



### Covid-19 Procedures and Risk Assessment from September 2020

Completed: 13th July 2020      By: N Hirst    Approved by: Rebecca Thompson  
 In place: 7th September 2020    To be reviewed: Weekly as part of the SLT meeting  
 Made available: On school website, all staff, Governors and LA.  
 Reviewed: 11th August 2020, **3<sup>rd</sup> September 2020**

To note: The 'risk' throughout this Risk assessment refers to the spread of Covid-19. All precautions stated are to limit this risk as far as possible.

Task / Activity	What Hazards are present or might be generated	Who is at risk?	Probability before precautions	Precautions in Place	Risk Rating after precautions
General hygiene	Spread of virus due to poor hygiene	Staff, Pupils, families	High	<p>Hygiene Protocol (Appendix 1) is shared with all staff and pupils and is enforced by staff teams.</p> <p><b>Hand Hygiene</b> This includes: hands to be washed on arrival at school, before and after key activities and point of the day. Soap and hand towels will be well stocked in toilets and in classrooms with sinks. Alcohol hand gel will be provided to all classrooms and personal smaller bottles to all staff. This should not replace hand washing. Pupils should apply hand gel when they return from the toilets.</p> <p><b>Handwashing</b> Pupils should wash hands as per the Hygiene protocol. Classes with sinks in their classrooms should wash their hands regularly in their classrooms (on arrival to school, breaks, lunchtimes etc). These are all the semi-formal classes and 10AA.</p> <p><b>Toilets</b> will be allocated to bubbles and pupils without sinks in their classrooms should use these toilets to wash their hands. Upstairs these will be allocated in a block for Key Stage 3 and Key</p>	Low

				<p>Stage 4.  For the larger toilets downstairs these will be divided by cubicle and basin into key stages to allow use from the playground and dinner hall.  Please see map for allocation. <b>(TBC on training days with staff)</b>  Semi-formal - Yellow  KS3 - Red  KS4 - Pink  KS5 - Blue  (RPa and LMc and DA classes to join KS4 toilet colour allocation - TBC)</p> <p><b><u>Respiratory Hygiene</u></b>  Lidded bins will be provided in all classrooms with tissues. 'Catch it, bin it, kill it' will be promoted and there are posters displayed promoting this around school. Students should wash their hands or use hand gel after wiping their nose etc.  There will be additional hand sanitiser points outside the staff room, in PE, in the entrance to school, in the dining room. <b><u>General Classroom Organisation</u></b>  In classrooms windows should be open and during the day doors should be propped open to allow a good airflow as recommended in official guidance. Unless this will be detrimental to the safety of the pupils and staff in the class. This decision is taken by the staff team.  As is our standard practice pupils should sit on individual desks and not be close together, desks should now face forwards.  Social distancing should be observed wherever possible but cannot be guaranteed due to the nature of the pupils learning needs.</p> <p>All classrooms will be provided with a cleaning kit of cloths, spray and gloves. As well as hand gel, body wipes and tissues.</p>	
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				There are posters around school to promote social distancing, good hand hygiene and respiratory hygiene.	
Face Masks				Following the Government guidance Highfield students are exempt from wearing face masks if they choose to not wear them. If pupils choose to wear a mask they will be supported by staff to understand when they need to wear it in school and how to safely put it on and take it off. Visors will be available for staff to use if they choose this will allow pupils to be able to see facial expressions and lip read if required.	
Reduction of Contact between groups in school and high touch points	Spread of virus due to close contact between groups of people.	Staff, Pupils, families	Medium	<p><b><u>'Bubbles'</u></b></p> <p>The largest bubbles will be a Key Stage bubble. Key Stage 3 Formal -Years 7, 8 and 9 Key Stage 4 Formal - Years 10 &amp;11 Key Stage 5 - Post 16 Semi-formal (main school) - 7 classes These will only be used at Lunch and break times to facilitate staff breaks. Pupils will predominantly stay in class and year group bubbles. For taught sessions students will only work in year groups for: KS3 - PE, PFA carousel, Community Education. KS4 - Options, PE, Community Education KS5 - Work experience, Enrichment activities</p> <p><b><u>Moving around school</u></b></p> <p>When students are moving between classrooms in between lessons all students should be escorted at this time. This is to ensure that students line up outside the classroom and</p>	Low

				<p>wait to be invited in when the room is clean and other pupils are not lingering or blocking the corridor.  Students should not be given passes to move around school independently.  This may impede progress for some students where this is a target and it will be reviewed. In some cases students are being monitored from a distance to complete a job around school. This is acceptable as they still have a level of supervision.  Students are allowed to go to the toilet independently during lessons as school is quiet and students already wait so there is one student at a time.</p> <p><b><u>Lunchtimes</u></b>  At lunchtime students will be allocated places to sit in the dinner hall that are based on their year group.  Students will line up in Year groups for lunch.  1st sitting (11.50-12.20) - KS5  2nd Sitting - (12.20-12.50) KS4 + semi-formal  3rd sitting -(12.50-1.20) KS3 + 9/10RPa + 8/11LMc</p> <p>Tables will be disinfected between sittings.  Lunchtime clubs will not run in the first few weeks and all pupils will go to the playground.  After this a reduced selection of clubs will run within Key Stages. Staff will stay with their own Key Stage where possible. Due to the large number of staff required in semi-formal some staff may be required to cross bubbles but this will be limited as far as possible.  Cutlery - staff wearing gloves will distribute cutlery to students so that they are not being touched by multiple students.  Water - staff will ensure that water is poured for pupils and jugs are</p>	
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				<p>not left on the tables.</p> <p><b><u>Lessons and Resources</u></b> Pupils are already used to having designated spaces to sit in classes and this will continue. Every student will be given their own pencil case with their own writing and drawing resources in it.</p> <p>In lessons where resources are required they will not be shared by different year groups. This will be specifically planned for in PE, Music, Art and Living Skills, Forest School, Employability and Enterprise, animal care.</p> <p>Specialist teachers are working in their own work spaces and will work to reduce contact wherever possible and ensure desks, relevant resources are cleaned down after each class has used them.</p> <p>The Library will be used as a planned resource for lessons - books to go into 48 hour quarantine boxes when they have been read. After use the table will be required to be cleaned.</p> <p><b><u>School Minibus Cleaning</u></b> Each minibus will have a cleaning kit in it of hard surface wipes, gloves, spray and bags to dispose of wipes and gloves in. After each use hard surfaces on the minibus should be wiped down. If the minibus is used to transport a pupil displaying symptoms then it should also be sprayed with disinfectant and not used for 24 hours.</p>	
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				<p><b><u>Adaptations to the Curriculum</u></b></p> <p>Key Stage 4 Pupils will not be cooking until it is deemed that the risk of transmission is safe.</p> <p>This is to reduce usage of the cooking room to enable greater cleaning between use.</p> <p>Years 10 and 11 will be using the time to go out on the minibuses and accessing outdoor spaces and local markets whilst still working towards their personal IEP targets.</p> <p>Changes have been made to the timetable to reduce staff movement between Key Stages to as little as possible to still provide pupils with a broad and balanced curriculum.</p> <p>There is one HLTA assigned to KS3 and a second to KS4. They will still share an office but desks will be moved so there is a distance between them, the door will be open when they are in and windows will be open. A second computer will be provided so they are not sharing.</p> <p><b><u>End of the Day minibus arrangements</u></b></p> <p>Students are to leave from classes and wait to hear there bus called.</p> <p>Staff will be on the corridor to support.</p>	
Reduction of contact between staff	Spread of virus due to close contact between groups of staff	Staff	Medium	<p>Staff should ensure they wash their hands before and after eating. If staff choose to eat in the staff room, they should maintain social distancing.</p> <p>Staff are encouraged to eat in classrooms to maintain social distancing between teams. Staff should not eat lunch with staff not in their key stage in classrooms.</p> <p>This should be in the staffroom, social distanced.</p>	Low

				<p>If the meeting room is not planned for use then this can be used to eat in.  A list of use will be displayed on the door. Staff must clean up afterwards.  This will need to be planned around clubs to ensure staff are having a break from pupils.  Staff must clean down any table or desk they use to eat at after they have finished eating.  Wipes, spray and gloves will be available in classrooms and the staff room.</p> <p>Staff should follow hygiene protocol after going to the toilet and also use hand sanitiser after leaving the staff room area as provided outside.</p> <p>Cigarette Breaks - If staff choose to smoke during their allocated breaks then they must follow normal procedures and also ensure they are social distancing when outside. They should use hand sanitiser before they re-enter the building and then wash their hands immediately.</p> <p>Guidance will be re-shared for staff relating to good practice around changing clothes when returning home.</p> <p>Staff should wear clean clothes each day to work to minimize the cross contamination between home and school.</p>	
<b>Protocol for those displaying symptoms</b>	Transmission between those with symptoms	Staff and pupils	Medium	Government Guidance: If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their	Low

	<p>and the rest of school whilst awaiting collection.</p>			<p>normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they should self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). If they have 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. This only applies to those who begin their isolation on or after 30 July.</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p><b><u>Taking Temperatures</u></b></p> <p>A pupil's temperature should only be taken if they appear unwell. If a pupil registers a temperature over 36.5 degrees, then they should move to the medical room and wait for ten minutes then have their temperature taken again. If it is still above 36.5 then they will be sent home to self-isolate and have a test. If it is below 36.5, they should be monitored around an hour later to check that it has remained below 36.5.</p> <p>The laser thermometers take skin temperature.</p> <p>Taking the temperature twice is following the thermometer instructions.</p> <p>Through the regular temperatures taken during the summer term it was seen that some pupils' skin temperature naturally was higher than those of others. Therefore, staff should give students time to sit in a cooler environment, such as the medical room and allow them to acclimatise so that everyone can be sure the pupil has a temperature.</p>	
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				<p><b><u>Pupils awaiting collection:</u></b></p> <p>The pupil will wait in the medical room.  The staff member with them will wear PPE and maintain the 2 metres social distancing where possible.  Windows will be opened.  The room will be cleaned after the child has left.  The medical room will be out of use during this time.  It does not need to be a member of the medical team who waits with the pupil if they are indisposed.  If a second pupil needs to also await collection, then one pupil may wait in the smaller room and one in the larger space well away from each other.  It will need to be determined if the pupil is able to stay seated and await collection.  If they are not able to do so, then a space more suitable for them may be required depending on their needs. This could be the small office in the Hut with the doors open into the secure area or the sensory room to support them to stay regulated.</p> <p><b><u>Staff who are unwell</u></b></p> <p>Any staff member who is displaying symptoms should leave the building immediately and return home to self-isolate and book a test.  If the test is negative and the staff member feels well then, they may return to work.  As per guidance received from 111</p>	
<p><b>Track and Trace</b></p>				<p>All visitors must sign in and out of the school system - this will act as track and trace.  If a visitor is not easily contactable again (a prospective parent, additional visitor to school) they will be asked to leave their details</p>	

				for the purpose of track and trace. These can be destroyed after 21 days. This is for visitors who are not regular to school and are not easily contactable by school to pass on information to track and trace in the case of a confirmed case. <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a>	
<b>Use of PPE for personal care and behaviours</b>	Spread of virus due to close contact between pupils and staff	Staff, Pupils	High	All staff conducting personal care should wear PPE as usual. There will also be visors available to wear. The students should also be offered PPE to wear if they so wish during personal care. In classes where pupils are prone to spitting or other close contact the team will be provided with PPE - aprons, gloves, masks and visors (as well as a cleaning kit) to be able to use when needed.	Medium
<b>Physical Intervention</b>	Spread of virus due to close contact between pupils and staff	Staff, Pupils	High	Restrictive physical intervention is used at Highfield in situations where it is felt that a pupil or others are at risk of harm. It is used when other avenues have been exhausted or in an emergency. All staff who use restrictive physical intervention have undergone Team teach training. All pupils who may require restrictive physical intervention when in school will have a Positive Handling Plan which has been shared and discussed with parents / carers. Therefore, the use of restrictive physical intervention will be minimal in school and for the shortest time possible. When a restrictive physical intervention has been used staff should share this with SLT so it can be discussed at debrief.	Medium
<b>Attendance</b>	<b>Pupil wellbeing</b>	<b>Pupils</b>	<b>High</b>	Attendance to school is compulsory Following school protocol Admin will contact families in the first instance. If required, this will be followed up by a Parent Support Advisor to support families and pupils. Information will be sent to parents regarding the measures in	Low

				place. A social story will be shared with all pupils regarding the measures in place from September and expectations of activities etc.	
<b>Shielding (students)</b>	<b>Pupil wellbeing</b>	<b>Pupils</b>	<b>High</b>	As stated in the Government Guidance: <i>some pupils and students are no longer required to shield, but those who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment) - see <a href="#">advice from Royal College of Paediatrics and Child Health</a></i>	Medium
<b>Catch up funding</b>	N/A			School have yet to receive any information regarding this. Due to personalised learning through IEP's we will be working at individual pupil levels and starting points after the prolonged absence from school.	
<b>Staff who are clinically vulnerable or clinically extremely vulnerable</b>	<b>Risk of effects of the Virus</b>	<b>Staff</b>	<b>High</b>	A health questionnaire will be distributed to all staff to establish who themselves comes under the clinically vulnerable or clinically extremely vulnerable group. Risk factors will be discussed with individuals and individual risk assessments written to evaluate need.	Medium
<b>Staff deployment</b>	Spread of virus due to close contact between pupils and staff	Staff, Pupils	Medium	The timetable has been adapted to reduce movement where it is possible. As outlined in the guidance this is still planned in a way to maximise access to a high-quality education for students. Where staff absence is unavoidable this will be covered with existing staff in school before agency staff are used. This may mean that staff will be required to work across key stages. The adaptations to the timetable will create some greater capacity for internal cover.	Low

				<p>If the class can manage safely without another member of staff then the staff member will not be covered.</p> <p>If agency staff have to be used the school will endeavour to use staff who the school are familiar with and use them consistently.</p>	
accommodating visiting specialists	Spread of virus from visiting staff	Pupils, staff, visitors, families	Medium	<p><b>Staff who are visiting will be required to complete the 'track and trace' register at reception.</b></p> <p><b>Nordoff Robbins</b> - please see their own risk assessment. They will be able to use a room for the day reducing their movement around school. The room is large enough for them to social distance when working with a small group or 1:1. A hygiene kit will be provided as well as our risk assessment prior to the start of term.</p> <p>Music service - TBC SALT - TBC CAHMS -TBC</p>	Low
Staff taking leave	N/A			<p>Staff are required to inform school if they are travelling abroad and they are returning less than 2 weeks prior to the end of the holidays and where they are travelling to.</p> <p>If staff holiday abroad and are required to quarantine during term time, then this will be unpaid unless they have booked their holiday before the 20th of March.</p> <p>Staff should consider that even if their holiday destination does not require them to quarantine through track and trace, they may be required to if they travel with someone who tests positive a short time later on the plane.</p>	
Safeguarding				<p>Safeguarding procedures remain in place as per the safeguarding policy and the annex outlining Covid plans.</p>	
Educational visits & Off-site education	Spread of virus due to contact	Staff, Pupils	Medium	<p><b>Taken from Appendix E of the Educational Visits Policy</b></p>	Low

	with the public			<p><b>Planned Off-site learning with outside providers</b>  Risk assessments from individual providers will be shared and consulted with by SLT to ensure they align with the school risk assessment.</p> <p><b>Agencies to be consulted with:</b>  <b>Elite:</b> Education off site at Elite for Key Stage 4 and 5.  <b>Horse-riding:</b> Year 8  <b>Swimming:</b> Years 7 and Semi-formal classes  <b>Community Education &amp; Shopping Visits</b>  <b>Years 7 - 11</b> will not be visiting large supermarkets as part of their taught curriculum.  During Community education students may visit the local shop (Tesco's / McColls) and they will go inside in very small supervised groups.  Hand gel will be used as they enter and exit the shop.  Staff will be required to wear a face mask following the Government Guidance.  <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a>  As part of the government guidance 'if speaking with people who rely on lip reading, facial expressions and clear sound'.  Staff may remove their mask to ensure pupils can lip read or understand clearly if required.  Following Government guidelines pupils will not be required to wear face masks as they have learning disabilities. If they wish to wear one pupils may do so as long as they can put it on themselves without assistance.  School will provide students and staff with lanyards when in the community to show that students are exempt.  <b>Post 16 students</b> may visit a supermarket if it is deemed that the students will be able to manage the environment and follow</p>	
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				<p>guidelines. This will be decided by Post 16 staff and reflected in their risk assessments.</p> <p><b>Public Transport</b> <b>Post 16</b> students will be accessing public transport as part of their curriculum. Staff will work to ensure pupils are educated on what is expected on public transport and that students have a level of confidence with this. Some students may be ready for this earlier than others and this will need to be risk assessed and managed by Post 16 staff to ensure all pupils are as safe as possible.</p> <p><b>Key Stage 4</b> As part of the planned curriculum Year 10 and 11 students would have begun to access public transport. It is important that year 11 students have this experience as it will support their transition to college. Staff working with Year 11 should risk assess their group as to the suitability of students to access public transport and their ability to comply with guidelines and cope with additional anxiety that this may cause them. It may be that groups need to be adapted and mixed so that students who are leaving Highfield have the experience as a priority. Staff should submit their proposal and risk assessment to HT / EVC following the usual protocol.,</p> <p><b>Additional visits away from school</b> Educational visits are an important component of school life and provide valuable and rich experiences for pupils. Classes will be encouraged to visit outdoor spaces for educational visits and if they are indoors to provide a full risk assessment from the provider.</p>	
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				Visits will be considered by the EVC / HT on an individual basis.	
<b>Behaviour and pastoral support</b>	<b>Pupils wellbeing</b>	<b>Pupils</b>	<b>Medium</b>	<p>Pupils will be able to access the Hut when required.</p> <p>Pastoral staff are assigned to Key Stages / Curriculum streams.</p> <p>Cathryn Smedley: Semi-formal</p> <p>Alison Shaw: Key Stage 3 Formal</p> <p>Rachel Chalkley: Key Stage 4 Formal</p> <p>Sue Atherton: Key Stage 5</p> <p>Pastoral staff will aim to rotate resources or clean them between use of students.</p> <p>The sensory room in the Hut will not be used as reward for classes in Autumn 1.</p> <p>The sensory room can be used as part of personalised timetables to support regulation.</p> <p>This will reduce footfall and use of the space.</p> <p>During this time semi-formal students should be timetabled to use the main sensory room rather than the Hut sensory room to keep use within the Key Stage bubbles.</p>	Low
<b>Physical activity in schools</b>	<b>Spread of virus due to exertion</b>	<b>Staff, pupils</b>	<b>Medium</b>	<p>PE, Fitness and use of this equipment for personalised timetables is key for the health and well-being of our pupils and in many cases emotional regulation.</p> <p>On days that pupils are having PE or Fitness they will come to school in their PE kit to reduce the use of the changing room.</p> <p>This additional time can be used for cleaning equipment after lessons before another class.</p> <p>Sports lunch clubs will not cross Key stage bubbles.</p> <p>Pupils can still play football outside at break and lunchtimes.</p> <p>The air conditioning unit in the Fitness unit will be used to ensure that the space does not overheat. There should only be one class in the space at one time.</p>	Low

<b>Pupil wellbeing and support</b>	Risk of mental health and well-being issues due to unusual changes to school and home life.	<b>Students</b>	<b>High</b>	Regular contact with families means that school are aware of pupils who are struggling with being at home for an extended period. Small class sizes enable staff to give more time to individuals and settling students back into school. On the first day back Years 7, 10, 12 and semi-formal will be in school. (9th September) Years 8, 9, 11 and the rest of KS5 will return on the second day. (10th September)	Medium
<b>Contingency planning for outbreaks</b>	N/A			<p><b><u>Local Lockdowns</u></b>  The government has introduced many stages of lockdown and many of these do not warrant school to close to pupils</p> <p><b><u>School Closure: In the case of a full local lockdown</u></b></p> <p>In the first instance school will seek to remain partially open for all students as prolonged absence from school is not in the best interests of pupils.  Semi-formal students will remain in school full time.  Formal Students will then be on 2 weeks in school and 2 weeks on home education.  This will significantly reduce the number of pupils in the school building and enable classes from formal classes to social distance and greatly reduce the size of bubbles.</p> <p><b><u>National Lockdown</u></b></p> <p>In the event that there is a national lockdown and transmission and infection rates return to those of the first peak then school may revert back to being open for Key worker pupils and those who are deemed as the most vulnerable in discussion with social care.  The pupils in school would be those who have been in school during the initial school closures.</p>	

				<p>The risk assessment in place from March to July would be reinstated.</p> <p>Pupils from year 6 who fall into the Key worker or vulnerable groups would need to be identified.</p> <p><b><u>School Closure / Partial: If there was a confirmed case of Covid-19.</u></b></p> <p>If there was a case of Covid-19 in school, we would follow Public Health Guidance on whether the whole school would be required to close or parts of it for a two week period.</p> <p>School would close for at least xx to allow for a full deep clean</p>	
Remote education support	N/A			<p>Staff should plan to have a '4 week' work pack / planning ready to send home with / to students in the case of a lockdown situation. The expectations for this will be discussed with staff on the September training days and to share expertise and ideas among staff.</p> <p>All class groups are encouraged to use technology to stay in touch with pupils and help them feel part of their class. This does not have to be to deliver learning. It could screen sharing something pupils are familiar with, quizzes or other agreed activities.</p>	