



Highfield Primary School

School Risk Assessment – COVID-19

This Risk Assessment is intended to minimise the risk of exposure to Covid-19 for all persons entering the school site. It is not an exhaustive list of possible risk areas and should be added to and amended as soon as risks become evident. Once complete, the actions on this Risk Assessment should be applied thoroughly and consistently with particular care for any vulnerable staff or pupils.

| | | |
|--|--|--|
| Service: Highfield Primary School | Location: Highfield Road, Winchmore Hill, London, N21 3HE | Assessment Completed by: Mr David Wilson – Headteacher Mrs Stephanie Morton – DHT Mrs Louise Calder- DHT |
| Description of Activity/Task Assessed: Early Years and Primary School Educational Provision (Covid-19 Assessment) | Date of Assessment: 06/01/22 Updates from previous assessment highlighted in yellow | Review Date: 20/01/22 |

| No | Hazard Description (i.e. potential causes of injury/damage) | Potential injury/damage | Persons at risk | Preventative and protective measures | Possible further action |
|----|---|-------------------------|-----------------|--------------------------------------|-------------------------|
| 1. | <p>The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.</p> <p>Our priority is to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.</p> | | | | |

| | | | | | |
|----|--|---|--|--|--|
| | Health and safety law must be complied with and proportionate control measures must be put in place. Risk assessments must be regularly reviewed and updated - treating them as 'living documents', as the circumstances in our school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. | | | | |
| 2. | Class or Group Size and Overall School Capacity | Possible transmission of the virus between staff and children, and into the wider community. | Staff, support staff. children, contractors, parents/guardians | <p>Some steps will taken to limit interaction indoors such as no large assemblies and staff meetings/teacher training will take place remotely. Additional measures will be taken in areas where poor ventilation has been identified.</p> <p>Where face to face meetings do take place they must take place in well ventilated areas, where social distancing can be reasonably observed and masks worn (by adults).</p> <p>Where it does not impact on the curriculum delivery there are staggered/soft starts to reduce the number of people around the school at one time.</p> | If local circumstances or government advice changes contingency plans are in place to reduce interactions such as the reintroduction of bubbles, and review of how we use indoor and outdoor communal areas. |
| 3. | Curriculum practicalities or logistics of provision | Possible transmission of the virus between staff and children, and into the wider community by sharing of spaces and/or resources | Staff, support staff. children, contractors, parents/guardians | <ul style="list-style-type: none"> • If lessons or classroom activities could take place outdoors, this should be encouraged • Stagger start/finish times, break times (including lunch), so that all children are not moving around the school at the same time • Parents have been advised that it is preferable for only 1 parent to pick up/drop off. • It is important children are encouraged to wash/sanitise their hands regularly | As above |
| 4. | Maintaining infection control during the day | As in Section 4 | Staff, support staff. children, contractors, parents/guardians | <ul style="list-style-type: none"> • Occupied spaces will be kept well ventilated by opening windows, and where safe, external doors (in cooler weather children and staff should be encouraged to wear extra layers/coats so they are able to work comfortably). Opening internal doors (unless fire doors) will also assist with creating a throughput of air. | As above |

| | | | | | |
|----|---------|-----------------|--|---|----------|
| | | | | <ul style="list-style-type: none"> • CO2 monitors will be used so that ventilation can be monitored and additional measures put in place if needed • The school will avoid large indoor gatherings gatherings such as assemblies with more than one year group. • Some staggering of break times and lunch times (and regular cleaning of surfaces in the dining hall). • Staff are advised to avoid gathering in confined spaces where it is not possible to distance from each other. • Children and young people should clean their hands before and after break and lunch and on entering and leaving the school building. • Trips further afield can take place, although there does need to be consideration for transport and Covid safety at any venue. Year 5 Swimming will also continue. | |
| 5. | Hygiene | As in Section 4 | Staff, support staff, children, contractors, parents/guardians | <ul style="list-style-type: none"> • Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments • Normal detergents and bleach will remove traces of the Covid-19 virus, it must be insured that there are sufficient supplies and cleaning staff are available to maintain good infection control • Ensure that all adults and children: • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. See handwashing guidance: https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm • Clean/sanitise their hands upon arrival at the school, before and after eating, after sneezing or coughing and before leaving school at the end of the day • Are encouraged not to touch their mouth, eyes, and nose • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Ensure that help is available for children and young people who have trouble cleaning their hands independently • Consider how to encourage young children to learn and practise these habits through games, songs, and repetition | As above |

| | | | | | |
|----|---|-----------------|--|---|----------|
| | | | | <ul style="list-style-type: none"> • Where possible, all spaces should be well ventilated using natural ventilation (opening windows/doors) • Prop doors open, where safe to do so, bearing in mind fire safety and safeguarding, to limit use of door handles and aid ventilation • Ensure there are sufficient supplies of soap, anti-bacterial gel and cleaning products if needed before the school opens to a wider population | |
| 6. | Exposure to Corona Virus - Use of PPE/Testing | As in Section 4 | Staff, support staff, children, contractors, parents/guardians | <ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> • Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs, should continue to receive their care in the same way • PPE must be worn by staff caring for any child with symptoms of Covid-19 while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. • Unless they are exempt from wearing a mask, a mask must be worn in all transitory areas eg. Corridors • Staff in school are encouraged to use lateral flow tests to self test at home twice a week. Need to inform NHS and school if the result is positive. • Families are encouraged to obtain lateral flow tests and regularly test (asymptomatic). • If someone with Covid symptoms tests positive with a lateral flow test, this will still be treated as a positive result unless they subsequently test negative on a PCR test. They will be able to return to school once symptoms dissipate. | As above |

| | | | | | |
|----|---|-----------------|--|--|----------|
| | | | | <ul style="list-style-type: none"> • If somebody has an asymptomatic positive result on a lateral flow test this will be treated as a positive result unless they get a negative result from a PCR test. | |
| 7. | If staff or a child becomes unwell with Covid-19 symptoms | As in Section 4 | Staff, support staff, children, contractors, parents/guardians | <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate and should arrange to have a test to see if they have coronavirus (COVID-19). If you test positive you must self isolate for at least 10 days, unless you have 2 negative lateral flow tests, taken 24 hours apart from day 6 of isolation onwards (e.g if you test negative on day 6 and 7 you can leave isolation on day 8). If you still have a temperature at the end of the 10 days, you must continue to self-isolate. However, if you still have a cough or have not regained your sense of taste/smell, you no longer need to self-isolate.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people – (area outside Deputy Headteachers rooms). If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else (This toilet (next to Medical Room) would then be marked as 'Out of Use' for all until thoroughly disinfected).</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found</p> | As above |

| | | | | | |
|----|--|--|-----------|--|----------|
| | | | | <p>in the Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test)(see below)or have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms/or who receives a positive test result must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> | |
| 8. | Potential transmission of virus from pupils presenting challenging behaviours (eg spitting and biting) | | SEN Staff | <p>Consider what measures are needed to manage behaviour and/or personal protective equipment that might be needed.</p> <ul style="list-style-type: none"> ● Any children exhibiting behaviours historically are individually assessed and parents are aware of the seriousness of consequences for anti-social behaviour that endangers others such as spitting. ● Children refusing to follow hygiene procedures will have parents spoken to about their eligibility to continue in school ● Antisocial or dangerous behaviour such as spitting and biting will face the highest consequences on the behaviour system and may lead to temporary exclusion ● All of the above are detailed in the Home School Agreement | As above |
| 9. | Potential transmission of virus from Welfare Room | | | <ul style="list-style-type: none"> ● Staff to adhere to infection control policy ● Regular medication protocols to be followed ● Washing facility and sanitisers available in the welfare room ● Staff to frequently wash their hands | As above |

| | | | | | |
|----|--|---|--|--|----------|
| | | | | <ul style="list-style-type: none"> • Use face mask/gloves where appropriate or close contact is unavoidable | |
| 10 | Staff who are pregnant or may otherwise be at increased risk from Covid-19 | Potentially worse outcome of infection for vulnerable staff members | | <p>Staff who are pregnant</p> <p>A workplace risk assessment with your employer and occupational health team must be completed. Then, they should only continue working if the risk assessment advises that it is safe to do so. The school should remove or manage any risks. If this cannot be done, suitable alternative work or working arrangements (including working from home) should be offered, or they could be suspended on their normal pay. Staff who are pregnant should be able to adhere to any active national guidance on social distancing. Some higher risk occupations such as those with greater public contact or in healthcare may carry a higher risk of exposure to the virus. Pregnant staff should be supported by their employer with appropriate risk mitigation in line with recommendations to staff arising from workplace risk assessment. If alternative work cannot be found, advice on suspension and pay can be found in HSE guidance.</p> <p>If 28 weeks pregnant and beyond, or if pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, a more precautionary approach should be taken. This is because although they are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19. The school should ensure they are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). For many workers, this may require working flexibly from home in a different capacity.</p> | As above |

| | | | | |
|----|--------------------------------|--|--|----------|
| | | | <p>All employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</p> <p>Where adjustments to the work environment and role are not possible (e.g. manufacturing/retail industries) and alternative work cannot be found, they should be suspended on paid leave. Advice on suspension and pay can be found in HSE guidance.</p> <p>Clinically Extremely Vulnerable</p> <p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.</p> | |
| 11 | Home Visits | | <ul style="list-style-type: none"> • Home visits to be ceased for now. Parent and child will come in for an individual meeting at school. This will take place in the outdoor area. | |
| 12 | Lack of adequate communication | Infection control procedures and protocols are not observed. | <ul style="list-style-type: none"> • Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) | As above |

| | | | | | |
|----|--------------------------|--|--|---|--|
| | | | | <ul style="list-style-type: none"> ● Advise parents that if their child needs to be accompanied to the education or childcare setting, only one parent should accompany the child ● Regular Phase Meetings and Weekly Business Meetings to ensure concerns are addressed and actions, if necessary, are put in place ● Cleaning Log also saved on Staff Shared (GC) to enable Staff to report issues remotely ● Line managers will offer support to staff who are affected by Coronavirus or has a family member affected ● Consistent monitoring of staff absence because of Covid-19 contact / symptoms to ensure prompt return to work ● Staff, pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying ● Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. ● To help reduce the spread of coronavirus (COVID-19) reminding everyone of the Public Health advice - https://www.publichealth.hscni.net/covid-19-coronavirus ● Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers ● Discuss with cleaning contractors and staff the additional cleaning requirements. | |
| 13 | Kitchen operations/ food | | | <ul style="list-style-type: none"> ● Some children will continue to bring in their own packed lunch from home. This will be kept in their own allocated area and not shared with other children ● Food hygiene practices in place as per Better Food Guidance and accurate records maintained ● No delivery staff are to enter the kitchen. All deliveries and collections of food products are to be over the counter ● All cooking items eg. plates and cutlery to be washed at 60 degrees ● Trolleys/other surfaces to be regularly cleaned ● Staff to wash hands frequently | <ul style="list-style-type: none"> ● Hertford catering to provide own risk assessment for kitchen area. |

| | | | | | |
|----|--|--|--|---|---|
| | | | | <ul style="list-style-type: none"> ● Staff need to take responsibility for following Health & Safety guidance and for reporting any issues or concerns as they arise <p>When dining hall is operational:</p> <ul style="list-style-type: none"> ● Separate entry and exits to the dining hall where possible with one way in and out. ● Pupils encouraged to dispose of their left- over food in the bins ● Bins provided at various location in the dining hall ● Pupils will be supervised as normal | |
| 14 | Potential transmission of virus from visitors/ parents | | | <ul style="list-style-type: none"> ● Only one parent to pick up/drop off all children, unless exceptional circumstances ie. SEND needs ● Parents need to wear masks inside the school building unless exempt. ● Staggered school start and finish times to avoid crowding by the school gates ● Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points ● Staff are to regularly wash hands or use hand gel frequently i.e. when arriving at work, after handling parcels/post/books, moving from room to room ● Reduce intake of any paper documentation from parents ● Advise parents to email any documentation ● Where the sharing of paperwork/documentation is unavoidable, staff to ensure wash and sanitise hands regularly ● Those visiting the school must confirm that they have not experienced symptoms. ● Unless they are exempt from wearing a mask, a mask should be worn in all transitory areas eg. Corridors and Staff Rooms ● Any families returning from abroad must adhere to government regulations regarding self-isolating procedures from the particular country they are returning from and inform the school. | <p>Where parents wish to discuss any concerns with the teacher, this should be done by emailing the School Office and booking a telephone apt. Only if no alternative should face to face meetings take place and then these should be done in the Conference Room (if available) where social distancing can be maintained and only after arranging via email.</p> <p>Notices displayed in Reception office reminding the parents not to send their child to school if they or anyone in</p> |

| | | | | | |
|----|--|--|--|---|---|
| | | | | | the household have symptoms and to remind the public to practice social distancing when on school site. |
| 15 | Potential transmission of virus from contractors attending the school site | | | <ul style="list-style-type: none"> • Contractors to be notified in advance not to attend the premises if they have symptoms • Office staff informed of any contractors attending the site advance • Contractors to sign in at reception desk and declare they do not have symptoms • Site manager to ensure area of the work is clear beforehand. • Site Manager to liaise with, and monitor, the contractor maintaining social distancing where possible • Sanitising stations set up at various locations, including entry and exit points • Supervised and limited access to other parts of the building • Regular cleaning regime of public/communal areas | Staff to observe and ask any contractors to leave the building if they have symptoms |
| 16 | Potential stress/anxiety caused by COVID-19 | | | <ul style="list-style-type: none"> • Reassurance to staff of measures taken seriously to protect their safety • Communication of message that for most people Covid 19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more • Regular communications from Headteacher <p>Mental Health</p> <ul style="list-style-type: none"> • Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help <p>Reference –</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> | <p>Consider an occupational health referral if personal stress and anxiety issues are identified</p> <p>Ensure staff are aware of support they can access if necessary inside (Place2Be) and outside of the school.</p> |

| | | | | |
|--|--|--|--|--|
| | | | <p>Teachers may wish to access the free MindEd learning platform for professionals, which includes a Coronavirus (COVID-19) Staff Resilience Hub with materials on peer support, stress, fear and trauma and bereavement. See link:</p> <p>https://covid.minded.org.uk/</p> <ul style="list-style-type: none"> • Individual risk assessments for vulnerable staff • Occupational health service assessments available for staff in need of them <p>The Education Support Partnership provides mental health & wellbeing support to the Education sector:</p> <p>https://www.educationsupport.org.uk/</p> | |
|--|--|--|--|--|

| |
|---|
| <p>Associated Guidance</p> <p>NHS 111 https://111.nhs.uk/covid-19</p> <p>Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>https://www.gov.uk/coronavirus https://www.gov.uk/government/organisations/public-health-england</p> <p>www.gov.uk/government/publications/coronavirus-outbreak-faqs</p> <p>What parents and carers need to know about schools and other education settings during the coronavirus outbreak</p> <p>www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/</p> |
|---|

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

Handwashing/Hygiene Guidance:

- See hand washing guidance:
www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/
- The following guidance is additional specific cleaning if there has been a Covid-19 case in the setting:
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -
<https://www.publichealth.hscni.net/news/covid-19-coronavirus>