

Highams Park Activity Risk Assessment

As stated in the latest [Government guidance](#) the objective of this risk assessment is to “put in place proportionate protective measures for children and staff”. This will be done by “minimis(ing) the number of contacts that a pupil has during the school day”.

Reference	COVID -19	Activity Description	All aspects of school life
Assessment Date	4.3.21	Communication	To be shared with staff, pupils and parents via Firefly, and via briefing sessions for staff and students on arrival to school, update to be sent via e mail and the school website upon return to school in March 2021.
Assessor Name	Phil Grundy	Activity Description	COVID-19 - Education General Risk Assessment
Assessment Team Members	Advice and suggestions have been sought and included from: SLMT, Site Manager, School Welfare Officer, Trustees, Teaching Union local Reps, Willis Towers Watson Insurers. GMB have been invited to comment but no response has yet been received. All teaching staff will receive a copy of the RA and invited to raise any points for clarification.	Review Date	Ongoing review. The Senior Management at the school will review the delivery of the risk assessment on the ground on a daily basis to ensure that each aspect is delivered.
Date Record Created	4.3.21	Those at risk / harm	Due to the nature of the virus all individuals coming to the school are to some degree at risk, therefore each of the categories below are potentially applicable to some extent to each category of people, rather than list each for every item they are included generically here: Employees, Contractors, members of the public, Students, Clinically extremely vulnerable people, Clinically vulnerable people, IT support, Catering and Cleaning staff, Key Worker children, all students on site, Caretaking staff, all those travelling to and from the school.

Substance, activity or a process with potential to cause harm.

Lists legal requirements along with any control measures that may already be in place.

A list of recommended control measures put in place to reduce the level of risk

Hazard Type & Example	Examples of Legal requirements and Control Measures	Additional Control Measures to reduce risk
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<p>1</p> <p>Extremely high vulnerability persons/groups exposed to COVID-19</p>	<p>Guidance on shielding and protecting people defined on medical grounds as clinically extremely vulnerable.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Government advice on shielding for "clinically extremely vulnerable" staff and students will continue to be followed as it is updated.</p> <p>Colleagues who have fallen into the CEV category will have access to an individual risk assessment with the HE Manager to ensure that suitable steps have been taken address individual circumstances.</p> <p>Provision of education and information resources.</p>	<p>Staff that fall into the category of "extremely clinically vulnerable" must consult with HR (Sharon Croft) to check whether there are any additional and personalised measures that need to be added to a personalised risk assessment additional to the main school risk assessment to safeguard their health.</p> <p>HR (Sharon Croft) to maintain a definitive list of all staff that fall into the clinically vulnerable category shared with SLMT.</p> <p>Employees must declare to HR their vulnerable status including a copy of their doctor's/ NHS letter for inclusion. It is noted that obtaining some correspondence from GP's at present may initially be difficult and there might be a time delay in doing so.</p> <p>Pay due consideration for confidentiality of the member of staff's need to share medical details.</p>
<p>2</p> <p>Employee(s) who have contracted COVID-19 by any means</p>	<p>Track and trace guidance: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>Process of booking a test: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>If suspected cases are identified whilst on the school premises, immediately report to the rear of the P block to the socially distanced table and send a friend to the P block reception to alert the welfare officer. The likelihood of identifying students or colleagues with the virus is greatly increased with the use of twice weekly testing by staff with the home test kits, and also the three on site tests for students before they to move to home testing.</p> <p>Students and staff thought to be potentially infected with COVID will be isolated within the conference room with allocated toilet prior to being collected by parents or for members of staff making their way home.</p> <p>Follow Gov. Guidelines for cleaning of the room and disposal of any waste after the potentially infected person has left.</p>	<p>Circulation of Gov. guidance on COVID-19 infection control to be provided to staff.</p> <p>Pupils to be made aware of social distancing rules and hand washing rules upon entry to the academy and via e mail and video demonstration prior to attendance.</p> <p>Reorganisation of the academy day to minimise pupils contact outside of class. Including amended break and lunch times that are staggered for each year group. One-way systems, and staggered arrival and departure times all assist in minimising contact between all those working at the academy.</p> <p>Distribution of literature/posters around the school in prominent places, certainly in all toilets to stress need for handwashing & social distancing. Additional one-way systems and reminders all around the school.</p> <p>Remind both staff and students of the availability of testing if they suspect they may have COVID. Check with any individual sent home from school with suspected case for outcome of test before they are permitted to return to school.</p> <p>TA's providing intimate care will be supplied with 2R quality PPE.</p> <p>All staff, students and parents will be reminded of the necessity to stay at home and to take a PCR COVID test if they have any symptoms of the virus and to follow the Government guidance. Anyone with symptoms should not attend school for a lateral flow test.</p> <p>All staff to be provided with a home test kit for them to administer twice a week.</p>

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	<p>Direct the individual to process of booking a test to confirm whether they are COVID infected. If confirmed case, follow Gov. guidance and contact the local Health Protection Team: 02038377084 or necl.team@phe.gov.uk or phe.nenclhpt@nhs.net For more details see the Gov.UK link</p> <p>Medical staff or testing team supervising individual before their removal to remain 2m away and to use PPE available in the First Aid room.</p> <p>Provision of education and information resources.</p> <p>Staff communications.</p> <p>Employees and pupils with symptoms should not attend school and must immediately book a PCR test and then isolate at home pending the results. Each individual should then follow the guidance from the Government on the next steps. (10 days if you have symptoms of coronavirus and you tested positive, had an unclear result or did not have a test or if you tested positive but have not had the symptoms.”</p> <p>Distribution of PHE literature/posters around the school.</p>	<p>All students to be given the option of taking 3 rapid flow tests on site before then being provided with home test kits to also administer twice a week.</p> <p>Colleagues who have had contact with a symptomatic employee or pupil will be made aware of the symptoms and advised to contact NHS 111 for guidance. Testing team who have been in contact with the positive case will change their PPE, disposing of it in the clinical waste provision.</p> <p>Staff and students to be briefed via letter / e mail of the significant difference between the symptomatic testing carried out by the NHS and the PCR testing conducted off site and the asymptomatic testing of those thought to be free from the virus via the lateral flow test at school to be made clear.</p>
<p>3</p> <p>Employees are not aware of the need to self-isolate or how to self-isolate</p>	<p>Gain confirmation from any external agency visiting the site that they are free of COVID infection.</p> <p>Provision of education and information resources for pupils and parents to ensure they keep students at home who are displaying symptoms of COVID and gain a test as soon as possible.</p> <p>NHS 111 online provides advice on when to self-isolate and access to an online interactive information.</p> <p>Advice on how to self-isolate has been passed onto employees.</p> <p>Employees with underlying health problems to make their manager aware so that appropriate arrangements can be made, in line with Government advice.</p>	<p>Gov guidance on COVID-19 infection control to be provided to staff and students.</p> <p>Distribution of literature/posters to all stakeholders at the Academy via e mail, Firefly, Website.</p> <p>Employees with symptoms must isolate at home as <u>instructed by the Government</u>, currently 10 days, and request a test to confirm their status.</p> <p>Repeated and regular school communication to parents and students to ensure the necessity for self-isolation is understood.</p> <p>School to identify close contacts of any identified case at school and to inform all close contacts of the need to isolate.</p>
<p>4</p>	<p>Sanitising unit at point of entry.</p>	<p>Distribution of literature/posters across all stakeholders.</p>

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Reception/Areas	<p>Signage to be displayed on maintaining social distancing measures where possible.</p> <p>Controlled entry and access. Only one person to be permitted in the reception area at any one time. Signage to confirm this. As far as possible deal with all issues through the intercom without entering reception.</p> <p>Approach to the reception marked with 2 m distancing indicators to guide safe waiting areas for visitors on approach.</p> <p>Parents requested to refrain from physically visiting the school and for enquiries to be dealt with as far as possible via e mail or phone call.</p>	<p>Visitors by appointment only (appointments should be conducted via telephone or teams meeting, where possible. Last resort is a visit.</p> <p>Perspex screens fitted in both main school and 6th Form reception areas.</p> <p>Visitors will be signed in by the receptionist so that no communal pen is used, thus reducing the risk of contamination.</p> <p>Material seating removed from public areas of the reception area and replaced with seating that can be sanitised after each use.</p>
5 Student Drop off/ Pick up	<p>Any students being collected to be met beyond the gate, keeping parents away from the school site.</p> <p>No parents allowed to enter through gates for purposes of picking up. Students to be reminded to arrange a meeting point with their parent a safe distance away from the school to avoid congestion.</p>	<p>Students reminded of social distancing guidelines on entry. Member of staff to be on duty in the area outside the school to guide staggered entry.</p> <p>Parents are asked not to enter academy grounds, appointments should be made for any face to face meetings, and as far as possible all meetings will be conducted digitally to avoid visiting the reception unnecessarily.</p> <p>Social distancing markers should be used directly outside the main reception and 6th Form entrance for late arrivals. 3 gates have been opened to enable space for students to line up whilst maintain social distance from one another.</p> <p>Staggered times of the day and three different entrances used for student arrival (6th Form, Main, Beverly Road) to distribute the density of population on arrival and segregation of year groups.</p> <p>Hand sanitising units fitted at entry point of the school and at each classroom.</p> <p>Entry points to be staffed at opening and closing times.</p> <p>One-way system to be implemented with all students leaving via their designated gate thus preventing congestion with other students arriving.</p> <p>Timetable for the site team to be able to open and shut the respective gate at the appropriate points at the start and end of the day.</p> <p>Signage and explanation of one-way system displayed around the school, but also via letter and video link to set out expectations prior to arrival at school.</p>

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<p>6</p> <p>Dining Hall arrangements</p>	<p>Flow of the students into the canteen to be regulated, thus keeping the bulk of queuing students outside rather than in close proximity to one another and inside.</p>	<p>Overflow spaces for eating are available in the memorial garden, and on the benches between the M block and East block.</p> <p>Lines on the floor indicate where students could stand when lining up to collect their lunch, thus encouraging social distancing to continue where possible.</p> <p>The previous three lanes where students waited to be served is now limited to one lane to enable all students to use the hand sanitiser prior to collecting their lunch.</p> <p>Restrict the menu choices to aid speed of progress through the lunch queue. All food will be prepacked in sealed containers.</p> <p>Students encouraged to depart from the canteen as soon as possible having eaten their food. Note only one year group at a time will have access to the canteen.</p> <p>Hard surfaces in the canteen will be cleaned between each year group sitting.</p> <p>Students queuing for lunch will take place on the playground using the socially distance markings to remain 2 m apart, thus restricting the length of time that students need to be in contact with each other whilst collecting lunch. They will all wear face masks whilst in this que.</p>
<p>7</p> <p>Till Operators / Kitchen staff.</p>	<p>All lines where students need to queue to collect food have been marked off with 2m spaces to encourage social distancing where possible.</p> <p>Hand hygiene before and after eating, the toilets and hand sanitiser points provided in the lunch line on entry to the canteen will be used for this.</p>	<p>Method A: Biometric readers used to purchase lunch to be cleaned after each use by till operator using disinfectant wipes, we believe this both reduces the risk but also enables students to be processed quickly through the purchase. Method B: Should students or their parents be apprehensive about touching the sanitised pad they will have the option to just provide their name to the vendor who will look manually look up their account, checking their identity at the same time. Method B further reduces the risk of spreading any virus but is slower than Method A so potentially generates a longer wait, which in itself then becomes a risk.</p> <p>Catering staff to wear PPE whenever the Government guidelines of social distancing cannot be achieved, or they are not working behind the screens now installed around the payment tills.</p> <p>Restricted numbers in dining hall at any given time, this has been achieved by limiting the use of the canteen to one-year group at a time as a result of implementing a system of staggered lunch times.</p>
<p>8</p> <p>Classroom layouts</p>	<p>With the full return of all students from 8th March 2021, each classroom needs to be able to accommodate all students in the class. It is not possible to maintain 2m distance between each student.</p> <p>Distancing markings to be placed outside each class to guide students lining up outside classes. However, whenever possible students will be brought straight into classrooms to allocated seats.</p>	<p>Classrooms to be reconfigured, with a “teacher zone” marked at the front of each classroom. Continuous hazard lines should not be crossed by students and only chairs set out for use to be used in the working stations indicated. These “teacher zones” will provide at least 1m distance from the nearest student, and whenever possible more.</p> <p>Other adults in each classroom (LSA's) will not be limited to the “teacher zone” and will be able to move around the classroom to guide and support students in their learning. They will however return to either the vacant “teacher zone” or other vacant seats for extended periods of time, thus limiting their contact with individual students in the class to fleeting movements past students working at desks.</p>

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	<p>With the full return of the school, it is now necessary to use all classrooms in the school and not just deploy classes to the larger rooms in the P or N block as was possible during earlier lockdowns. However, in each classroom, teachers will seat students within a set plan to maximise the space between each student as far as possible. They will also keep a record of this seating plan to aid the process of tracking "contacts" of those returning a positive test.</p> <p>"we recommend schools keep a record of pupils and staff in each group... This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome."</p>	<p>Government guidance to be followed regarding social distancing and class sizes.</p> <p>Students should be greeted and move straight into rooms on arrival and not line up outside rooms.</p> <p>Hand sanitising units are available at the entrance to every classroom and students and staff entering the room should use this if they do not have their own hand sanitiser with them.</p> <p>Wherever possible students will be seated at forward facing desks. Where this is not possible due to the fixed nature of the desks or the activities taking place within the class. E.g. Technology, Drama the following steps will also be taken:</p> <ul style="list-style-type: none"> - Students seated facing away from one another. - Students permitted to wear face masks. Note with the return to school in March 2021 all students and staff will be wearing face masks within the lessons. The exceptions being within PE and by the member of staff if they are able to maintain 2m distance from the class. <p>Movement in classrooms should be minimised other than when arriving or leaving the class.</p> <p>Clear routes through all rooms to be maintained and fire Evacuation routes not compromised.</p> <p>Rooms not in use will wherever possible be locked thus reducing the opportunity for unscheduled use and therefor reduce the need for cleaning.</p> <p>Minimal objects in classrooms to enable efficient cleaning. Rooms to be "de cluttered" as far as possible prior to student return.</p> <p>A record of where each student sits during the lesson will be maintained on Mint class. This will be called upon should "track and trace" information be required to be submitted.</p>
<p>9</p> <p>Student movement around the school between lesson</p>	<p>One-way systems have been implemented in all areas of the school to reduce the contact between all students but particularly students of different year groups.</p> <p>The staggering of the school day with lunch and break times being spread across a 3-hour period will help to reduce the number of students moving between lessons at any one time.</p>	<p>Student movement between lessons is restricted to a short period of time and via one-way systems to restrict social gathering between lessons.</p> <p>Students will move quickly into their classes, using the hand sanitiser in the class upon entry.</p> <p>Break and lunch times have been amended for all students to 2 x 30 min breaks, thus restricting the year groups at "break" at any one time. Thus, increasing social distancing between year groups. The removal of long blocks of time for break, with the exception of the 6th Form will assist in minimising contact time and frequency between different groups of students.</p> <p>Students will be briefed on their responsible use of toilets and potential pinch points during lesson change over to ensure social distancing. Staff to discreetly supervise as required if numbers of students needing to utilise the toilets in significant numbers.</p> <p>One-way system will be implemented around each block to help minimise proximity in narrow corridors</p>

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		Allocated “teacher zones” are marked out at key points around the school to provide a distanced vantage point for teachers to occupy and students to avoid thus supervising swift and safe movement between lessons.
10 Playground markings	<p>These were utilised during the first lockdown when only two year groups were in school. They remain useful for occasions when students need to be segregated but are no longer used for the original purpose of gathering students together as they arrived in school.</p>	<p>The markings on the playground which guide students to line up with 2m distance will no longer be used between lesson changeover.</p> <p>They will available to use for supervising the lining up of students entering the canteen if necessary.</p> <p>Will also provide a visual guide to students in their break and lunch times to encourage suitable distancing from one another during social time.</p>
11 Lifts	<p>Access controlled only for those who require assistance via the site team or student services.</p>	<p>Lift use should be discouraged and only used if absolutely necessary.</p> <p>To be cleaned inside, including buttons after use. All use of lift to be reported to the site team so that cleaning can be conducted immediately after use.</p>
12 Medical rooms/First aid	<p>First Aid should continue to be administered whenever required.</p> <p>COVID-19 symptoms to be reported to 111 immediately.</p> <p>Deep clean to take place as soon as possible after detection.</p> <p>Gov. directions on cleaning of facilities following suspected and confirmed cases to be followed.</p>	<p>Review of risk assessment measures conducted with D.Clancy</p> <p>A separate stock of PPE will be held in the Medical room to deal with emergency situations.</p> <p>Qualified staff to oversee administration of first aid for the number of pupils and staff onsite.</p> <p>One patient in the medical room at a time, adhering to social distancing measures whenever possible. (PPE available for the first aider to use if 2m distancing cannot be maintained.)</p> <p>Deep clean to take place of holding bays used for any possible or confirmed case of COVID-19.</p> <p>Any suspected COVID-19 case to be immediately isolated in one of the identified booths in the conference room which is to be accessed via the steps to the staff carpark.</p> <p>Allocated COVID toilet (in P block foyer by car park) to be clearly labelled immediately as out of bounds should it be necessary for a suspected case to use the facilities before being collected from the site.</p> <p>Any student or member of staff feeling unwell to place themselves on the covered bench at the rear of P block. (Outside, fresh air, covered & near parental access should collection be needed) A friend should then report to Pupil Services that someone needs attention on the “medical bench”. Bench can be accessed by the first aider via staff staircase without bringing the unwell student into the building prior to establishing whether there is any COVID risk.</p> <p>If the first aid officer believes that the patient has any symptoms of COVID 19, they will immediately put on their PPE and the patient will be immediately removed to the isolation booths in the conference room and arrangements made for them to be collected from school asap.</p> <p>Whilst awaiting collection the patient will be contained from others behind a closed door.</p>

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		<p>Non-contact thermometers to be used by the medical room to assess all visitors to the medical room as part of their treatment. Any student or adult with a high temperature will be immediately isolated and then sent home to complete a test.</p> <p>Medical bench at the rear of P block has a clear 2m exclusion zone marked around it. It will be cleaned by the First Aider following use by a patient, it should not be used by other students at any time of day.</p>
<p>13</p> <p>Staff Bases / TA rooms</p>	<p>Collective use of staff bases to be avoided; social distancing should be maintained for any extended periods of working. Colleagues unable to locate themselves suitably in staff bases must instead work in vacant classrooms in isolation or other steps identified opposite.</p>	<p>Flexibility of working for members of staff who are free at the start of the day (Y8/9 tutors) who can arrive in time to deliver period 1. Consideration also given for an early departure on a case by case basis to “vulnerable” colleagues who may be free during period 5 and with no after-school commitment. Early departure for these colleagues will only be granted if suitable arrangements can be made for the supervision of their tutor group should there be a fire alarm. Consent for this can only be arranged in person via Ling Pang.</p> <p>Staff to use the same desks and keyboards and mice where possible. Where this is not possible cleaning wipes to be available to wipe down before use?</p> <p>Each staff office to have a pack of cleaning wipes available for staff to use to clean their keyboard, mouse and phone prior to use when sole working stations cannot be maintained. See above also.</p> <p>Restrict number of staff in any communal staff area – responsibility needs to be placed upon individual adults using these areas respecting the presence of anyone in the area on arrival and leaving it clean upon departure.</p> <p>Staff to seek alternative free space to work. Vacant classrooms can be used, applying the same expectation that colleagues will clean the surfaces that they are in contact with prior to their use.</p> <p>Each departmental staff working area will have a specified working capacity displayed on the door. Colleagues should not exceed this capacity and should instead find another venue to work in during free periods.</p>
<p>14</p> <p>Staff meetings including morning briefings</p>	<p>Generally, try to avoid congregating as a staffing group. If necessary restricted number will be implemented according to the venue to enable social distancing to be maintained.</p> <p>Social distancing measures, where possible.</p> <p>Microsoft Office Teams will be utilised to deliver staff meetings, indeed some of the larger department and year group team meetings.</p>	<p>Where possible, telephone conversations/teams meetings should be used, rather than face to face.</p> <p>Face to face should be restricted as far as possible, and if necessary, held in a space where social distancing is possible.</p> <p>Windows to be opened where practical. (Also applies to lessons)</p> <p>Staff INSET sessions to be hosted in the Sports Hall if it is thought essential for all staff need to attend in person. However, Online briefings via Microsoft Office Teams to be used in the main for all other large gatherings of staff.</p>

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15 Doors Internal / External.	<p>As many doors (and windows) will remain open with the exception of fire doors taking into account impact of noise pollution and temperature in the class.</p>	<p>Where possible, when doors are not fire doors, they should be wedged open in classrooms corridors etc. to reduce contact. Each door has a chock, labelled for that specific purpose. Spares will also be available from the school reception.</p> <p>Barrier tape, markings and signage to identify direction of routes around school.</p> <p>Where possible, and weather permitting, external doors should remain open. Door chocks to be provided where catches are not available to hold the doors open.</p>
16 Playgrounds	<p>Government guidance.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p>	<p>In the main “social” time will be more controlled than pre-covid. The Astro turf and field will not be available for student use during the 2 x 30 min breaks as these will potentially be used for lessons during the staggered day.</p> <p>Handwashing/sanitising units used following break time and before re-entering a classrooms.</p> <p>Year 11 whilst on break and lunch will have access to the area at the bottom of the playground and around the Technology quad.</p> <p>Years 12 & 13 will be permitted to leave the site for their 1 hr combined lunch / break.</p> <p>Year 7 will have access to the Dance studio whilst on lunch break.</p> <p>All other year groups will have the following areas allocated to them. When on “lunch” they will have access to the side of the “bandstand” nearest the canteen and the benches located near the lunch line as well as the memorial garden. When on “break” they will have access to the lower end of the playground, and the far side of the bandstand and seating area nearest the West Wing.</p>
17 Daily student briefings at the start of the day	<p>Hand washing techniques to be displayed in all toilets</p> <p>Hand washing facilities replenished throughout operating hours.</p> <p>Sanitiser units fitted in classrooms</p>	<p>Each year group prior to readmission in September will have a dedicated briefing session outlining the safety measures in place.</p> <p>Pupils to be reminded of safety measures within this risk assessment by each class teacher and within their daily briefing on arrival.</p> <p>Guidance and school operational procedures to be shared with parents and students prior to readmission. See video that has already been distributed. Risk assessment to follow.</p> <p>Upon readmission in March 2021, reminders of procedures have been issued to parents, students via e mail and you tube updates.</p>
18 – Contractors	<p>Only essential works to be carried out.</p> <p>Contractors responsible for the provision of their own PPE, to be checked before commencement.</p>	<p>Planned maintenance to continue but scheduled out of hours when students are present on site whenever possible.</p> <p>All contractors to provide information relating to their social distancing methods and use of PPE. Record of all contractors details, names, times and contact details to be maintained by the site team.</p>

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		<p>Work only to take place where workers can be separated from any pupils are onsite.</p> <p>Risk assessment method statements to supplied by contractors.</p> <p>As per the Government guidance, no contractor displaying any symptoms of COVID 19 would be permitted onto site.</p> <p>Deliveries should be arranged to ensure that contact is not made with students or staff other than the receptionist or site team. As far as possible deliveries should be made outside of the hours when students are on site.</p>
<p>19</p> <p>PPE and Face Masks</p>	<p>Current Government guidance states that: "Where pupils and students in year 7 and above are educated, we recommend that face coverings should be worn by staff, pupils and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils and students when outdoors on the premises. In addition, we now also recommend that in those settings where pupils and students in year 7 and above are educated, face coverings should be worn in classrooms and during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons."</p> <p>We will continue to review the Government advice and instruction on this and comply with their guidance.</p> <p>Guidance to the wearing of face masks in Education.</p> <p>Instruction on how to wear a face mask correctly (Written instructions)</p> <p>You tube clip of how to wear a mask correctly, (from about 1 min 20 onwards is most helpful)</p>	<p>Catering staff to wear PPE when Government guidelines cannot be adhered to.as per the Risk Assessments provided by Catering company.</p> <p>A stock of PPE will be maintained and held centrally in the medical room and in the site managers office for staff whose roles demand that they need PPE.</p> <p>Staff working with one child who requires intimate care to be provided with PPE to carry out personal care duties. They will be provided with their individual supply of PPE, the reserves that are held are only for emergency use.</p> <p>Colleagues working in the first aid room to have PPE available to use if 2 m distancing is not possible.</p> <p>Face coverings will not be provided for other school staff or students. All adults and students will be asked to wear a face mask whilst at school and when unable to socially distance from others as per the guidance.</p> <p>Any face mask that has been worn travelling to and from school should be removed and safely stored away before entering the school site. The wearer should sanitise their hands before then applying a separate face mask should they wish to wear one at school.</p> <p>Inappropriately decorated face masks may not be worn and students will be asked to remove them if seen. Only a face mask should be used, balaclavas, scarfs, snoods or other draped coverings are not permitted.</p> <p>Form tutors will remind and teach students on how to wear face masks correctly, by using the resources provided by the Government website via the link provided in the 2nd column.</p>
<p>20</p>	<p>Daily cleaning in place.</p>	<p>Day time cleaning is already in place via site team this has been extended by the amendment of cleaning rotas to enable additional daytime cleaning. Staff and students to be informed that it is not possible for</p>

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Cleaning (including disposal of rubbish)	<p>Antibacterial chemicals used.</p> <p>Attention to door handles, light switches, worksurfaces, remote controls and electronic devices, handrails and toilets</p> <p>Government guidance on cleaning to be circulated to all cleaning staff and medical officers to ensure that good practice is followed:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Re circulated 26.8.20</p>	<p>each classroom used to be cleaned between use by different groups of students, thus emphasising the need for using the hand sanitiser provided and not touching face or eyes unnecessarily.</p> <p>Cleaning staff have face covering and gloves available to them to enable safe emptying of bins and cleaning of surfaces.</p> <p>Site team and Lisa remain on call during the day and can be requested to clean any particular room / desk as alerted by a member of staff via reception if it is not sufficiently clean or a hand sanitiser station needs refilling.</p> <p>Signage has been placed by each hand sanitiser providing details of who to notify for it to be replenished.</p> <p>Handrails, door handles and other “contact areas” to be wiped down as part of an enhanced daytime cleaning rota.</p> <p>*Staff and students will be encouraged to take any rubbish generated within the classroom away with them to dispose of at home. Lidded bins are available in all toilets, where there are obviously hand washing facilities also available.</p> <p>Any student or member of staff needing to dispose of used tissues will be asked to do so in the nearest toilet where there are lidded bins, thus ensuring the personal waste is removed from the classroom where others are seated for up to an hour.</p> <p>All clinical waste generated as part of the rapid flow testing process will be disposed of as clinical waste via the approved and appointed contractor.</p>
<p>21</p> <p>IT Equipment /IT staff</p> <p>Touch screens</p> <p>Signing in and out biometric readers</p>	<p>Telephones to be cleaned daily and before first use by the cleaning team.</p> <p>Wipes to be provided to staff rooms for staff to be able to use to clean the phone before and after their use.</p> <p>Photocopier touch screens to be wiped down by operator before use.</p> <p>Student keyboards and mice sanitised by cleaning team at the end of each day.</p> <p>Each computer room to have a tub of antibacterial wipes available for each student to be able to use to wipe the keyboard and mouse down after each use.</p> <p>Staff are encouraged not to touch the IWB with their hands, but to rather use a suitable pen or object to write on the board.</p>	<p>Students to be allocated the same workstation for the lesson, not to move between different stations.</p> <p>IT issues to be remedied remotely, where possible.</p> <p>Password resets to be done remotely.</p> <p>IT issues to be raised via ServiceDesk, email or telephone. Where this is not practical, they should knock on the door and then retreat to beyond the marked box so the member of staff can open the door whilst still socially distancing.</p> <p>Adhere to social distancing measures where IT response is required to attend workstation. IT support staff to wash/sanitise hands as soon as practically possible before and after visit to classroom/office to reduce potential transfer of the virus. IT team to have facemasks available for their use for responding to IT issues during lessons where distance from students cannot be easily maintained.</p> <p>Biometric readers in the canteen to be cleaned after each use by the canteen staff, or students to purchase lunch by providing their name if they don't wish to touch the reader. See section 7 for further future plans to make transactions contactless.</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
		No USB sticks to be brought into school. One Drive to be used to transfer files. USB drives to made obsolete by the IT team.
22 Hot desking	As far as possible each staff member should be allocated their own workstation. Where this is not possible wipes provided for the arriving colleague to wipe the equipment before use.	<p>As far as possible all administrative staff will work at their own designated workstation. Unnecessary movement between desks to be minimised.</p> <p>All working area layouts to be reviewed and as far as possible position desks so that colleagues are not facing towards one another, and where necessary screens inserted between desks to provide additional protection.</p> <p>Note, each teacher PC will be cleaned by the cleaning team at the start or end of the day, but not between lessons.</p> <p>Antibacterial wipes to be available in each departmental and administrative office so that if any sharing of workstation is required, wipes are available for the incoming member of staff to sanitise the station before they use it.</p>
23 Staffing		<p>Flexibility in staff arrival and departure times to be utilised so that colleagues with Year 8 and 9 tutor time at the end of day need only arrive at school in time to teach period 1. Staff who were at “extremely clinically vulnerable” and without dedicated duties, meetings or contact time with students at the start or end of the day are able to depart from the site to work remotely, thus reducing crowding in staff working areas. This must however be confirmed in person via Ling Pang and will be dependent upon their tutor group having cover in place should there be an emergency evacuation.</p> <p>Similarly, when administrative tasks can be completed remotely, administrative staff will consult with their line managers to conduct the tasks remotely.</p>
24 Assemblies	Large unnecessary gatherings to be avoided, any essential briefings for students will only take place in large spaces (Sports Hall, Assembly hall) with reduced student numbers thus ensuring adults are able to maintain appropriate distance from one another and the students.	<p>Full Assemblies of 240 students and 10+ staff in the main hall will currently be suspended. This will be replaced with smaller briefings of 60 students +4/5 staff in the same or similar space. This will enable staff present to maintain a suitable distance from the students, who in turn will have more space than normal from one another.</p> <p>Greater use of briefings in tutor groups with recorded messages to prevent the need for whole year group gathering.</p>
25 Car parking		<p>Prioritise Car parking for disabled staff or those with specific health issues as per existing spaces that are marked out.</p> <p>Staff can still park in each of the marked bays, but to stagger their entry and exit to the car and building upon visual inspection of footfall at that point in time. Where there is the option of parking away from other cars staff should be encouraged to so.</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
26 Fire evacuation procedure	<p>Fire Evacuation Policy</p> <p>Normal expectations for a response to fire alarm should be maintained. This will facilitate a calm departure from school whilst still maintaining social distancing as far as possible.</p> <p>Students to extend their tutor group lines during the fire evacuation, thus increasing distance between each other.</p>	<p>During COVID restrictions there will not be any planned whole school fire evacuation. New students in Year 7 and 12 will have the procedures and organisation outlined to them and practice in groups of reduced size (tutor groups) to ensure clarity of understanding but avoid the congestion of a whole school evacuation. Form tutors will do it at some point in the first four days for Y7 and Y12.</p> <p>As members of staff leave the building, they should ensure that their classroom windows and door that have been wedged open are shut, ensuring to also reopen only on return from the completed evaluation.</p> <p>As colleagues pass through any communal doors that have been propped open to evacuate they should remove the chock, either safely placing it by the door for later replacement or taking it with them but ensuring they replace it on following dismissal from the evacuation.</p>
27 Key worker and vulnerable student provision		<p>Key Worker provision that was organised during the enforced closure of the school will no longer be required with the full re-opening of schools. With the return of all staff to school on the 8th March, any key worker student physically present in school will attend the timetabled classroom for their lesson.</p> <p>Plans for any keyworker provision will only be re-instigated should the school need to be instructed to close down as part of a local or national lock down. Guidance will at that point be taken from the local health protection team as to whether key worker provision can be implemented.</p>
28 Student / Staff drinking stations		<p>All students and staff to be encouraged to bring their own reusable drinks container – in video sent to parents & re issued in parental message 27.8.20</p> <p>All staff must use a personal cup / mug rather than using shared resources. (in staff meeting, reissued 27.8.20). Staff are responsible for cleaning and storing. Not to be left around.</p> <p>Provision of plastic disposable cups to be withdrawn and kept in reserve for emergency use only. Students would have to specifically request these from the canteen and only be issued on rare occurrences.</p> <p>Signs to be placed at each drinking station reminding students that points should only be used to refill their own drinks container rather than drinking directly from it, whilst ensuring they do not touch the bottle on the tap. Cleaning rota addition.</p>
29 Use of communal equipment including textbooks, exercise books and handouts	<p>Marking and feedback remain a significant an important part of helping students progress and the opportunity for students to receive this should not be lost in an attempt to minimise the risk of COVID infection.</p>	<p>Shared use of any equipment should be minimised as far as possible.</p> <p>Staff will continue to distribute textbooks, exercise books, handouts as required, being mindful of opportunities to minimise the exchange of materials and taking every opportunity to utilise digital exchange of documents whilst also avoiding face to face contact while doing so.</p> <p>Staff will continue to mark students' exercise books, but both staff and students should be mindful of the low, but potential risk associated with passing books between individuals. Both staff and students should utilise the hand sanitiser in every room and ensure that they refrain from touching their face and eyes with their hands having touched the exchanged books.</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
		<p>The following guidance should be followed to further reduce the risk of spreading the virus:</p> <ul style="list-style-type: none"> - Textbooks use should be limited to only 1-year group. There should either be 48-hour gap between different year groups or photocopies and digital substitutions used instead. - When marking collected student exercise books staff can either place the books into 48-hour quarantine or diligently sanitise their hands and the environment in which they are marking the books if quicker than 48 hours. <p>Where shared equipment is essential, it should where possible be sanitized or be left in quarantine prior to being used by another individual.</p> <p>Where this is more difficult, e.g. football, art pastels. Students should be reminded to ensure they wash their hands after use and not to touch their face until they have done so.</p> <p>All students must ensure they bring their own stationary equipment to school and should not expect to borrow pens, pencils from others.</p> <p>Specific risk assessment for the following subjects will be necessary if practical work is planned. DT, Science, Art, PE, Dance and Drama.</p>
30 Dealing with dangerous student behaviour	<p>All of the normal school protocols for intervening in student disputes should still be followed. Fundamentally staff presence physically and verbally should in itself help to abate conflict between students. Alerting students to their presence verbally, followed by clear instructions will in the vast majority of cases prove sufficient to bringing to an end any dangerous student behaviour.</p>	<p>Send a student for further support, or call reception or red card email. SLMT “tour” support continues via a call or e mail to reception and the “red card” email. All SLMT are available, unless teaching, for the reception to call upon.</p> <p>Staff to be briefed and reminded that they are not obliged to intervene physically in any dispute. They can make a professional and personal judgement as to whether the circumstances justify taking the risk to break the recommended social distancing expectation.</p> <p>If there is an occasion when the social distancing is broken as a result of having to intervene in dangerous student behaviour the members of staff involved will be provided with opportunity to wash their hands following the incident.</p> <p>Students requiring segregation as a result of their involvement in dangerous student behaviour will be dealt with by the SLMT attending the incident and then liaison with the parent.</p> <p>It will be made clear to students that deliberate coughing, sneezing or spitting on anyone will not be tolerated.</p> <p>The inclusion room has been relocated to a larger space where social distancing can be guaranteed between students of different year groups.</p>
31 Use of toilets	<p>Normal cleaning rotas for all toilet areas will still be completed before and after school and additional cleaning shifts will be carried out in rotation throughout the day.</p>	<p>Additional day time, and ongoing cleaning of toilets will take place throughout the day.</p> <p>Each toilet will continue to display a cleaning rota, recording when it was last checked and cleaned.</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
		<p>Checks will include ensuring that hand soap dispensers are loaded ready for use, that used paper towels are removed and covered bin and fresh hand towels are still properly located. All hard surfaces, taps, toilets, sinks will be wiped down with cleaning fluids during each check.</p> <p>In each toilet, paper hand towels will be available for use instead of the hand dryers due to the potential risk associated with these spreading the virus. Where possible the existing electric hand dryers will be disconnected.</p> <p>Bins with lids will be available in each toilet to place the paper towels in after use. Students given guidance on how to use them without contamination in briefing sessions in the morning.</p> <p>Outside each toilet there will be a series of 2m lines to indicate where those waiting to gain access can do so safely whilst maintaining social distancing. Each toilet block will have suggested capacity to avoid overcrowding, students will be expected to adhere to this guidance without direct supervision.</p> <p>With the changes to break and lunch time arrangements it is anticipated that there may be a greater number of students requesting to go to the toilet during teaching time. Only one student at a time from any class should be excused to go to the toilet, and they must carry a note from the class teacher giving them permission to be out of the classroom. The note must be disposed of by the student upon return to the classroom.</p> <p>Different toilets will be used by different year groups at break and lunch. Years 7-10 will use the Main block toilets during their lunch time and the P block toilets during their break time. Year 11 have the use of the Youth Centre toilets at break and lunch. 6th Form students have the use of the toilets in the 6th Form building during their lunchtime and during study periods. These arrangements minimise the crossing of bubbles and the chance of students in different year groups using toilet facilities at the same time.</p>
32 Availability of hand sanitiser in each classroom.		<p>All students and staff will be encouraged to bring and use their own hand sanitiser for personal use rather than having to depend upon stations provided by the school.</p> <p>Every classroom has a fixed hand sanitiser unit fitted inside the door for all to use on entry to the room.</p> <p>Staff to remind students of the need to use hand sanitiser on entry to the class and remind them that the room will not have been sanitised following the previous lesson so emphasising the need for good hand hygiene and working practice.</p>
33 School uniform		<p>Upon the full reopening of the school in March 2021 students will be expected to wear full school uniform including tie and blazer.</p> <p>Understanding will be given to students who are awaiting delivery of specific items of school clothing due to delayed delivery or restricted shopping hours, or indeed a families economic situation as a result of the pandemic. The school will work with such families to agree a time frame within which each student will be able to adhere to the uniform requirements.</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
34 Testing	<p>Whilst the testing remains optional every effort will be made to engage with every member of staff and student to encourage them to take up the opportunity. At the time of writing and before the first day of testing 78% of the student population have consented to participating in the testing regime.</p>	<p>Students and colleagues will be reminded of the process for gaining a PCR test and how essential it is that they isolate and take a test if they have any symptoms of the virus. This guidance is continually being updated by the Government and the latest update to the guidance should always be checked.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Additionally the staff have been provided with home test kits to complete twice a week starting from the 8th March.</p> <p>Each student will be given access to three lateral flow tests conducted at school commencing from the 5th March. Following the in school testing, students who have completed the three tests will then be provided with home test kits for them to use to continue with the twice a week testing schedule up until the Easter break.</p> <p>Clarification has been provided to parents that if a positive rapid flow test is obtained at an in school test the student and the family need to isolate for 10 days, and that even if a subsequent PCR test returns a negative test result the 10 day isolation still needs to be maintained.</p> <p>Video explanations of how the testing will be administered have been sent home to each family via email.</p>
35 Guidance to staff and students on how to use public transport and travel to and from school	<p>"Schools should encourage parents, staff and pupils to walk or cycle to school if at all possible."</p> <p>Specific Government guidance on travel: https://www.gov.uk/government/collections/coronavirus-covid-19-transport-and-travel-guidance circulated to staff and parents.</p>	<p>All students and staff who can avoid using public transport to be encouraged to do so and to either walk, cycle or drive in a private car to school.</p> <p>It is recommended that staff involved in car sharing schemes suspend this practice until Government guidance states otherwise. It is acknowledged that car sharing may be preferential to long commutes on public transport and colleagues will make their own assessment of the level of risk for each alternative.</p> <p>Staggered dismissal of students via 3 different gates will help dissipate the demand of pupils on the bus stops most local to the school.</p> <p>Students have been briefed via video before arrival about avoiding congestion and maintaining social distancing whilst travelling to school. This will be repeated to students in morning briefing sessions and in correspondence to parents.</p> <p>Parents dropping students to school via car have been requested to arrange drop off 200 – 400m away from the school to help avoid congestion.</p> <p>Bike racks have been relocated to the front of the school outside of the North block, next to the site team office, and remain in the car park at the rear of the Youth Centre, for ease of access. Students entering the school on Handsworth Avenue should take their bike to the North block racks. Students entering via the Beverley Road gate should take their bike to the Youth Centre racks. Cycling students will be permitted to enter school via the 6th Form entrance.</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
36. Briefing to staff on new procedures		<p>Video briefing and e mail correspondence showing the physical changes that have been made to the school prior to Year 10 & 12 return.</p> <p>Ongoing e mail correspondence with staff outlining arrangements.</p> <p>Briefings arranged in groups of 15 members of staff from the 15th – 19th June to explain the risk assessment & measures in place to reduce risk. Meeting to be held in the hall to provide staff with sufficient social distancing.</p> <p>Full risk assessment published on the website prior to Year 10 & 12 opening, and again ahead of the reopening of schools from the 8th March.</p> <p>Training session on INSET days in September</p> <p>Staff survey & response to questions to provide clarity.</p> <p>Risk assessment circulated in full to all staff prior to students return in September.</p>
37 Hand hygiene	<p>https://www.youtube.com/watch?v=IisgnbMfKvI</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	<p>Students and staff to be briefed on handwashing protocol to include Government guidance but also explanation of how to also clean the tap before completing their handwashing to enable it to be turned off without potential re-contamination.</p> <p>Circulated to all staff and parents again 26th August 2020.</p> <p>All staff and students reminded to implement the practice of using hand sanitiser on entry to each classroom either using their own personal supply or the wall dispenser units provided.</p> <p>Students to be given input from Form Tutors & as part of the welcome back briefing as to when and how hands should be sanitised. Arrival at school, on return from break, when changing rooms, before and after eating. Circulated 26.8.20</p>
38 Monitoring of attendance	<p>“It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.”</p> <p>The usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> - Schools’ responsibilities to record attendance and follow up absence.” 	<p>All students apart from Year 8 & 9 will be registered during their morning tutor time. Due to the staggered start to the day Year 8 & 9 will be registered to school via their lesson 1 register.</p> <p>Students arriving to their allocated gates after the admission time must proceed to the 6th Form entrance where their later arrival will be registered.</p> <p>Arbor registers will be used as prior to the COVID outbreak to record attendance to all lessons. These will play an increased significance along with the associated MINT class seating plan should track and trace measures need to be implemented.</p> <p>Detentions for those arriving late to school will be conducted as detailed below:</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
		<p>Signs will be displayed at each gate reminding students and staff of the correct times of admission and dismissal of each year group.</p> <p>15 minute detentions for those arriving late to school will be conducted on the day of the late arrival at the following times and venues for respective year groups.</p> <p>Year 7: Learning Centre Classroom 3.05pm</p> <p>Years 8 & 9: After tutor time with their tutor</p> <p>Year 10: Learning Centre Main Room 3.15pm</p> <p>Year 11: Learning Centre Classroom 3.20pm</p>
39 Deployment of LSA's	Social distancing measures to be followed as per general Government guidance whilst still supporting students with SEND	<p>LSAs will be utilised to provide ongoing support for SEND students in classes, and by intervention and withdrawal.</p> <ol style="list-style-type: none"> 1. LSAs to work, as far as is possible, in a restricted number of year group bubbles. 2. Where there is more than 1 EHCP student in a class, the students are to sit next to each other to reduce movement for LSAs. 3. LSAs to work from the side or behind, not in front of the SEND students. <p>Student to have a laminated card to turn over to indicate when they need help from LSA.</p> <ol style="list-style-type: none"> 4. LSAs to keep to less than 15minutes close contact with any one student whilst also ensuring students are on task from a distance. 5. LSAs like all staff to adhere to the amended guidance and expectation that they will wear a face covering whilst in lessons when it is not possible to maintain social distancing. 6. LSAs not to lend students equipment 7. No direct scribing, LSAs to write on provided paper and then give to the student to stick in their book. Scribing for assessments can take place if a student's Exam Access Arrangements allow and social distancing can be maintained. 8. Instruct from a standing position, LSAs not to crouch down next to child. 9. Sanitise regularly, possibly after each contact. 10. Maintain social distancing if escorting a student between lessons. (except students who need intimate care) 11. Write in students' planner if necessary. 12. Same principles apply for Interventions. <p>I.e. in Reading Recovery LSA to have their own copy of the book or take a picture of the text in use, rather than sitting sharing.</p> <ol style="list-style-type: none"> 14. Learning centre and classroom to be rearranged to have single desks facing in 1 direction. 13. LSAs to use their own individual named lidded cups/bottles and to be kept in a sealed bag in their drawer when not in use. 14. Clean kitchen area/equipment after each use. 15. Break/lunch LSA's not to sit at same table, maintain social distancing by sitting at desks.

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
		<p>16. PPA to take place in learning centre only. Breaks and Lunchtimes to be either Learning Centre, Staffroom or off site, all the time maintaining social distancing.</p> <p>17. No sharing utensils/snacks, these to be left in one central area for staff to use one at a time.</p> <p>16. Arrive early to lessons at the start of the day, end of break and end of lunchtime to avoid the rush. Lessons are not to be left early.</p> <p>17. LSAs not to leave lessons early if they are on lunch/break duty to collect food. Supporting the students in class takes priority.</p> <p>18. LSAs to be provided with personal individual white boards and pens if they wish to use them, to be kept in provided individual zip bag.</p> <p>20. LSA personal bags, if taken to lessons must be left at the front of the class in the teacher area.</p> <p>21. Reading Recovery materials to be kept in personal pigeonholes and use your drawers for personal items.</p> <p>22. LSA's can wipe down computers before/after use if they wish to. Sanitise regularly.</p> <p>23. LSA's not to use the Learning Centre classroom outside of intervention/ timetable Asdan/SN lessons.</p> <p>24. LSA's to maintain distance from one another during breaks and end of school.</p>
40 Intimate Care		<p>Those staff supporting the student requiring intimate care are following the risk assessment provided by Whitefields Academy Trust who manage intimate care with many more students.</p>
41 BAME staff and students		<p>All of the measures outlined in the risk assessment will help to address the heightened concerns of those staff and colleagues from the BAME community.</p> <p>Any individual requests for specific reassurance or additional amendments to risk reduction will be readily considered on a personal basis.</p> <p>All BAME staff who are concerned that they may fall in a high-risk category may request a personalised risk mitigation plan to be completed together with the Headteacher where any further steps to reduce risk additional to those identified in this plan can be discussed.</p>
42 Supply teachers	NA	<p>The use of external supply teachers will be kept to a minimum, and will only be used if all options for internal covering of lessons by existing Highams Park staff have been exhausted.</p> <p>Any external supply teachers will be briefed on the COVID risk management strategies in the school before being deployed. A summary of all the COVID safety measures will also be provided to any external cover teachers used along with this full risk assessment.</p> <p>If required, every effort will be made to utilise a small pool of consistent cover teachers thus limiting the number of different staff brought into the school.</p> <p>When a colleague is well but required to isolate they will still deliver the content of the lesson via Microsoft office teams. The students in the class will be supported physically in the class by a cover teacher while the isolating teacher is presenting digitally. (This method of delivery was tested and proved</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
		<p>to be successful during the first lock down, but is dependent upon the number of staff who are having to isolate and the availability of sufficient colleagues to cover the lesson.)</p> <p>As with “external agencies” visiting the school, supply teachers working in the school will have their temperature tested using the non-contact</p>
43 External Educational visits	NA	In line with Government recommendations, all external educational visits are currently suspended, and a separate risk assessment will be completed for any off-site activity before it is sanctioned. At present there are not any such activities planned.
44 Library Books		<p>No library books will be available for loan until it is possible to confirm that it is safe to return to the practice.</p> <p>The library will not be open for browsing of books either. Neither students or staff should touch the books on the shelves.</p> <p>A review of how a “select and collect” system of book loans might be organised is underway. Details of which will be shared with students accordingly once a workable solution has been established.</p>
45. Prayer room		<p>From September 2020 the provision of a communal prayer room was initially suspended and kept under review taking into account updated Government guidelines.</p> <p>Planning is underway with A.Mustaq to identify a suitable date to recommence collective prayer, as well as an appropriate location. In September 2020 the Sports Hall was used with a restricted number of students which enabled socially distanced gathering to take place. This practice will again be reviewed following the return on the 8th March.</p>
46. Music lessons	<ol style="list-style-type: none"> 1. No group singing/brass/woodwind playing indoors unless in large well ventilated space such as the main hall in groups no larger than 15 from single year bubbles. 2. Cleaning of equipment such as keyboards/drum sticks etc between different year group lessons 3. Numbered chairs and instruments - these will tally with seating plans for track and trace 4. No tables being used for KS3 - chairs are spaced around the edge of the room 5. Have requested stackable tables for S1 for KS4 & 5 lessons which will only be used by the same year group bubbles and wiped down after use 	<p>Curriculum content to be reviewed with each HOD and their respective SLMT line manager to identify which topics and tasks contain activities where group work or sharing of equipment may take place.</p> <p>Subject specific control measures to be put in place to enable group and practical work to take place. Where this is not possible, the activity and the delivery will be amended to enable teaching and learning to continue in a safe manner. For example individual work to replace group activity, or a class being split with some students completing desk based observations whilst others conduct activities requiring equipment.</p>

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
	<p>6. De-cluttering has largely taken place in S1 & S2 putting into storage any instruments currently not in use.</p> <p>7. Further more specific risk assessment produced for peripatetic staff.</p> <p>Visiting instrumental teachers - Risk Assessment1.docx</p>	
47. Technology lessons	<p>Downstairs' rooms</p> <ul style="list-style-type: none"> • A one-way system will be put in place so there is less cross over of bubbles. Students will enter via E10 and exit via E8. • Our Curriculum requires that we now engage with practical work; this has been piloted with the Y8s in addition to the Y9 modelling work and the following rules put in place for students, minimising any additional risk over and above normal classroom teaching. <ul style="list-style-type: none"> ○ Work in your seating plan space ○ Face forward ○ Only use your set of tools ○ Always wear a mask (unless exempt) ○ Give the adults plenty of space • These rules are posted around the workshop areas and will be highlighted by teachers. • Teachers will be working from the front of the class to demonstrate and direct, thus avoiding moving around the class unless essential • Materials will be provided to students and then they will be responsible for clearing them away and collecting them at the start of the subsequent lessons. • Equipment will be requisitioned using the existing system so that the technician can monitor and clean if necessary for use between bubbles. • All other equipment used will be placed in 'Used Area' clearly labelled in Barry's stores and will be left in this area until Barry has disinfected it. We will also use the metal store as an area for equipment to be placed for 48 – 72 hours if need be. 	

Hazard Type & Example	Examples of Legal Requirements and Control Measures	Additional Control Measures to reduce risk
	<p>Textiles – Upstairs room</p> <ul style="list-style-type: none"> • Basic rules the same as the downstairs rooms, all moveable equipment such as scissors and pins will be place in year group bubble boxes. • All sewing machines/irons will be wiped down before another bubble uses them. <p>Food Rooms</p> <ul style="list-style-type: none"> • All equipment will be washed in hot soapy water by the students and dried with a tea towel • All equipment should be placed back at the centre of the room to ensure it is all clean before being returned to storage, where possible some equipment will also be placed in the dishwasher • Extra vigilance will be needed on equipment handles • The fridges will now be allocated per bubble and the handle will be wiped down each day • Technicians will sanitise all the work spaces and cookers at the end of every practical lesson • Students are not able to all face forward especially during practical lessons, This will be done where possible and masks will required whilst completing practical tasks. 	
48. PE lessons	<p>Head of PE holds a more detailed risk assessment to guide department specific actions – key factors include:</p> <ol style="list-style-type: none"> 1. Limited movement around the building. 2. Focus on changing procedures to limit interaction and contact. 3. Equipment to be cleaned between uses with different year groups. 4. Curriculum to base activities outside as much as possible. 	
49. Science lessons	<p>Key points:</p> <ul style="list-style-type: none"> - No KS3 practical work for the first half term. Demonstrations are permitted. To be kept under review. 	

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	<ul style="list-style-type: none"> - KS4 and KS5 core practicals take priority. Some practicals will be best completed as demonstration only, e.g. respiration and maggots. To be kept under review. - Use rotas to keep equipment within bubbles, e.g. microscopes to be used by year 10 classes for the first 6 weeks. - Allow at least one hour between using equipment in different classes for it to be reorganised and cleaned where necessary. - All equipment to be allocated and distributed by lab technicians. Teaching staff are not allowed to take equipment from prep rooms. - Allow 48 hours when moving equipment from one bubble to another. Using the weekend for changeovers is recommended. - All students to use hand sanitiser before and after handling equipment. - Equipment to be distributed by the teacher or one other individual. Reduce the movement of students during practical as much as possible. 	
50. Art lessons	<ol style="list-style-type: none"> 1. Students will need to sanitise their hands on entering each art classroom (sanitisers are located by each door) and on leaving the class. 2. Prior to each lesson can you please write down in the Technician's book any equipment you will be using. 3. At the end of each lesson equipment such as; paint brushes, water pots, watercolour sets, paint pallets, lino cutting tools will need to be washed & then put through the sanitiser bowls that are in each class room. Ideally this should be done by the teacher or a technician if they are available. 4. Equipment such as markers, cutting mats, lino tools and cutting knives will need to be wiped down before they are returned to the stores by either the teacher who requested them or a technician if they are available. 5. If any equipment is used in a lesson that cannot be washed or wiped down with antiseptic solution, the class teacher will need to inform the technicians at 	

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	<p>the end of the lesson so that the technicians can place a Kanban style card with the equipment that identifies when it was used and by whom and when it can be re used safely (using either a 48 or 72 hour Kanban).</p> <p>6. As per the change in expectation for staff to wear face masks when social distancing is not possible, the Art technician who moves between all lessons will wear a face mask when moving between groups.</p>	
51. Drama lessons	<ul style="list-style-type: none"> - HOD holds a more detailed risk assessment. Key points below: - Rearranged entrance via the back fire door for the Drama studio. - No change into 'kit' for KS3. - Reduced movement – more activities in seats. - Quieter vocal work. - Texts read from board, limited use of scripts. - No face to face acting, regardless of spacing, or loud raucous discussions, even though students are wearing masks. - The work needs to be character driven so that they can work on their own, learning their lines and cues, with group rehearsals as the last thing, not the first thing. - If working with script it should be: Read through, solo work on their own part (including cues), group socially distanced run, staged front facing. - If adding narration to the piece they can still work solo preparing it - no need for noisy devising conversations - we are not at the stage where this is OK yet. - Reduced written work – none in KS3, KS4 in own exercise books / folders. 	
52. Break times	<p>"While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times."</p>	Staggered "lunch" and "break" times have been allocated for different year groups to help keep them separate.
53. Lunch times		Each year group will have exclusive and allocated access to specific dining areas during their designated "lunch" break.

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		<p>Tables and surfaces in the canteen will be wiped down and sanitised between each year groups visit.</p> <p>Outside seating is available for those students eating packed lunches to be able to do so in the open air.</p> <p>Each year group will remain isolated from all other year groups during their break and lunch by remaining in their designated area.</p>
54. Parental visits to school	"coming onto the site without an appointment is not allowed."	<p>Parents informed that they may only attend the school site by making an appointment. (Communicated via e mail 27.8.20 and again March 21)</p> <p>Reception to hold any parent arriving at the school until parent is collected by member of staff holding the appointment.</p> <p>As far as possible the meeting room in reception to be used in reception to avoid parents needing to access the rest of the school.</p> <p>Material chairs in reception to be temporarily replaced with plastic seats that will after use be wiped down and cleaned.</p> <p>Following a parental meeting in the two meeting rooms (6th Form and main reception) the receptionist will contact the cleaning team who will wipe down the surfaces before it is used again.</p>
55. EHCP plans & associated provision.		<p>Every effort will be made to fulfil the requirements of each EHCP once the current suspension is lifted.</p>
56. On line learning as a result of pupils or staff shielding or self-isolating.	"Where a pupil is unable to attend school because they are complying with clinical and / or public health advice, we expect schools to be able to immediately offer them access to remote education."	<p>SLMT member CH with responsibility for keeping a record of any student who is absent from school because they are self-isolating.</p> <p>SLMT member NA with responsibility for teaching and learning will check and oversee the provision of online learning for students required to self-isolate.</p> <p>Each department & class teacher will be responsible for making resources available to members of their class absent as a consequence of self-isolation via the following means</p> <p>Where students are missing due to COVID isolation as a minimum resources from lessons will be placed on Firefly for the student to be able to complete remotely. Additionally, the following steps may also be provided but will be dependent upon the number of students isolating as the teacher remains responsible for the delivery of lessons physically taking place in the school as well.</p> <ul style="list-style-type: none"> - Pre recorded instructions to the isolating student via teams / firefly. - Recording of the lesson via teams and a link made available to the student following the lesson to supplement the firefly instructions

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57. Support for students who are reluctant or anxious about returning to school	"communicate clear and consistent expectations around school attendance to families throughout the summer ahead of the new school year."	<ul style="list-style-type: none"> - Live link via Microsoft Team sent to the isolating student. The absent student may be restricted to "chat" function during the lesson and must acknowledge the challenges and restrictions of the teacher of running a live lesson and virtual lesson simultaneously. <p>All parents written to outlining the details and plans for return to school in September 2020 and again in March 2021.</p> <p>Risk assessment summary and in full distributed to parents prior to September return and again in March 2021.</p> <p>Tracking of attendance on return to school in March to quickly identify and follow up with any student who is absent from school.</p> <p>Pastoral teams to support whole school messages via HOY, Form Tutor input.</p>
58. Adults maintaining as much distance as possible from others.	"While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children / adolescents."	<p>Several other areas of the risk assessment outline steps that have been taken to reduce the risk associated with adults maintaining suitable distance from others. In summary here are some of the steps that have been taken:</p> <ul style="list-style-type: none"> - Staff only zones at the front of each classroom. - Staff duty zones marked out around the school for use during "duties" at break / lunch. - Face masks to be worn by staff and students whenever "social distancing" cannot be maintained. Including in the classroom whilst teaching from March 2021. - Briefings to all students outlining expectations that they maintain social distancing from adults. - Staff work areas to have limited capacity with colleagues working in isolation in own teaching rooms where necessary rather than communal area. - Staff meetings to be minimised or held in large enough venues to be able to maintain social distancing or via Microsoft Office Teams. - One way systems around the school to minimise face to face meetings between all members of the school community. - Face masks to be worn whilst moving around the school and only to be removed when eating or drinking in the canteen, whilst outside at break or lunch or for a member of teaching staff when social distancing is easily maintained at the front of a class.
59. Increased risk for staff who are pregnant.	<p>"Pregnant women are in the clinically vulnerable category and are advised to follow <i>this guidance</i>: should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others."</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>	<p>Any pregnant members of staff will complete an additional and personalised risk assessment with the HR Manager, Sharon Croft outlining any additional measures that they believe necessary to take into account in light of their pregnancy, role and location in the school.</p> <p>Pregnant colleagues in their third trimester (after 28 weeks' gestation) or with underlying health conditions the COVID-19 virus infection and pregnancy guidance provided by the Royal College of Obstetricians and Gynaecologists, which states for "healthcare workers" in this position should be "recommended to stay at home". If colleagues in this position elect to still attend and work in school it will</p>

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	https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing https://www.acas.org.uk/working-safely-coronavirus	be with an agreed and reviewed additional risk assessment for post 28 week gestation taken into account.
60. Supporting staff	"Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process."	<ul style="list-style-type: none"> - Risk assessment shared with all staff prior to the return of pupils (Repeated in March 2021) - Time & training dedicated to COVID prevention measures during INSET days in September. - Information about the extra mental health support for pupils and teachers circulated to all staff and students via the links below but also in separate e mail correspondence. Mental health support Free Helpline
61. Limiting paper communication		Every attempt will be made to limit communication via paper, both with parents, to students and between members of staff. As far as possible digital copies of correspondence only shall be used.
62. Extra curricular activities		On return in March 2021, extra curricular clubs can start to recommence, being mindful of the year group segregation that is still to be maintained.
63. External services / visitors		Any external professional services working in the school will have their temperature checked at reception whilst being signed in and prior to admission.
64. Individual risk assessments		Any individual, student or colleague with specific individual concerns about the management of risk that is not appropriately covered by the whole school risk assessment can request that an individual risk assessment is conducted to address their specific situation. Please contact our HR manager Mrs S.Croft scroft@highamsparkschool.co.uk who will arrange an appointment to address any personal concerns.

Assessment Conclusion	With the above measures in place it is considered to be an appropriate level of risk to re-open the school to all year groups from 8th March 2021 .		
Signed	Phil Grundy	Date:	27 th May 2020. Updated 31.5.20. Updated 7.6.20. Updated 10.6.20. Updated 14.6.20 Updated 27 th August.20, Updated 31 st August 20, Updated 1.9.20. Updated 4.3.21