

THE HEIGHTS

Risk Assessment

For: Managing full re-opening September 2020, during Coronavirus (COVID 19) Pandemic

| Who might be harmed and how? | Action required and taken to reduce risk as much as is reasonably possible | Further Actions |
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| <p>Key Risk : Exposure to Covid 19 The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. 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 surface type, it's moisture content and temperature).</p> | <ul style="list-style-type: none">• Anyone with COVID 19 symptoms or who has someone in their household with symptoms must not attend school and should apply for the NHS test available to all with symptoms. Staff & 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 & pupils must stay at home for at least 10 days. If they tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Other members of the household should self-isolate for 14 days from when the | |

| | | symptomatic person first had symptoms. Check Govt guidelines before returning to school. | |
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| 1. | Travel to and driving at work. | <ul style="list-style-type: none"> • Staff travel to site alone using their own transport wherever possible. • When travelling at work or between site locations, staff travel alone, again wherever possible. • When using public transport, staff & pupils to wear masks as per Govt guidance. | Communicate to staff via email and briefing |
| 2. | Site access and egress: | <ul style="list-style-type: none"> • BothBoth site access and egress points timetabled to be used by different year groups at different times at the start & end of each day & at break and lunchtimes, to minimize the number of people coming on site at any given time. • Parents of pupils in Yrs 5 and 6 have been asked to drop them off and pick them up from the school gate by the tarmac at the beginning and end of each school day(see timetables). • Entry systems that require skin contact (e.g. key codes, push plates, handles etc.) are cleaned regularly in the day. Virucidal spray and cloth kept at new gate by the tarmac to facilitate padlock and gate being wiped down after each use. • Deliveries to be left at the delivery gate to ensure social distancing is maintained. | Communicated to staff, parents & Governors at the end of the Summer term. To be sent to parents as a reminder before the start of the new term in September. |
| 1. | Front of school/reception, contact with visitors and public behaviours which may not be in compliance with social distancing: Potential exposure to those infected with Covid-19. | <ul style="list-style-type: none"> • An Intercom has been fitted in Rec to ensure window doesn't need to be opened. • Wall mounted sanitizer is in place. • Hand sanitising gel is also available in a bottle and used at reception. | |

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| | | <ul style="list-style-type: none"> • No more than 4 people to be in the main office at any one time. If there are 3 or 4 people in the office already, please wait at the door. • Ensure clear distance of 2 metres between individual persons in reception areas reinforced by clear signage. • Maintenance requests raised online or via phone. • Personal protective equipment and advice provided on delivering first aid. | |
| 2. | Fire: Unable to evacuate safely | <ul style="list-style-type: none"> • All staff to be informed and reminded of the evacuation process and where to go in the event of a fire on the INSET Days in September. • The children will evacuate in their class/yr group bubbles to St Anne's field and stand further apart in their lines when on there. Children are likely to be in closer proximity when exiting swiftly, but immediate safety must be the priority. • All PEEPs to be reviewed before the beginning of the Autumn term. • All fire alarm testing regimes will remain in place during any school occupation. • If required, the fire management plan will be reviewed and all occupants trained in new procedures. • Last Fire Drill & evacuation completed during lockdown when the school was open to Keyworker children in the Summer term 2020. • Fire safety systems have been checked prior to full re-opening. | Fire drill to be held in the first few weeks of full reopening |

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| 3. | Lack of first aid provision: unable to respond to a medical emergency | <ul style="list-style-type: none"> • The first aid needs assessment has been reviewed to ensure the school can still provide the cover needed for the children & workers present and the activities that they are doing. • The school has 23 First Aid trained staff on site every day (26 at lunchtimes) with the list of names prominently displayed around the corridors, classrooms & shared spaces. • High risk activities prohibited where first aid provision not adequate. • First aid kits are available for each group and replenished regularly • All break time trug boxes also contain a virucidal spray and cloths. • First Aid at Work (FAW), Emergency First Aid at Work (EFAW), Paediatric First Aid (PFA), Emergency Paediatric First Aid (EPFA) certificates that expire on or after 16 March 2020 and cannot access requalification training because of coronavirus qualify for an extension until November. • Disposable gloves to be worn at all times when treating a casualty & hands to be washed/sanitized before and after treating a casualty. • Wear disposable gloves, apron, fluid resistant surgical mask & eye protection where there is risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. | <p>All staff to be informed of First Aid guidelines and PPE on the INSET Day at the start of term.</p> <p>All parent helpers to be informed before they start supporting in school.</p> <p>Further First Aid training to be held, if possible, November 2020</p> |
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| | | <ul style="list-style-type: none"> • If performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. • If a decision is made to use mouth to mouth resuscitation , use a resuscitation face shield available in the staffrooms. • First Aiders instructed on the safe 'donning & doffing' of PPE. | |
| 4. | Supervising pupils taken ill with symptoms of COVID 19 | <ul style="list-style-type: none"> • Pupil to be moved to a room where they can be isolated behind a closed door (music room in main building/intervention room in new block), or to an area that is at least 2m away from other people. • Increase ventilation in the room if possible. • If they need to go to the toilet while waiting to be collected the toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE will be provided for and must be worn by the supervising adult. • Clean the affected area with standard cleaning products after someone with symptoms has left. • Maintain stocks of PPE where possible. | Staff to be reminded about these rooms on the INSET Day. |
| 5. | Pre-existing health conditions | <ul style="list-style-type: none"> • All staff & pupils to follow Government/NHS advice if they have any pre-existing health conditions and personal RAs completed following meetings and conversations with SLT. | Individual RAs to be reviewed just before the start of the Autumn Term and very regularly from then on. |

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| 6. | Transmission may occur when staff administer medicines or supervise pupils who self-administer | <ul style="list-style-type: none"> Medication plans to be reviewed to assess PPE requirements (if any) for staff administering medicine. | |
| 7. | Toilet facilities | <ul style="list-style-type: none"> Staff & children informed the number of people using toilet facilities at any one time is restricted and to ensure 2 metre distance is maintained between people when queuing. All Bubbles and Yr groups to only use toilets allocated to their groups. Toilets labelled and signs and blue footprints on floor outside cubicles to support 2m guidance. Wall mounted hand sanitisers to be put up outside toilet cubicles in both buildings. Strict hygiene measures to be applied & maintained throughout the school with children reminded to sanitise and wash hands for 20 seconds throughout the day, including before they enter and leave the school building, go to the toilet & their break and lunchtimes. Disposable paper towels in toilets. Cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush are enhanced. | To be communicated to staff on INSET days and to pupils on their first day back in school. Also to parent helpers before they start supporting in school. |
| 8. | Coronavirus – Transmission of virus through working in close proximity | <ul style="list-style-type: none"> The school will be open to all pupils at the start of the Autumn Term 2020. Pupils organized into class and Yr group Bubbles. Pupils to be encouraged to keep their distance within groups & reminded not to touch their peers. | Whole staff focus on the school's therapeutic approach to behavior & physical intervention policy on the |

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| | | <ul style="list-style-type: none"> ● Pupils to be reminded of good respiratory hygiene practice by promoting a 'Catch it, bin it, kill it' approach. ● Classrooms have been organized with tables in rows to ensure pupils aren't facing each other. There will be 2 pupils to a table. ● Unnecessary items & items hard to clean should be removed from classrooms and learning environments. ● All pupils from Yr 5-6 will have their own stationary (including pencils, colour pencils, pen, a ruler, scissors & rubber) in a pot on their table & will not share these resources with other pupils. ● Staff on site to endeavor to be sufficiently spaced from each other in order to reduce the further spread of Coronavirus, respecting the 2m Rule whilst on site wherever possible. ● Staff to try not to bend over pupils in class and remain at the front of the classroom as far as possible. ● Staff to maintain a clear desk and tidy classroom policy. ● Lidded bins in each classroom ● Disposable tissues available in. each classroom. ● Wherever possible, staff will timetable more opportunities for children to engage with LOTC (learning outside the classroom). ● 2 Carports to be bought and placed on grass area parallel to St Anne's field to facilitate KS2 pupils eating lunch outside. ● All staff will follow the school's therapeutic behaviour for learning and physical intervention policies. | <p>INSET Day at the start of term.</p> <p>All parent helpers to be informed of the approach before they start supporting in school.</p> |
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| 9. | Curriculum and learning environment | <ul style="list-style-type: none"> ● Current plans, revised expectations and adjustments have been considered. ● Consideration has been given to activities that may not be possible to be undertaken with social distancing in place. ● There will be no choir or singing in the school buildings. ● Assemblies will be virtual. ● There is a whole school approach to adapting the curriculum in the short/medium and long term to include a strong focus on well-being & supporting pupils who may have gaps in their learning. | |
| 10. | Transmission of virus through sharing spaces & equipment | <ul style="list-style-type: none"> ● Breaks and lunchtimes staggered. ● Staggered start and end to the school day for different pupils. ● Only KS1 pupils to have access to hot meals from Crumbs which will be eaten in the school hall on a carefully timetabled rota. ● Food will be served with gloves, with lunchtime staff servers 2m from the children. ● Only 1 year group will be in the hall at a time with 4 pupils to a table, not sitting opposite each other. ● KS2 pupils to bring and eat their packed lunches under the carports outside - whenever possible (6 to a table). Where it's not possible they will eat them in their classrooms. ● Pupils to wash/sanitise hands before and after they eat lunch. ● Only 3 members of staff to use staffroom in Main Block at any time and 2 in the staffroom in the KS2 Block ● Storerooms & cupboards to be accessed by 1 person at a time. | |

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| | | <ul style="list-style-type: none"> • To ensure staff who absolutely must socially distance themselves from a colleague remain safe, do not enter an office without first knocking, calling or emailing to check it's a suitable time to do so. • We will seek to reduce the need to bring staff together for meetings & training & will conduct meetings remotely where possible. • Any shared equipment such as the Chrome Books and PPA laptops will be wiped with screen wipes after use. • Contractors delivering services such as catering or wrap around care asked to provide copies of their risk assessments for managing exposure to COVID 19. • The school will share its Risk Assessment with CRUMBS, EcoClean, Performance Sport, KOOSA Kids, the Play Therapist & all others visiting or providing a service to the school. | |
| 11. | Detrimental effect on personal well-being coming back into school after the reopening and if the school was forced to close again. | <ul style="list-style-type: none"> • Workloads to be carefully managed and monitored. • The mental health & well-being of all staff and the need to implement flexible working practices in a way that promotes good work-life balance is supported where practicable. • Well-being to remain a standing agenda item at all staff, SLT & Governor meetings. • Line Managers to regularly review welfare of staff and monitor any anxiety levels. • Staff are mindful & supportive of pupils and colleagues who may have experienced loss, require time to express their feelings & for pupils to 'reconnect' with friends, the staff and school as a whole. | |

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| | | <ul style="list-style-type: none"> • If the school was forced to close again staff to continue to support each other, parents and pupils with phone calls and virtual meetings. • Staff informed that access to Coronavirus testing is available if showing symptoms. | |
| 12. | Staff absence | <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. • Consideration given to the redeployment of staff to support the effective working of school. • Staff understand return to work guidance and arrangements for accessing testing. | |
| 13. | Impact of a confirmed case of COVID 19 on the school community | <ul style="list-style-type: none"> • Where a pupil or member of staff tests positive, the school will contact the local Health Protection team and engage actively with NHS Test & Trace. • People who have been in close contact with the person who has tested positive will be sent home and asked to self-isolate for 14 days. The other household members of those contacts that have been sent home do not need to self-isolate unless the pupil of staff member they live with subsequently develops symptoms. • If there are two or more confirmed cases within 14 days, we will work with the local health protection team who will advise if additional action is required. • Classrooms, office(s) and other rooms used by the pupil or member of staff with a confirmed case of COVID 19 will be closed | |

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| | | off for enhanced cleaning with appropriate signage on the door. | |
| 14. | Coronavirus – Premises team maintenance tasks: Spread of virus | <ul style="list-style-type: none"> • Appropriate PPE will be provided, such as sanitising gel which has 70% or higher alcohol content, gloves, masks. • PPE will be worn and removed as per training e.g. disposable of washing-up gloves and aprons for cleaning. • All PPE will be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. • All tools, communication devices such as radios used will be cleaned with virucidal spray (except electrical items) or a sanitiser which has 70% or higher alcohol content. • Staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds. • Measures will be taken to ensure minimal contact with any contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific lone working risk identified in which case social distancing rules will apply. | |
| 15. | Premises staff working alone on site: illness, accidents, lack of contact and supervision. | <ul style="list-style-type: none"> • All staff have the school's Lone Working Policy • Contact procedures are agreed, e.g. when the lone worker has safely left the site, a text message is sent to their line manager & HT. | Lone working arrangements agreed with HT & Business Manager |
| 16. | Legionella | <ul style="list-style-type: none"> • Regular routine maintenance will continue as normal including weekly flushing of all infrequently used outlets and | Risk assessment shared and briefed with HT |

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| | | <p>controls/recommendations from the latest water management risk assessment.</p> <ul style="list-style-type: none"> • Approx. 1 week before re-opening after a lengthy closure, a competent water treatment specialist will be commissioned to assess and take appropriate remedial action as necessary to certify the complete system for all hot and cold water systems (including drinking water) as safe before the buildings are reoccupied. | & Business Manager |
| 17. | Kitchen equipment that holds water – risk of contamination due to bacterial growth | <ul style="list-style-type: none"> • To minimise the likelihood and severity / extent of bacterial growth, kitchen equipment that holds water, e.g. dishwashers or combination ovens, will be run through a full cleaning cycle at least once per week. | |
| 18. | Security – Risk of accidental or malicious damage to premises or equipment | <ul style="list-style-type: none"> • Checks performed to ensure that access control and lockdown systems are operational. • The advice from service providers that have remote monitoring stations (response centres) - i.e. intruder alarm/ fire alarm companies, etc. - will be followed and keyholder information to respond to out of hours incidents updated. | |
| 19. | Ventilation – The risk of air becoming contaminated may increase due to changes in building occupancies and the possible presence of the Coronavirus in non-symptomatic occupants. | <ul style="list-style-type: none"> • All systems to remain energised in normal operating mode • Where mechanical ventilation is present, recirculatory systems will be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these will be switched off | |

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| | | <ul style="list-style-type: none"> • Where possible, occupied room windows & doors will be open • Drainage systems checked to ensure traps have not dried out and water seals are in place to prevent smells within the building. | |
| 20. | Coronavirus - Working in close proximity with contractors/maintenance staff: Spread of virus | <ul style="list-style-type: none"> • Procedures are in place to postpone non-essential maintenance. • Measures will be taken to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available & that work is completed out of school hours wherever possible. • Visiting contractors are advised they should adhere to social distancing requirements and keep at least 2 metres distance when attending site. • Visiting contractors are instructed to wear PPE if they are working in the building – face mask and gloves and avoid hand to face contact throughout. They do not need to wear PPE if they are working outside. • PPE will be disposed of in the normal way unless coronavirus contamination is expected. • Visiting contractors to be advised to communicate via mobile phone when respective works have been completed and prior to leaving the site. • Regular cleaning of work areas will continue and will include cleaning the area where contractors have been working once they have left the site. | |

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| 21. | Coronavirus – cleaning tasks: Spread of virus | <ul style="list-style-type: none"> • Enhanced cleaning regimes are in place in communal areas to touch points e.g. door handles, hand rails, door call panels and an enhanced cleaning regime is in place in communal toilets. Virucidal sprays and cloths are in all staff toilets with signs reminding staff to wipe down seats, flushes, handles & locks after use. • Cleaning staff are advised to follow Government advice on social distancing to protect themselves and staff. • Cleaning staff will wear appropriate PPE while carrying out their duties and avoid hand to face contact throughout. • Cleaning staff must follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds. • If the site cannot be cleaned as a result of cleaning staff absence, the school will seek advice before making a decision to temporarily close on H & S grounds. | <p>See schools opening risk assessment</p> <p>Site Manager to brief cleaners</p> |
| 22. | Breaks and access to canteens/rest areas: | <ul style="list-style-type: none"> • Staff are encouraged to bring their own food. • Break and lunch times are staggered in order to help reduce congestion and contact. • Surfaces that are touched regularly, e.g. kettles, refrigerators, microwaves, are frequently cleaned using standard cleaning products. • Hand cleaning facilities or hand sanitiser are made available in all rooms where people eat and should be used by staff when entering and leaving the area. | <p>Hand sanitiser available in all classroom entrances to buildings and shared areas including offices and staffrooms.</p> |

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| | | <ul style="list-style-type: none"> • A distance of 2m should be maintained between users. • Any tables used are cleaned between each use . • Crockery, eating utensils must be placed straight into the dishwasher (if in the main staff room). | |
| 23. | Lack of current/relevant guidance | <ul style="list-style-type: none"> • HT ensures daily checks are made with Govt updates. Any key changes are implemented and shared with the 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 & continue to carry out robust risk assessments as part of the work to limit the spread of COVID 19. • All staff & pupils with underlying health conditions will have individual risk assessments in place. • Parents are sent regular updates. • Updated CP policy in place in line with new guidance in KCSIE 2020. | |
| 24. | Communication | <ul style="list-style-type: none"> • Information shared with staff around the reopening, returning to site and amendments to working practices, with opportunities for staff to comment and raise questions. • Reopening plan shared with Governors, Members of the Trust, staff & parents. | |

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| 25. | School events & trips | <ul style="list-style-type: none"> The school calendar has been reviewed. The Yr 4 Residential will go ahead in September without the children staying the night. All activities will be outside with instructors & pupils maintaining social distancing. The Yr 6 Residential has been moved to the end of the Summer term 2021. The Christmas Pantomime at the Hexagon has been rescheduled to Dec 2021. Decisions will be made about other events and trips as the term & year progresses. | |
| 26. | Finance | <ul style="list-style-type: none"> Additional costs incurred due to COVID 19, in particular costs of additional cleaning supplies & staff are understood and documented. Any loss of income, particularly from wraparound care providers & after school clubs is understood. | |
| 27. | Governors | <ul style="list-style-type: none"> Governors' role in supporting leaders in the planning and re-opening of the school is clear. Approach to communication between leaders and Governors is clear. Remote meetings with governors established and ongoing. | |

