evenings. • Discuss with staff team the preferred formats/platforms for CPD and staff meetings eg small and large team meetings. • Online training opportunities to be optimised.
Wrap Around Care	<ul style="list-style-type: none"> • Highfields will deliver a reduced offer for Before and After School Club where Families will need to book in advance for a place using the ENGAGE portal. • Timings will be usual opening hours from 7:30am to include breakfast if required, and will continue after school until 6pm. 	<ul style="list-style-type: none"> • All information to be shared with the Staff Team ASAP. • Information to be shared with families regarding the arrangements ASAP so they are able to book in advance via the Engage system and resources can be planned/allocated.

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	<ul style="list-style-type: none"> • Children will be placed in a bubble groups eg either Nursey, Pre-Prep or Prep school groups, housed in separate locations. • Cancellations within 24 (working) hours will be charged for. • Before and After School care will be housed in F3 (Prep) F2 (Pre-Prep) and the Nursery. Families can deliver and collect children using the external entrances but not to enter the building. 	
<p>Peripatetic Music Lessons SEE APPENDIX 1</p>	<p>Singing will not take place in school initially, either in class groups or individually, due to the latest guidance, unless it can be delivered outdoors. There will be a review during the first half term with lessons beginning in small groups initially and the use of the perspex screen in the hall and a visor for the teacher.</p> <p>Individual instrumental lessons will be delivered via zoom in well ventilated rooms specific to bubble groups. Teaching spaces will be rearranged and surfaces cleaned after each use. Pupils from differing Bubbles taught on different days as far as possible. Online lessons are still an option for families. Curriculum music will be delivered in classrooms.</p>	<ul style="list-style-type: none"> • Share Music curriculum plans with families. • Plan timetable of individual music lessons and resources including checking IT is ready for use. • Share the new lesson format with pupils.
<p>Speech and Drama</p>	<p>Sessions will be in classrooms (Pre-Prep) or the hall (Prep) with the teacher maintaining a 2m social distance. If the weather is good, the classes can be held outdoors. No sharing of resources and stage area seating and banisters to be cleaned after each class use.</p>	<ul style="list-style-type: none"> • Meet with PK to discuss risks and agree format. • Plan the timetable and share with teachers, children and families.
<p>Swimming SEE APPENDIX 2(i) – (iv)</p>	<p>To minimise viral transmission through any means:</p> <ul style="list-style-type: none"> • Pupils to swim in school/class bubbles. • Pupils arrive dressed in swimming attire with Sports Kit over. 	<ul style="list-style-type: none"> • Discuss with NCC Schools’ Swimming and Pool Manager, the risks and format of lessons from September. • SL/RL development of safe workable procedures.

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	<ul style="list-style-type: none"> • Bubbles change together and use separate toilets. No joint use of resources/facilities by bubbles. • School follows all COVID 19 procedures in place at the pool, and published risk assessments. 	<ul style="list-style-type: none"> • Share the 2020/21 swimming curriculum plan including Schools Swimming risk assessments with families via the school website and link from Class Dojo.
Sporting and Enrichment Fridays	<p>Pupils arrive dressed in Sports Kit. Activities are outdoors as much as possible and adhere to all COVID 19 sporting and recreational activity guidance. Face coverings will be used for mini bus travel.</p>	<ul style="list-style-type: none"> • Publish the full curriculum offer for families via the school website. • Plan and timetable the Friday activities for pupils to ensure an exciting start to the new term and a broad range of progressive experiences over the course of the year.
Bubble organisation of pupils	<p>Pupils will be remaining in their small class groups as much as possible (always <22 often <15). At lunchtimes they will be in larger bubbles but still < 38, and for Before and After School Club sessions we have Nursery, Pre-prep and Prep bubbles operating to minimise the social contacts of the children.</p>	<ul style="list-style-type: none"> • Lining Up of Forms will be spaced out and demarcated on the driveway. • Plan lunchtimes- procedures and staffing including cleaning and seating arrangements. • School Hall will have a central partition, allowing two Bubbles to eat in one lunchtime sitting. The Nursery and KG and Forms ½ will eat in Sitting 1 and then in Sitting 2, Forms 3/4 and Forms 5/6 will follow. • Children will eat side by side in their Bubbles. • Outdoor Play Spaces will be designated for Bubbles during Breaks (and rotated over time): Prep Playground and Side Lawn F5/F6 Front Lawn and Play Area F3/4 Muga and Small Adventure Trail F1/2