

## Schools/Settings Health and Safety Risk Assessment – COVID 19

<b>School/ Setting</b>	Highfields Inclusion Partnership	<b>Date of Assessment</b>	16/07/2020
<b>Assessment Completed By</b>	SLT (MGR and GHO)		

### Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

### Information

In maintaining this risk assessment, Highfields refers guidance provided by the following bodies:

- UK Government
- Stockport MBC
- Public Health England

It is the responsibility of all staff, alongside SLT, to refer to guidance when unsure and to ensure news around Coronavirus / COVID-19 is sought from reliable outlets.

This risk assessment is a supplement to the school's General Infection Control Policy which can be viewed here:  
<https://docs.google.com/document/d/1SnJAY2GAHZnx-1qO2roOYDWD0gdtLGlfKCFsB9cCk6w/edit?usp=sharing>

Both documents should be read in relation to setting out the school's approach to Coronavirus / COVID-19.

Where it is stated 'How Mitigatable?' - the Risk Assessment identifies 'Partially to Largely', 'Minimally' and 'Not Applicable' based on the nature of the focus area and the actions at the school's disposal.

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### Our Employees

Ref	Focus Area?	How Mitigatable?			Actions to Mitigate & Who Responsible?
		P>L	M	N/A	
01	<a href="#">Clinically Extremely Vulnerable</a> employees	✓			School has an 'Information Gathering Tool' which asks staff to self-identify - from there, conversation with MGR takes place to look at personalised measures. MGR / GHO consults with HR.
02	Employees who live with a person who is Clinically Extremely Vulnerable	✓			As above.
03	Employees, themselves or persons within their household have COVID-19 symptoms	✓			All staff have been notified of sickness procedures relevant to COVID19. GHO will update staff regularly on this and be the main point for queries / advice. Testing will be sought for staff presenting with symptoms. This is the responsibility of individual staff but school will support where it can.
04	Colleagues who are self- isolating - well-being	✓			Line Managers will keep in weekly contact with colleagues who are self-isolating - voice call / video call is the preferred method.
05	Colleagues who are self-isolating - 'working from home'	✓			All staff provided with remote access for network access, remote email access. School will provide equipment loan to staff who require daily use of laptop and/or phone to fulfil their duties. Requests for equipment are to be made to MGR who will then liaise with SRY.

### Our Pupils

Ref	Focus Area?	How Mitigatable?			Actions to Mitigate & Who Responsible?
		P>L	M	N/A	
07	Pupils who live with a person who is Clinically Extremely	✓			All families will be asked to inform school if this is the case via regular mailshots and text messages. - MGR to lead on this.
08	All pupils, or persons within their household that have COVID 19 symptoms	✓			Posters / information around spotting symptoms are placed at entry points - staff are to be well-versed in these to help identify students with suspected symptoms.. ' <a href="#">General Infection Control</a> ' policy also outlines approaches to symptoms of contagious illness.
09	Learning arrangements for all pupils who are not in school/ setting due to 06 / 07 / 08	✓			A substantial online learning platform, with more personalised elements such as deliveries, has been created by TCA. In Academic year 20/21, the school will look at enhancing this further with video tutorials which can be recorded / broadcast from the school's new 'Comms Suite'. GHO will lead on this and training around Google Classroom.

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<b>10</b>	Group sizes / operation of 'bubbles'	✓		<p>Government advice indicates APs / PRUs can function as one official bubble. However, because of Highfields' existing operational plan - bubbles do occur in terms of KS3, KS4, PM Groups and Outreach subcohorts.</p> <p>Timetable design places all KS3 &amp; PM groups within a single use classroom and splits the eight groups within the Main Building into 4 designated Pods, albeit with shared use of specialist classrooms.</p> <p>In addition, the school will be placing more emphasis on 'zones' within the Main Building, creating a Y10 zone, Y11 zone and 'mixed zone'. It is not viable to rigidly enforce students or staff into such</p> <p>The above will mitigate the spread of infection though not prevent it completely. The above will also help track / predict potential spread of infection if it occurs i.e. 1) if students within 3a show symptoms, the school can identify those students and staff most at risk and advise accordingly 2) SLT can prioritise areas for immediate and rapid deep cleaning.</p> <p>Should a staff / student / visitor present with suspected symptoms, particular classrooms may need closing until a deep clean takes place - with the rest of the school remaining open. Where it cannot be determined where staff / students with symptoms have been, then school closure may take place until a deep clean can take place.</p>
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### School Building Functioning

<b>Capacity, Access and Egress</b>					
Ref	Focus Area?	How Mitigatable?			Actions to Mitigate & Who Responsible?
		P>L	M	N/A	
12	Start / Finish Times of School Day	✓			The school already operates staggered entry and exit times for KS3 and KS4. If needs be - i.e. a 'second wave' occurs and further measures are needed - then Year 10 and Year 11 can be staggered although this may reduce their hours in school.
13	Parent drop off/ collection protocols			✓	The school population is independent in terms of travel to school. Crowding outside the school does not occur.

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<b>14</b>	Access to school/setting by third parties (parents, members of the public, visitors etc).	✓			To reduce the number of visitors for external agency meetings, increased use of school mobiles and online conference calls which occurred during lockdown will be continued.
<b>15</b>	Lunch and break arrangements	✓			<p>The school already operates lunchtimes in smaller clusters of Y11 Lunch, Y10 Lunch and KS3 Lunch. The school has a 'Supportive Social Times' approach which looks to reduce students being wholly located in one place and instead looks to distribute them across a range of activities.</p> <p>In terms of how food is served, the school will be guided by its catering contractor in terms of finer details. As a general rule, buffet-style food serving where staff / students self-serve from food trays etc. is no longer permitted.</p> <p>Students will temporarily be prevented from preparing their own food at breakfast club / break times and at lunch times.</p>

### Physical / Social Distancing in the Building

Ref	Focus Area?	How Mitigatable?			Actions to Mitigate & Who Responsible?
		P>L	M	N/A	
<b>17</b>	Social distancing measures around school		✓		<p>There are no rigid social distancing rules for school settings. However, all corridor areas are marked out in 1 metre sections to encourage staff / students / visitors to be mindful of social distancing.</p> <p>All staff will be provided with the option of an amber / green sticker for their lanyard which will signify to others their desired level of social distancing. Students and visitors can also participate in this - MGR to organise.</p> <p>Due to the inability to maintain the kind of rigid social distancing rules being placed in supermarkets and other public buildings, staff and students are provided with the option of wearing their own appropriate face mask (one that is plain, covers on the mouth / nose). Students who wish to participate in this will require parental approval - students participating in this and using face coverings to cause disruption to a safe &amp; orderly school environment will be 1) instructed to remove face coverings 2) if refusing to comply with removing the face covering, will be asked to study at home.</p>

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					With regards to face masks, the position of the school is this is optional - it is neither encouraged / discouraged but given as an option to individual members of the community to decide upon.
18	Outside spaces.		✓		<p>The school will continue to invest in providing outdoor spaces so that both staff and students have opportunity to gain fresh air throughout the school day. Outdoor spaces will be opened at social times to all members of the community.</p> <p>The Fire Assembly Yard / front yard will be demarcated to allow for groups to be kept in clusters in the event of any fire drill / evacuation.</p>
19	Movement around school corridors	✓			<p>The timetable and room planning are already designed to maximise the reduction in movement around the school, given the nature of students attending.</p> <p>Further work has been actioned to create a restricted access door near Pod 2 alongside designated corridors.</p> <p>As noted previously, all corridor areas are marked out in 1 metre sections to encourage staff / students / visitors to be mindful of social distancing.</p> <p>As noted in no.17, the school has adopted a position that permits use of face masks, subject to certain conditions, for those members of the community who wish to use them.</p>
20	Dining room / canteen	✓			<p>Dining room / canteen will be cleaned daily by cleaning professionals. The school's catering staff will also adhere to their company's guidelines around cleaning.</p> <p>Should a staff / student / visitor present with suspected symptoms, the dining room / canteen may need closing until a deep clean takes place - this may result in closure for the rest of the school.</p>
21	Staff room	✓			<p>Staff room will be cleaned daily by cleaning professionals. Appropriate cleaning products will be provided for incidental use by staff. Staff are advised that the preferred model is to use their own cups, plates and cutlery - any shared cups, plates, cutlery must as a matter of policy be placed in the dishwasher after use.</p> <p>Should a staff member present with suspected symptoms, the staff room may need closing until a deep clean takes place - with the rest of the school remaining open.</p>
22	School kitchen	✓			<p>The school already has limited use of the main school kitchen with one regular member of staff using the facilities - as opposed to a more transient group using the main kitchen.</p>

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23	Smaller rooms / confined spaces	✓			Cleaning products will be provided for incidental use by all staff. These areas will be cleaned daily by cleaning professionals. Should a staff / student / visitor present with suspected symptoms, particular rooms may need closing until a deep clean takes place - with the rest of the school remaining open.
24	Repair / contracted works in buildings	✓			This is already normal practice.
25	Toilets	✓			The school has separate staff, student and visitor toilets. Toilets will be well-supplied with handwashing products. Signage in all toilets will emphasise appropriate hand-washing routines. Toilets will be cleaned daily by cleaning professionals. Should a staff / student / visitor present with suspected symptoms, toilets may need closing until a deep clean takes place - this may result in closure for the rest of the school. In the event of imminent prospect of a second wave, toilets can be re-organised for specific year groups.

### Occurring Daily Issues - 'Community Functioning'

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Focus Area?	How Mitigatable?			Actions to Mitigate & Who Responsible?
		P>L	M	N/A	
27	Staff who experience symptoms as above whilst at school	✓			The school has adopted a protocol for this within the ' <a href="#">General Infection Control Policy</a> ' - Page 4:
28	Pupils who experience symptoms as above whilst at school	✓			<p>The school has a number of Qualified First Aiders who can assess students, staff and visitors before recommending further action. Any advice given is understood to be from a person who is not a medical specialist – the school's standard recommendation is that anybody feeling unwell must seek appropriate medical advice from a GP, dentist (in specific circumstances), NHS helpline or by attending hospital where appropriate.</p> <p>If a person is presenting as unwell in school, this should be communicated to a Qualified First Aider and to reception. The standard procedure is that they then wait in one of the small meeting rooms with supervision until arrangements are made for their exit from the building.</p> <p>The room will require cleaning following use.</p>

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29	Use of shared hand-washing / hand-hygiene facilities	✓			New hand-washing protocols / ways of being have been set out in the General Infection Control Policy and hand gels etc. bought and made ready for use. Handwashing facilities / products will be available at all entrances / exits.
30	Hand-washing / hand-hygiene routines	✓			
31	Use of shared work surfaces, such as desks	✓			
32	Use of general shared furniture - cupboards, chairs	✓			Appropriate cleaning products will be made available for staff to wipe down areas following a lesson. Work surfaces are part of the school's existing cleaning regime.
33	Use of shared stationary	✓			Staff will be reminded of our General Classroom Risk Assessment which sets out the importance of decluttered environments. The school has worked hard in this area the past 18 months, removing 4 - 5 skip loads of clutter.
34	Use of shared whole-school equipment (laminators, guillotines etc.)	✓			Students need providing with their own named pen packs within each classroom / subject.
35	Use of shared whole-school equipment (laminators, guillotines etc.)	✓			Shared equipment such as laminators, guillotines, photocopiers, computers should be wiped after use.
36	Staff / pupils who incidental experience coughing or sneezing	✓			'General Infection Control Policy' covers this on page 3: Student, staff and visitors with mild colds etc. are encouraged to blow and wipe their noses when necessary and to dispose of the soiled tissues hygienically, followed by hand washing where possible. The school will actively provide tissues to help with this.
37	Use of bins	✓			All classrooms and offices have bins. Bins are managed as part of the school's professional cleaning contracts.
38	Ventilation of smaller spaces	✓			Air conditioning units and/or windows are available in every room, alongside doors that lead directly to the outside. Staff should report any issues to MKU and remedial / improvements work will be sought where needed.
39	Cleaning routines	✓			The school employs professional cleaning contractors. MKU / SRY act as the main link with the contractors and feedback any specific issues to SLT to action.
40	Staff bringing own food into school	✓			In the Main Building, the school operates a separate school kitchen and staff room area. This must be rigidly adhered to for the foreseeable future. Within the Extension building, the school operates a small kitchen area for shared staff / student use - this area must be cleaned after it is used.
41	Use of staff room kitchen areas by staff to make a drink or warm up food etc.	✓			See item 21.
42	Use of staff room for storage	✓			Staff should use their classrooms to store personal items securely. If needs be. Personal items left in the staff room or stored in offices should be kept to a minimum.

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42	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	✓			<a href="#">‘General Infection Control Policy’</a> outlines varied approaches to this.
43	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	✓			Staff will be advised accordingly. - SRY / MKU / JEL / MME
44	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	✓			<a href="#">‘General Infection Control Policy’</a> outlines varied approaches to this.
45	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>● Fire Alarm and Detection</li> <li>● Powered Doors / Gates</li> <li>● Legionella and Water Testing</li> <li>● Electrical Safety</li> <li>● Gas Safety</li> <li>● PAT Testing</li> <li>● Asbestos Management</li> </ul>	✓			Visitors will be advised through leaflet and posters.

### Staff Absences

Key Roles and Responsibilities					
Ref	Focus Area?	How Mitigatable?			Actions to Mitigate & Who Responsible?
		P>L	M	N/A	
47	Staffing to maintain the physical security / operation of the building and its occupants.	✓			The new <a href="#">‘General Infection Control Policy’</a> and our specific <a href="#">COVID-19 / Coronavirus Risk Assessment</a> covers contingency planning if there is high staff absence. School already operates an effective internal cover arrangement due to historic staff absence issues.
48	Staffing to maintain the cleanliness of the building	✓			MKU, Site Supervisor, and SRY, Business Manager, will liaise with our cleaning contractors to ensure their operations meet current needs.
49	Trained staff in place to provide Emergency First Aid.	✓			School maintains a register of First Aid trained staff and will look to progressively expand numbers trained. Current members trained are: ISH, CWI, JCA, VLE
50	Staffing in place to enable safe evacuation / ‘lockdown’	✓			As above.

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### Issues Arising

These are derived from the Ongoing Planning Tool which can be accessed here:

Key Roles and Responsibilities					
Ref	Focus Area?	How Mitigatable?			Actions to Mitigate & Who Responsible?
		P>L	M	N/A	
52	Students bringing in their own lunch to school	✓			Following implementation of a 'paid for' school lunch in September 2019, students participating in lunch has decreased - and students bringing in food prepared at home or in need of preparing in school (such as pot noodles) has increased thereby raising the risk of contaminated food being brought into school. The 'paid for' system will be frozen for Autumn Term and a lunch provided free of charge to all students and any staff member on duty.
53	Staff undertaking home visits	✓			<p>We have now established the following protocol for home visits:</p> <ul style="list-style-type: none"> <li>• Wear PPE – gloves and mask, available from main reception</li> <li>• Hand post a letter through the door and/or knock / ring the bell</li> <li>• Walk to the bottom of the drive and await an answer</li> <li>• If possible then have a 'socially distanced' conversation - do not enter the home environment.</li> </ul> <p>This is a supplement to the Lone Working Policy. Staff members feeling uncomfortable making a home visit should speak with their line manager in the first instance. Home visits form an essential part of our work to re-engage students and families - however, the school will adopt, as much as possible, a flexible, compassionate and consensual approach to staff undertaking home visits.</p>
54	Staff visiting schools	✓			Wherever possible, voice calls and video conferencing should be used rather than attending meetings off-site.
55	Staff visiting other buildings for meetings etc.	✓			
56	Whole staff meetings / gatherings	✓			Staff attending other organisations need to make themselves aware of the organisation's Coronavirus / COVID-19 risk assessment and subsequent measures before making the visit. If staff are not confident that sufficient measures are in place, they should seek advice from MGR / GHO - the position of Highfields is if sufficient measures do not appear to be in place then visits will not be permitted.
					The staff meetings calendar for 20/21 places greater emphasis on smaller staff clusters. Where staff are to participate in one meeting / set of training, the school has two options:

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					<p>A) Use of zoom or another video conferencing tool B) Use of an external venue</p> <p>Where Option B is used, the school will work with the venue provider to ensure there is a mutually agreeable risk assessment and subsequent measures in place. MGR / GHO will coordinate this.</p>
57	3 -4 Weekly Reward Events	✓			Government advice may either ban or restrict group outings to public settings such as cinemas. In such instances, 'in house' events such as pizza, use of classrooms as cinemas etc. may be used as a replacement. WMC will liaise with SLT on planning for this.
58	Readmission Meetings	✓			JCA leads on these - whilst face to face meetings are not prohibited, phone calls / video conferencing should be the preferred method for the foreseeable future.
59	Year 11 Results Day	✓			School will be open 10 -1 pm - students will wait outside and be allowed to collect results on a 1-to-1 basis. Students requiring advice will be offered 1-to-1 consultation using a Pod Annexe area, demarcated to allow for social distancing. Uncollected results will be posted to students.
60	Student Transitions	✓			<p>Mixed / hybrid placements will not take place i.e. where a student attends Highfields and a mainstream school for various times / days within a week.</p> <p>Students coming to Highfields will be provided with a Coronavirus / COVID symptoms survey before being allowed to start.</p> <p>Should a student present with suspected symptoms within the 14 day time period, previous school will need informing.</p>
61	Student General Well-Being	✓			Student may have experienced bereavement or trauma from the recent event. This may be due to a personal loss or reaction to the general situation. The school will employ professional counselling and HHI will make referrals into this service. PSHE will embody some aspects of the 'recovering curriculum' being recommended to schools. School will continue to undertake student voice initiatives.
62	Staff General Well-Being	✓			<p>School will continue to undertake staff voice initiatives.</p> <p>School to offer referral to counselling for ongoing personal issues.</p> <p>School to also offer a drop in session for 'one off' issues / supervision related to everyday work, facilitated by professional counsellor.</p>
63	Attempts by students to threaten / hoax / deliberately cause infection	✓			The usual policies around behaviour will apply, including the right to ask students to leave the site if rules are broken and/or they present a risk to others (any deliberate threats / actions to 'cause infection' will be viewed as an assault).

### School Leadership Use Only

<b>Approved by (Head Teacher/ Chair of Governors)</b>	Submitted to J. Quinn / B. O'Brien on 16/07/2020	<b>Date of Approval</b>	Will be confirmed w/b 17 <sup>th</sup> Aug
<b>Date Provided to Unions</b>	16/07/2020	<b>Date of Review</b>	Will be confirmed w/b 17 <sup>th</sup> Aug

Further Information - Health, Safety and Wellbeing Team; [healthandsafety@stockport.gov.uk](mailto:healthandsafety@stockport.gov.uk) – 0161 474 3056