

The Heights Primary School – 30th August 2021

Risk Assessment

For: Managing full opening from September 2021, during Coronavirus (COVID 19) pandemic

To be read with Government Guidance:

[Schools operational guidance](#); [Guidance for households](#); [Guidance for contacts](#); [Guidance on protecting CEV](#); [Pregnant women](#); [Travel to England](#), [Contingency framework](#)

Also with the additional information sent to parents, the Outbreak Management Plan, information on Remote Education and supplementary risk assessments or guidance (see Appendix I).

Who might be harmed and how?	Action required and taken to reduce risk, to as low as reasonably possible	Operationalising Documents
<p>Risk I: Exposure to Covid-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. It is understood the virus is transmitted by nose, mouth or eyes.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>		
<p>Everyone on site.</p> <p>General and site related transmission may occur through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Anyone with COVID 19 symptoms must not attend school and should book a PCR test. Staff and pupils should stay at home at least until the result of the test confirms they do not have COVID 19. • Following a positive test, staff and pupils must follow NHS Test & Trace advice and stay at home for 10 full days, from first developing symptoms or from a positive test result, if asymptomatic. If a member of staff tests positive, we will call the Self-Isolation Service Hub on 020 3743 6715 and follow their advice. • Anyone who is a member of a household of someone who has tested positive or who has been identified as a contact by NHS Test & Trace should followed the published self-isolation guidance. 	<p>Additional information sent to parents</p>

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	<p>From 16 August, individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact, and any of the following apply:</p> <ul style="list-style-type: none"> ○ they are fully vaccinated ○ they are below the age of 18 years 6 months ○ they have taken part in or are currently part of an approved COVID-19 vaccine trial ○ they are not able to get vaccinated for medical reasons <p>They will be strongly advised to take a PCR test and, if positive, will need to isolate.</p> <ul style="list-style-type: none"> ● Anyone who has returned to England from abroad must follow the guidance on tests and quarantine rules. ● Staff will be provided, on request, with home testing kits during September. Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. ● Clean hands more often than usual (ie, on arrival, when moving into different rooms, before and after eating, and after sneezing or coughing) – pupils and staff should be encouraged to regularly wash their hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use sanitiser ensuring that all parts of the hands are covered. ● Hand sanitiser available in shared spaces, entrance and exit points. ● Keep under review stocks of soap, hand sanitiser, tissues. ● Frequent cleaning (through additional cleaning hours and availability of cleaning products to staff) of surfaces that pupils and staff touch often (eg desks, chairs, keyboards, door push panels, light switches, bannisters, sinks, toilets) using appropriate products such as detergents and sanitiser. ● Provide disposable paper towels in toilets for drying of hands. ● Maintain a ‘clear desk and tidy classroom’ policy for staff. ● Thorough cleaning of rooms every day following the COVID-19: cleaning of non-healthcare settings guidance. ● Keep under review cleaning schedules (timing and tasks). ● Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. ● Disposable tissues available in classrooms. 	

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	<ul style="list-style-type: none"> • Signage used to promote hygiene (respiratory and hand) to be displayed in all classrooms, toilet areas, staff rooms and at the main reception. • Ventilation in the building maximised by opening windows, doors or using ventilation units. • School has registered and applied for CO2 monitors. • Ensure increased ventilation measures do not compromise pupil or staff safety (eg fire safety). • To balance the need for increased ventilation while maintaining a comfortable temperature: <ul style="list-style-type: none"> ▪ open high level windows in colder weather in preference to low level to reduce draughts ▪ increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • Face coverings to be worn by pupils public transport. • Staff, parents and visitors informed of the measures in place to reduce transmission. • CEV staff can now attend the workplace; individual risk assessments carried out for staff at higher risk as requested. • Continue to use the school's stress monitoring survey. • Operate social distancing where practical, between all adults, and between adults and pupils (if that is the preference of the adult). • Face covering may be worn if the individual chooses, in communal areas and in classrooms. 	
<p>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> • To reduce congestion in corridors, pupils will be directed to go straight into classrooms and sit down, at the beginning of each day and after break and lunchtimes. • Pupils to continue to have own work stations on specific tables/desks. • A record of the classroom seating plans will be kept. 	<p>Additional information sent to parents</p>
<p>Staff and pupils</p> <p>Transmission may occur when providing</p>	<ul style="list-style-type: none"> • PPE provided (such as mask, disposable gloves, disposable apron). Face masks for PPE purposes must be of IIR/2R specification • Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. • Hand washing after providing care. 	<p>N/A</p>

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personal or intimate care	<ul style="list-style-type: none"> Review personal care plans to assess PPE requirements based on individual circumstances. 	
<p>Staff and casualty</p> <p>Transmission may occur when providing First Aid</p>	<ul style="list-style-type: none"> Wash/sanitise hands before and after treating a casualty. Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available. Review Assessment of First Aid Needs. First aiders instructed on the safe “donning and doffing” of PPE. Maintain stocks of PPE where possible <p>Resuscitation Council UK Statement: It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>	N/A
<p>Staff</p> <p>Transmission may occur when supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.</p>	<ul style="list-style-type: none"> Move pupil, if possible, to a room where they can be isolated behind a closed door, or to an area which is at least 2 metres away from other people eg the music room. Increase ventilation in the room if possible. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE provided for supervising adult: Fluid resistant surgical mask if a 2-metre distance cannot be maintained. Where contact with the student is needed: Fluid resistant surgical mask, disposable gloves and disposable apron. Clean the affected area with normal household disinfectant after someone with symptoms has left. Supervising adult instructed on the safe “donning and doffing” of PPE. 	N/A

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	<ul style="list-style-type: none"> Maintain stocks of PPE where possible. Consider using first aiders to supervise to reduce numbers of staff who need access to PPE. 	
<p>Staff and pupils.</p> <p>Transmission may occur when staff administer medicines or supervise pupils who self-administer.</p>	<ul style="list-style-type: none"> Supervising staff to maintain 2m social distance. Review medication plans to assess PPE requirements (if any) for staff administering medication. 	N/A
Risk 2: Detrimental effect on personal well-being		
<p>Staff and pupils</p> <p>Mental health, anxiety, stress</p>	<ul style="list-style-type: none"> Workloads are carefully managed and monitored. Plans for Remote Education take into account impact on teacher workload. Regular feedback is sought on operational plans so they can be revised where beneficial. Staff are mindful and supportive to pupils and fellow colleagues who may have experienced loss, require time to express their feelings and, for pupils, make friends again. The mental health and wellbeing of all staff (including the Headteacher) and the need to implement flexible working practices in a way that promotes good work-life balance is supported where practicable. Regular asymptomatic testing is made available to staff. Staff are informed that access to Coronavirus (COVID-19) testing is available if showing symptoms. 	N/A
Risk 3: Impact of a confirmed case of COVID 19 on the school community		
<p>Staff and pupils</p> <p>Health and safety</p>	<ul style="list-style-type: none"> Following a positive test, staff and pupils must follow NHS Test & Trace advice and stay at home for 10 full days, from first developing symptoms or from a positive test result, if asymptomatic. Anyone who has been identified as a contact by NHS Test & Trace should followed the published self-isolation guidance. <p>From 16 August, individuals are not required to self-isolate if they are a close contact, and any of the following apply:</p> <ul style="list-style-type: none"> they are fully vaccinated 	N/A

Who might be harmed and how?	Action required and taken to reduce risk, to as low as reasonably possible	Operationalising Documents
	<ul style="list-style-type: none"> ▪ they are below the age of 18 years 6 months ▪ they have taken part in or are currently part of an approved COVID-19 vaccine trial ▪ they are not able to get vaccinated for medical reasons <p>They will be strongly advised to take a PCR test and, if positive, will need to isolate.</p> <ul style="list-style-type: none"> • We will seek public health advice if: <ul style="list-style-type: none"> ▪ 5 children, pupils, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or ▪ 10% of children, pupils, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or ▪ a pupil, child or staff member is admitted to hospital with COVID-19. <p>We will call the dedicated advice service (DfE helpline on 0800 046 8687 and select option 1) who will escalate the issue to our local health protection team where necessary and advise if any additional action is required, such as implementing elements of our outbreak management plan.</p> <ul style="list-style-type: none"> • If we think we might have to close partially or fully because of the number of cases, we will work with the local health protection team who will advise if additional action is required. • The need for enhanced cleaning of classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19 within the previous 48 hours will be considered. • Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, are cleaned thoroughly as normal. 	
Risk 4: Site staff absence; Effective cleaning no longer available		
All site users Health & Safety	<ul style="list-style-type: none"> • If the site cannot be cleaned, the school will seek further advice before making the decision to temporarily close on health and safety grounds. • Parents to be notified of any exceptional temporary closure due to insufficient staff cover, via ParentMail. 	N/A
Risk 5: Other staff absence		
All site users Health & Safety	<ul style="list-style-type: none"> • Staffing numbers required have been determined. • All staff are aware of the approach to staff absence reporting. • Plans to respond to increased sickness levels are in place. 	N/A

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	<ul style="list-style-type: none"> Consideration given to the redeployment of staff to support effective working of school. Staff understand return to work guidance and arrangements for accessing testing. 	
Risk 6: Unsafe Buildings; Operating in a different manner to normal operation		
All site users Health & Safety	<ul style="list-style-type: none"> All statutory inspections are up to date and compliant. Office spaces are designed to allow office based staff to work safely. All those hiring the school hall/Activity Studio to comply with the expectations in the Hiring Agreement. Numbers of people hiring & using the school's facilities at any one time/session, to be minimised (eg no large gatherings) when COVID infection rates are high. Additional cleaning fluids that are flammable (such as hand sanitiser) are correctly stored in suitably ventilated areas. 	N/A
Risk 7: Catering: shared inside environment with regular traffic		
All site users Health & Safety	<ul style="list-style-type: none"> Pupils wash their hands before entry to the school Hall for lunch. Catering contractor has shared their plan for managing Covid 19, including their risk assessment. 	N/A
Risk 8: Lack of current and relevant information / guidance		
Staff, pupils and families Health & Safety	<ul style="list-style-type: none"> Headteacher ensures daily checks are made with Government updates. Any key changes are implemented and shared with Chair of Governors and communicated throughout the school community where relevant. In addition to the Government guidance, the school will actively monitor and review all risk mitigation processes and carry out dynamic risk assessments as part of the work to limit the spread of Covid-19. At any point, if specific advice or clarification is required in relation to health and safety contact the school's Health and Safety consultant in the first instance. All staff with underlying health issues or those within vulnerable groups have been asked to make their condition known to the Headteacher. Individual risk assessments are in place for those at increased risk who have requested them. All parents are sent regular updates. 	N/A
Risk 9: Detrimental impact on Curriculum and the learning environment		
Staff, pupils and families.	<ul style="list-style-type: none"> Current curriculum plans, revised expectations and required adjustments have been considered. 	

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	<ul style="list-style-type: none"> Whole school approach to adapting the curriculum in the short/medium/long term to include a well-being curriculum, recognising 'non-curriculum' learning that has been achieved and capturing pupils achievements. Plans for Remote Education are in place, where pupils need to self-isolate, or there is a partial or full school closure, or there is a local or national lockdown requiring pupils to remain at home. All teachers have a school laptop; pupils who do not have a device for their sole use at home, can borrow one from school. 	Remote Education plan
Risk 10: Communication not reaching all parties		
Staff, pupils, parents	<ul style="list-style-type: none"> Information shared with staff, including protocols for working on site and amendments to usual working patterns/practices and groups, with opportunity for staff to comment and raise questions. Planning shared with governors. Parents advised of plans for safe operation, health and safety measures and wellbeing/pastoral support. Pupils advised about health and safety measures, expectations when in school and travelling safely to/from school. 	Additional information sent to parents
Risk 11: School events and trips may not be able to take place		
Staff, pupils. Unable to run trips whilst adhering to guidance	<ul style="list-style-type: none"> DfE guidance: Educational day visits resumed from 12 April and domestic residential visits from 17 May; both to take place in line with relevant COVID-19 guidance (including the system of controls) and subject to a full and thorough risk assessment. International visits are not recommended up to and including 5 September. Off site school events are planned for 2021/22 academic year. 	N/A
Risk 12: Finance – risk of additional costs or reduced income		
	<ul style="list-style-type: none"> Additional costs incurred due to COVID 19 are understood and documented. 	N/A
Risk 13: Visitors to site increase number of contacts for the school community		
All site users. Unable to monitor visitors in the same way as staff and	<ul style="list-style-type: none"> Visitors may be asked to wait outside if the reception foyer is at capacity. 	N/A

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pupils. Visitors do not adhere to school's control measures.		
Risk 14: Governors unable to engage in governance role		
	<ul style="list-style-type: none"> • Governors' role in supporting leaders is clear. • Approach to communication between Leaders and governors is clear and understood. • The ability to hold remote governor meetings is established. 	N/A

Completed by (print and sign).....**Date**.....

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the Risks being assessed. The assessment must be reviewed regularly or following a significant change or incident.

Relevant participants who need to be informed of this risk assessment (to sign when they have read):
All staff, all parents – to be shared by email.

Risk Assessment – Appendix I

Measures below will only be in place when the Outbreak Management Plan is initiated. Note that some or all measures may be instigated, depending on the severity of the outbreak and the public health advice received.

Who might be harmed and how?	Action required and taken to reduce risk, to as low as reasonably possible	Operationalising Documents
<p>Risk I: Exposure to Covid-19</p> <p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. It is understood the virus is transmitted by nose, mouth or eyes.</p> <p>The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>		
<p>Everyone on site.</p> <p>General and site related transmission may occur through close contact between colleagues, pupils and visitors and touching contaminated surfaces.</p>	<ul style="list-style-type: none"> • Operate social distancing where practical; certainly between all adults, and between adults and pupils. Pupils should be encouraged to keep their distance within groups, where possible, and are reminded not to touch their peers. Staff should remain upright (not bend over pupils) and teachers should remain at the front of the class as far as possible. • Face coverings to be worn in line with government guidance, by staff in communal areas where social distancing is difficult and potentially also in classrooms • Face visors or shields should not be worn as an alternative to face coverings. • Some individuals are <u>exempt</u> from wearing face coverings. We are sensitive to these needs, noting that some people are less able to wear face coverings and that the reasons may not be visible to others. • Do not touch the front of the face covering when removing it. Wash or sanitise hands before putting on and after removing your face covering. • Separate sets of practical equipment will be maintained for each year group, or equipment will be cleaned between uses by different year groups. Where this is not possible, pupils will be supervised to sanitise their hands before and after the use of equipment. • Remove any resources which are not easily washable or wipeable. • Unnecessary items and those items hard to clean should be removed from classrooms and learning environments. 	<p>Outbreak Management Plan</p>

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	<ul style="list-style-type: none"> • Signage used to promote social distancing to be displayed around the school. • Visitors on site limited and access to buildings controlled. Visits by appointment only and outside school hours wherever possible. In line with guidance, open days and transition activities may not be able to take place. • Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time. • Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. • Review any individual PEEPs to support any individuals with reduced mobility in the event of an evacuation. • Ensure pupil groups are maintained during fire drills. NOTE: in an emergency this may not be possible. • Shelter procedures remain unchanged as immediate risk is greater than the risk of mixing bubbles/ breaching social distancing. • Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact. <p>Follow government guidance in place at the time for CEV staff and pupils.</p>	
<p>Staff and pupils</p> <p>Transmission may occur during learning activities and behaviour management.</p>	<ul style="list-style-type: none"> • Social areas will be shared outside. • The hall will be used by all pupils for lunch, but in their year groups at different times. Lunchtime staff will wipe down tables wherever possible, between different year groups using them. • Toilets will be shared - pupils must be encouraged to wash their hands thoroughly afterwards. • Most teachers and TAs work within one year group, except for lunch and break time supervisors. Staff should try to keep their distance from pupils and other staff as much as they can, ideally 2m. • Groups will be kept as consistent as possible whilst in school (e.g. for arrival, lunchtime, breaks and departure). • Where spaces need to be used by more than one year group at a time, eg for pastoral or behaviour support, measures will be in place to minimise contacts, eg social distancing enforced, appointment systems, limits on room capacity. 	<p>Outbreak Management Plan</p>

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	<ul style="list-style-type: none"> • Sharing of stationery and other equipment is prevented. • Pupils will either continue, even when in school, to work online or, as an alternative, use exercise books in class but complete most work that needs assessing online at home. If teachers collect in exercise books for marking, they will be quarantined for 48 hours. If assessments need to be done on paper, teachers should collect in but put aside for 48 hours before marking. • Teachers will minimise the use of physical resources. Worksheets may be handed out and collected but they should be stored for 48 hours before re-using. • Classroom based resources that are used and shared within a year group need to be cleaned regularly. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. • PE - outdoor sports prioritised, no contact sports. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at the return to recreational team sport framework. Equipment cleaned thoroughly between use by different year groups. Curricular and extra-curricular activities can be supported by external coaches, clubs and organisations, minimising risks by being outdoors, maintaining social distancing, regular use of hand sanitiser, and coaches not visiting multiple schools in one day. • Spectators must adhere to the legal gathering limits, and social distancing should be maintained by people who do not live together (or share a support/childcare bubble). Spectators should minimise shouting or raising their voices. • Staff teaching PE, Music and Drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama. Additionally, teachers should keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones. If 	

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	<p>they are shared, follow the guidance on handling equipment. Performances in front of live audiences will not take place at this time.</p> <ul style="list-style-type: none"> • Music – Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained. Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated user. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at hygiene: handwashing, sanitation facilities and toilets. • Arrangements for internal & external assessments (Classrooms, Hall and other venues): <ul style="list-style-type: none"> ▪ Pupils will place their completed papers in boxes as they leave the exam and papers will not be touched for 48 hours by staff. ▪ Staff will stay 2m away from pupils. ▪ Pupils to use equipment given to them & not share it. ▪ Pupils with complex access arrangements (eg readers, scribes) will be in separate rooms and have 1:1 support. Staff member and pupil will have separate copies of the papers and stay 2m apart. ▪ Pupils will sanitise hands when entering the room the assessment will be completed in. ▪ Good ventilation will be maintained. • Behaviour for Learning Policy amended. 	
<p>Staff and pupils</p> <p>Transmission may occur through sharing spaces and equipment.</p>	<ul style="list-style-type: none"> • Each year group assigned a separate slot at lunchtime to access the Hall. • Pupils wash their hands on entry to the hall. • Tables & benches to be wiped down between year groups. • Staggered use of staff rooms and offices to reduce contact with colleagues. • Storerooms and cupboards accessed by one person at a time. • To ensure staff who absolutely must socially distance themselves from colleagues remain safe, do not enter an office without first calling or emailing to check it is a suitable time/situation to do so. Signs on all office doors to remind staff of this. 	<p>Outbreak Management Plan</p>

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	<ul style="list-style-type: none"> We will seek to reduce the need to bring staff together for meetings and training and to conduct these remotely where possible. Tasks organised so that the shared use and passing of work equipment is limited. Work equipment to be cleaned before and after use. Contractors delivering services using school facilities, such as catering and cleaning, asked to provide copies of their risk assessment for managing exposure to COVID-19. Information sharing with contracted catering and cleaning services to reduce exposure to COVID-19. 	
Risk 9: Detrimental impact on Curriculum and the learning environment		
Staff, pupils and families.	<ul style="list-style-type: none"> Consideration has been given to what activity is more difficult/not possible to be undertaken with social distancing in place. 	Outbreak Management Plan
Risk 11: School events and trips may not be able to take place		
Staff, pupils. Unable to run trips whilst adhering to guidance	<ul style="list-style-type: none"> Limit residential educational visits, in line with guidance. 	Outbreak Management Plan
Risk 13: Visitors to site increase number of contacts for the school community		
All site users. Unable to monitor visitors in the same way as staff and pupils. Visitors do not adhere to school's control measures.	<ul style="list-style-type: none"> The number of visitors to site must be kept to a minimum, eg only those for whom face to face contact is essential, and only those with prior authorisation and an appointment will be allowed to access the site. Where possible appointments will be made for out of school hours rather than during school hours. Visits from BfC services are planned in advance and BfC staff to follow their risk assessment and be aware of the school's risk assessment. All visitors to be asked to take a Lateral Flow Test before coming on site. 	Outbreak Management Plan