



**Coronavirus Risk Assessment
Roadmap Step 4**

Date: August 10th 2020 Updated November 2021

Please note: Information is evolving constantly to support and guide educational settings 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 contained in this document may 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.	Pupils will be organised into their form groups which are small (on average 15 pupils) If an outbreak occurs within the school, consideration will be given to returning to bubble arrangements and online Assemblies to ensure on site provision can continue. Pupils attending Wrap Around Care in mixed year groups as per pre-covid organisation.
	(ii) Teaching staff Teaching staff will stay largely with their own classes with the exception of specialist teaching staff.	1m social distancing is recommended on site for adults Class teachers to eat in the dining hall or in the staff room if it isn't busy. Staff to use own discretion in avoiding smaller crowded rooms.

	Class teachers to use discussed teaching and learning and pastoral strategies to maintain social distancing with pupils as far as possible.
<p>(iii) Support Staff</p> <p>Support staff will use their own discretion with regard social distancing with others to minimise unnecessarily contact with others without limiting the school's educational and pastoral offer.</p>	<p>Support staff to eat in the dining hall if the staff room is busy, as above.</p> <p>Support staff to use discussed strategies to maintain social distancing with pupils as far as possible.</p>
<p>(iv) Catering Staff PPE: Disposable aprons, masks, gloves.</p>	<p>Lunchtime Supervisors to use PPE whilst serving food. Face coverings in communal areas. Kitchen Staff to maintain social distancing at their own discretion and work in separate rooms/ side by side rather than opposite each other where necessary. Staff to use guidelines in document if needed: 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 can work remotely if needed to avoid overcrowding and a rotating shift pattern created for staff.</p> <p>One staff member in Reception; two in upstairs office ; Perspex screen to remain.</p>

<p>(vi) Site/Cleaning Staff PPE: Disposable aprons, face coverings, gloves.</p>	<p>Cleaning and site staff to use PPE at their own discretion. Face coverings to be worn in communal areas and recommended in crowded spaces, small rooms & if pupils are present.</p>
<p>(vii) All Adults on School Site* We have a school-wide recommendation for face coverings in busy and small rooms (staff room, Offices etc) Thank you.</p>	<p>All adults on site are requested to wear face coverings indoors in communal areas (corridors/staff room/lunch hall). (Two layers of face covering have been evidenced to allow better protection than one).</p>
<ul style="list-style-type: none"> • Families can enter the school site at drop off (Navigators and Nursery families) & pick up times. Entry into the school building will continue to be restricted to pre-planned visits only during Term 1). • Visitors on site must be pre-organised through the school office. • Prospective parent tours - booked appointments only. Face coverings to be worn indoors. 	<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>

	<ul style="list-style-type: none"> • Additional adults working on site (non employees) will be requested to wear face coverings indoors during school hours. • Music teachers will follow ISA music lesson guidelines. 	<p>Individual music lessons conducted according to guidelines using larger rooms, distancing, PPE, hall screen and enhanced cleaning and ventilation procedures.</p>
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<p>Minimising contact of groups of children with other children during 'pressure points' of the day</p>	<p>Use of toilets and handwashing facilities.</p>	<p>Limits on numbers of children handwashing at any one time (2 max) Regular reminders of the importance of hand hygiene. Staggered use of facilities including access into and out of dining hall. The dining hall will be cleaned in between sittings (chairs/tables/door/surfaces). Handwashing will be enforced every 2nd hour of the day in addition to other essential reasons and always on entering different learning spaces.</p>
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Minimising risk from air born transmission		<p>Children in Forms 1-6 should enter the school site independently. Younger pupils (Navigators) can be accompanied. Nursery families use their usual entrance.</p> <p>Different entrances to be used by school staff at breaktimes (at their discretion) to allow a clear flow of children entering and avoid queues.</p>
	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 at the class teachers' discretion, as appropriate.	<p>The school day will continue to consist of more focussed yet 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. (Windows open</p>

		for 10 minutes in every hour and windows open whilst children are outside for breaks).
	Good ventilation to be ensured to minimise person to person transmission.	<p>Windows to be kept open in classrooms for 10 mins of every hour.</p> <p>Doors wedged open also.</p> <p>Corridor doors also held open.</p>
Minimising risk from direct contact transmission	Lateral Flow Testing	Highfields School employees undertake lateral flow testing twice weekly (Sundays, Wednesdays) this includes regular contracted staff who are working inside with children.

Minimising the numbers of Adults on site and in the school building during Term 1 as a transitional approach whilst covid infection rates are high.

To minimise numbers of adults on site, children will be delivered to the school gates in the morning unless they are a Navigator or attend the Nursery, who use a separate entrance. Families can collect from inside the school grounds at hometime.

		Families can enter the school building to access the office or for pre arranged meetings in Term 1 wearing face coverings. Families to contact the school office electronically or via the phone as previously if there is a queue. The HT and Class teachers can always be contacted via Class Dojo.
	Hand sanitising on 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.
	Educational resources/Instruments/toys to be used by individual forms only where possible.	Every child to have own pencils, rulers etc personal stationery. Each form to use own equipment/resources/toys only.
	Additional cleaning in the lunch hall.	Lunchtime supervisors to clean the hall between sittings.
	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.

	Social distancing measures and 1m 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 where possible. Pupils to be encourage to work/play/ side by side or back to back rather than face to face.
	Pupils to maintain 1m+ distancing between Form groups in Assemblies, Lunch hall etc.	Adults to discreetly encourage sensible distancing during longer periods of social contact such as whole school or phase events or lunchtimes.
Detection and management of any person with COVID symptoms on site.	Reminders of symptoms of COVID to school community including how it presents with new variants and in children. Any child with a temperature of 37.5 degrees or above will need to return home.	Information shared with families on symptoms and procedures. No one on site with a new cough or temperature or signs of illness linked to covid 19 or flu. Signage on doors. Briefing to community via Class Dojo.
	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. 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) and to isolate awaiting results of a PCR test.

	Face coverings	Face coverings to be used by adults indoors and in crowded spaces. Pupils wearing face coverings will be supported by class teachers to ensure safety of use. We request that Pupils (Prep School) wear face coverings on the school mini-bus and where using
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		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.	Lessons will continue through Google Classroom/Highfields Online.

General Staff safety and wellbeing

Staff to feel 'safe'	All safety measures to be shared with staff before term so they are aware of the procedures in place and all safety measures being taken.
PPE	Masks/ Face coverings can be supplied for staff by the school. Hand sanitiser is supplied in each room. The site manager is responsible for a readily available supply of PPE.
Staff Wellbeing	Counselling opportunities/appointments available for any staff member who needs support. (Ask SL or GM for details).

<p>Staff Meetings, CPD and Family Consultation Meetings</p>	<p>Remote Zoom, Google Meet or Teams meetings/ CPD are always available as an option and are positively encouraged as a time efficient and safe working practise supporting work life balance. Face to face family meetings are also available.</p>	<ul style="list-style-type: none"> • Consult with families to determine most preferred format for Transition Meetings and Parents’ Evenings. Options will be available. • 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.
<p>Wrap Around Care</p>	<ul style="list-style-type: none"> • Highfields will deliver a full 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. • Cancellations within 24 (working) hours will be charged for. • Before and After School care will be housed in the Prep department and the Nursery. Families can deliver and collect children using the usual external entrances (Main front door). 	<ul style="list-style-type: none"> • Information to be shared with families regarding the arrangements if any changes are needed so they are able to book in advance via the Engage system and resources can be planned/ allocated.
<p>Peripatetic Music Lessons SEE APPENDIX 1</p>	<p>Singing will now take place in school, initially, in class groups and in larger groups as permitted, due to the latest guidance.</p>	<ul style="list-style-type: none"> • LiW to review latest guidance and disseminate to SLT.

	Individual instrumental lessons will be delivered in well ventilated rooms specific to bubble groups. Teaching spaces will be rearranged and surfaces cleaned after each use. Curriculum music will be delivered in well ventilated classrooms.	<ul style="list-style-type: none"> Plan timetable of individual music lessons and resources including checking IT is ready for use where needed. (LiW)
Speech and Drama	Sessions will be in classrooms (Pre-Prep) or the hall (Prep) with the teacher maintaining a 1m social distance where possible. 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.	<ul style="list-style-type: none"> Rooms to be well ventilated, numbers kept to small groups. PK to wear a face covering.
Swimming SEE APPENDIX 2(i) - (iv)	<ul style="list-style-type: none"> School follows all COVID 19 procedures in place at the pool, and published risk assessments. 	<ul style="list-style-type: none"> Discuss with NCC Schools' Swimming and Pool Manager, and full evaluation and dissemination of the latest risk assessments and procedures. SL/RL review of the latest procedures and share with staff - also families on school website.
Sporting and Enrichment Fridays	Pupils arrive dressed in Sports Kit as usual. Activities are outdoors as much as possible and adhere to any current COVID 19 sporting and recreational activity guidance. Face coverings will be used for mini bus travel.	

<p>Co-vid Outbreak of 5 cases or more (staff/pupils)</p>	<p>Phase 1 (as above) Phase 2 (as previous Risk Assessment: February 2021) Phase 3 (A full school closure with pupils reverting to Highfields Online as in Lockdown with the exception of children of keyworker families)</p>	<ul style="list-style-type: none"> • The SLT will take advice from the NHS & PHE as to whether a move to Phase 2 or Phase 3 of contingency planning needs to be implemented. • Families will be informed immediately via both Class Dojo class messaging and email of any positive cases in school and if a move to Phases 2 or 3 are looking likely.
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Appendix A

10 Point Plan- Actions following a confirmed case

In the event of a confirmed case (the affected person)

1. Headteacher (accompanied by at least 1 member of SMT - by conference call in HT office, one to talk other to take notes etc.) informs Public Health England Health Protection Team (PHEHT) on 0800 046 8687 (option 1) (open 8am to 6pm Mon-Fri or 4pm Sat) Information in Red to be prepared prior to phone call. In the event that a case is confirmed outside of the opening hours of PHE (e.g. evenings or Sunday), the school will communicate the case with parents and staff at the earliest opportunity.
2. Completion of the case ladder. This will be done by telephone conversation with the parent of confirmed case / member of staff. Systematically working down the ladder, making sure to record all information regardless of how minor. In the instance of a confirmed pupil case, all relevant staff will be spoken to regarding the situation.
3. Headteacher informs the Local Authority at Nottinghamshire County Council.
4. Headteacher/SB informs Mr. Bicknell and Trust Board

Student Infected (Confirmed Case)	
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<p>Number of positive cases in setting this year</p> <p>Within the last 14 Days</p> <p>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</p> <p>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p>	<p>Yes/No</p> <p>Yes/No</p>
When they started displaying symptoms	
When they were last in school	
Timetable attached with room use highlighted and staff highlighted with reference to contact level.	
names and contact details of the affected person including DOB	
Year Group of students in their year bubble	
Have parents been contacted to prompt the call to test and trace.	
siblings (in and out of school)	

SMT/Staff thoughts on contacts should we be identified as a contact	
Plans for remote/blended learning-Staff member to contact parents.	
Staff Infected	
<p>Number of positive cases in setting this year</p> <p>Within the last 10 Days</p> <p>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</p> <p>10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p>	<p>Yes/No</p> <p>Yes/No</p>
When they started displaying symptoms	
When they were last in school	
Timetable attached with room use highlighted and staff highlighted with reference to contact level.	
names and contact details of the affected person including DOB	

Staff instructed to contact test and trace and to leave the premises immediately if not already done so.	
Year Group of students in their year bubble	
SMT/Staff thoughts on contacts should we be identified as a contact	
Plans for remote/blended learning- Staff member to contact parents.	

5. Headteacher to send out communications to all staff and parents; each form may have a slightly different letter depending on the context. This maybe either as an update saying close contacts will be contacted by test and trace or that there is a move to our graduated/contingency plan or that there is a temporary closure.
6. All affected rooms used by the confirmed case must be deep cleaned before they are used again
7. Headteacher/Bursar/Marketing Manager will agree a press release and website/social media statement if necessary
8. Consider if high risk staff/pupils need to be sent home and whether additional emergency protocols should be introduced for other year groups.
9. Staff meeting called on Google Classroom/Zoom for end of play update. Staff aware of the need for taking school laptops home on a daily basis. Share with Highfields wider team.

Appendix B:

Letter to all parents when there is a confirmed case:-

Dear Families,

There has been a confirmed case of COVID-19 in Form __. This child is self isolating. Any close contacts will be contacted by NHS test and trace and will need to take a PCR test. In the meantime all children can continue to attend school as long as they are not displaying symptoms. As ever please take a cautious approach to attendance to monitor emerging symptoms if your child appears unwell.

Thank you for your continued support.

Kind regards

Mrs. Sarah Lyons

Headteacher

Appendix C:

Letter to parents when there is a threshold met in terms of cases and measures will be stepped up:-

Dear Families,

There has been a number of COVID-19 cases in school during the past 10 days which following advice from PHE we have decided to implement our contingency plan (Phase 2) and 'step up' measures to increase safety and security. The children will be familiar with the routines as they are identical to those in place for the last academic year. Although the children will notice changes and be briefed on these it is important for us that the children are affected as little as possible.

Please find the key important incremental changes:-

Bubbles:

Children will revert to being taught in forms and within bubbles and all indoor activities will limit the mixing of these. Year groups and classes will be split when inside where practicable.

Nursery & Navigators

Forms 1 & 2

Forms 3 & 4

Forms 5 & 6

Staffing:

Staff will continue to teach across bubbles but will wear face visors/face coverings and socially distance where appropriate from children out of their bubble.

Playtimes and Lunchtimes:

Children will be split into year group bubbles at meal times and playtimes as before. (Nursery and Navigators, F1/2, F3/4, F5/6)

Movement around school:

Movement will be limited to essential movement around the school building for staff and children. The one way system will be in place both inside and outside the school building. Masks will not need to be worn by parents, but the one way system must be followed and social distancing should be maintained from other families/children.

Visitors:

Visitors will be limited to essential visitors only and meetings will take place in the designated meeting room or pre-agreed space to allow thorough cleaning.

Fixtures and trips will be reviewed and advice from DfE and Governing bodies will be sought.

As ever we will keep this under constant review and make adjustments dynamically as the situation develops or guidance changes.

Thank you for you continued support

Mrs. Sarah Lyons

Headteacher