



Risk Assessment Form - Highfield & Brookham Schools – Novel coronavirus disease 2019 (COVID-19) - Covering children coming back to the Schools on the 4th January 2022:

Date of Risk Assessment Review:	4th Jan 2022	Complete
Carried out by:	Guy Baber	
Next review date:	14th Feb 2022	Pending

The advice and recommendations from the Government & Public Health England (PHE) takes precedence over any information in this risk assessment.

The Staff & Parent Handbooks should be read in conjunction with the risk assessment.

Current Risk Level – Median

	Hazard	Risk	Control procedure/measures	Responsibility	Further action needed? (Y/N)	Complete (Y/N) 04/03/21
1	Infection from COVID -19	Flu like symptoms and/or respiratory problems to worst case (death)	See below			

		Pass on virus to other staff, pupils or parents.				
Control Procedures – Essential Measures and consideration in line with current Government Guidance:						
			<p>Following the current Government Guidance (more detailed information provided in the risk assessment below and the Staff & Parent Handbooks):</p> <ul style="list-style-type: none"> • People who are ill with Covid (tested positive for Covid 19) must self-isolate / stay at home for 7 days. They must test negative on a LFT on day 6 and again on day 7, with at least a 24 hour interval in-between tests. • A close contact, i.e., someone in their household does not need to isolate if they are under the age of 18 and adult who have been double jabbed with the vaccine. They are still advised to take a PCR test (LFT from the 11th Jan 2022) • Tracing of contacts will be undertaken by the NHS • Robust hand & respiratory hygiene • Good ventilation • Enhance cleaning arrangements • Active engagement with NHS Track & Trace if over certain thresholds of infection within the Schools • No bubbles of separate groups required • Testing for Year 7 & 8 pupils to continue and staff advised to test twice a week • Wearing of masks is required for Year 7 & 8 pupils in classrooms and corridors (communal areas) and also for staff, unless exempt. 	<ul style="list-style-type: none"> • Headmaster / Head Teacher 	<ul style="list-style-type: none"> • Yes 	<ul style="list-style-type: none"> • Ongoing
Control Procedures – General Measures in place:						
			<p>Parent & Staff confirmation read Handbooks and Covid-19 Safe procedures including that they/their children are symptom free:</p> <p>Not required in the Autumn 21 term.</p>	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
			<p>Contingency Planning:</p> <p>Contingency plans/action flow charts in place for the following:</p> <ul style="list-style-type: none"> - Positive case member of staff - Positive case day pupil - Positive case boarding pupil 	<ul style="list-style-type: none"> • Deputy Head HF & BH 	<ul style="list-style-type: none"> • Yes 	<ul style="list-style-type: none"> • Yes
			<p>Travel to School:</p> <ul style="list-style-type: none"> • Staff and pupils from different households can car share. 	<ul style="list-style-type: none"> • Staff / parents 	<ul style="list-style-type: none"> • No 	<ul style="list-style-type: none"> • NA
			<p>Pupil Equipment (see Parent and Staff Handbooks):</p> <ul style="list-style-type: none"> • At Highfield to minimise sharing equipment and resources pupils are asked to bring in their own specific list of equipment and nothing else 	<ul style="list-style-type: none"> • Parents 	<ul style="list-style-type: none"> • Yes 	<ul style="list-style-type: none"> • Yes

			<ul style="list-style-type: none"> At Brookham pupils are not asked to bring in any equipment to minimise what is brought into school School coats Highfield – Year 4 in cloisters / Other years in changing room locker School coats Brookham – Individual pegs 			
			<p>Maximum number of persons per office / room to enable social distancing and protect staff, visitors and pupils:</p> <ul style="list-style-type: none"> This is currently no longer required; however staff are advised to be sensible and if concerns should raise them with their HOD or the Estate Manager. The following has been put in place for offices to limit the numbers in each room to protect staff: <ul style="list-style-type: none"> Estate office – 3 px Finance office – 3 px HR Office – 3 px Admin office – 4 px Heads PA – 1 px IT office – 1 px Cleaning – 1 px Health Centre – 2 px The photocopier in the Admin office is restricted to admin staff only to restrict numbers in the office. 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes Yes
			<p>Post & deliveries:</p> <ul style="list-style-type: none"> No safety procedures required 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> NA
			<p>Temperature checks:</p> <ul style="list-style-type: none"> Not required 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> NA
			<p>Wash hands thoroughly & regularly:</p> <ul style="list-style-type: none"> Detailed advice given to children on how to hand wash properly and how regularly Posters in Forms Rooms and lavatories to reinforce Asked to wash hands before leaving home, on arrival at school, after using lavatory, after breaks and sporting activities, before eating food including snacks and before leaving school Staff ensuring the above is communicated and undertaken Hand sanitisers available at the entrance to all buildings in use, dining room and in/nearby all Form Rooms Soap wash available in all lavatories 	<ul style="list-style-type: none"> Deputy Heads Deputy Heads Parents / Staff Staff Cleaning Manager Cleaning Manager 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes
			<p>Coughing and sneezing controls:</p> <ul style="list-style-type: none"> Children, parents & staff instructed to cough and sneeze into a tissue and dispose immediately into a bin If tissue is not available, then children instructed to cough / sneeze into their elbow 	<ul style="list-style-type: none"> All 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes

			<ul style="list-style-type: none"> • Advice given to the children • Tissues available in each classroom and hand sanitizing points on entrance to buildings 	<ul style="list-style-type: none"> • Deputy Heads • Cleaning Manager 	<ul style="list-style-type: none"> • Yes • Yes 	<ul style="list-style-type: none"> • Yes • Ongoing
			Washing uniform: <ul style="list-style-type: none"> • Children's uniform (including sports kit) is washed regularly 	<ul style="list-style-type: none"> • Parents / Matrons (Boarding) 	<ul style="list-style-type: none"> • Yes 	<ul style="list-style-type: none"> • Yes
			Hand shaking and physical greetings <ul style="list-style-type: none"> • Now permitted 	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • No 	<ul style="list-style-type: none"> • NA
			Hand sanitisers: <ul style="list-style-type: none"> • In place around both schools, including the entrances, each building and in all classrooms (including Forest School) being used • Staff are all given individual hand sanitisers that they can carry around 	<ul style="list-style-type: none"> • Cleaning Manager • Estate Manager 	<ul style="list-style-type: none"> • Yes • Yes 	<ul style="list-style-type: none"> • Yes • Yes
			Hand sanitizing wipes/spray: <ul style="list-style-type: none"> • Available in all kitchen, staff rooms, workrooms, photocopiers to clean down equipment and shared resources. • They are not available in all classrooms, however staff, especially those without a desk can collect from the Estate office on request • All staff asked to use the wipes/spray when using shared equipment and resources i.e. Photocopiers or computers • When spray or wipes run out the staff are asked to collect refills / replacements from the Estate Office 	<ul style="list-style-type: none"> • Estate Manager • All staff • All staff 	<ul style="list-style-type: none"> • Yes • Yes • Yes 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing
			Face masks, Face shields and gloves: <ul style="list-style-type: none"> • The wearing of face masks is mandatory for Year 7 & Year 8s in classrooms and corridors, unless exempt • Staff are required to wear masks in corridors and meeting, however they are not required when teaching (however may do so if they prefer). • It is discretionary in other circumstances and the Schools will not prohibit/stop the wearing of masks or gloves, this is up to the pupil or the parents of the pupil, however; • They will be worn by the School Nurses when administering first aid, and by the catering team during mealtimes when they are serving or in the dining clearing up when other staff / pupils are present. This is to protect staff in these key departments that will have a lot of face-to-face contact with pupils and staff throughout the school. 	<ul style="list-style-type: none"> • School staff / pupils • Parents / School staff • Estate Manager 	<ul style="list-style-type: none"> • Yes • Yes • Yes 	<ul style="list-style-type: none"> • NA • Yes • Ongoing

			<ul style="list-style-type: none"> Guidance also states that they should be worn on designated school transport. Consequently, we recommend that pupils and colleagues wear face coverings whenever travelling on any minibus or coach. Staff and pupils are encouraged to have their own reusable face masks, however they are available from the Estate Office. Required if someone presents as unwell and needs assessment Should be worn by a member of staff / pupil if a pupil (or member of staff presents as unwell) and passing through a public area to be assessed / waiting to be collected 	<ul style="list-style-type: none"> Trained Paediatric First Aider Staff 	<ul style="list-style-type: none"> Yes Yes 	<ul style="list-style-type: none"> Ongoing Ongoing
			Lidded bins in each classroom and location <ul style="list-style-type: none"> In place to maintain good hygiene within the Schools 	<ul style="list-style-type: none"> Cleaning Manager 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes
			Water Fountains: <ul style="list-style-type: none"> Turned back on. No requirements for safety procedures. 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> NA
			Lost/mislaid Property: <ul style="list-style-type: none"> No requirement for safety procedures 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> NA
			Nurses and staff with First Aid training are on site at all times <ul style="list-style-type: none"> This will continue as normal 	<ul style="list-style-type: none"> Nurses / staff 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes
			Shield protection: <ul style="list-style-type: none"> Discretionary 	<ul style="list-style-type: none"> Estate Manager 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes.
			Signing out procedures: <ul style="list-style-type: none"> Highfield Staff & Pupils (if leaving during the day outside normal times) must sign out from their respective main receptions 	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Ongoing
			Ventilation: <ul style="list-style-type: none"> Increased ventilation (opening windows and doors) is encouraged 	<ul style="list-style-type: none"> All staff 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Ongoing
			Vulnerable Staff & Pupils: <ul style="list-style-type: none"> Shielding is paused and there are currently no separate measures in place for vulnerable staff and pupils, however if staff have concerns, they should be raised with their Head of Department. Pregnant staff must have their own risk assessment in place, noting the government guidance on extra risks after 28 weeks of pregnancy. Pregnant staff should meet with their HODs to discuss and put measures in place in line with the guidance. 	<ul style="list-style-type: none"> Staff Estate Manager / HODs 	<ul style="list-style-type: none"> Yes Yes 	<ul style="list-style-type: none"> Ongoing Ongoing
Control Procedures – Pupil Bubbles – Reduce movement and contact						
			Pupils in bubbles: <ul style="list-style-type: none"> No longer required 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> No

Control Procedures – Parking / School Pick Up / Drop Off:						
			<ul style="list-style-type: none"> Normal, pre Covid operating procedures, with Highfield pupils picked up and dropped off by the Art block, and Brookham pupils from their external classroom doors. 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> NAs
Control Procedures – Cleaning:						
			<p>Cleaning:</p> <ul style="list-style-type: none"> Enhanced cleaning routines will continue to be in place to assist in mitigating the spread of the virus The Schools (locations being used) will be deep cleaned before opening The Schools are cleaned twice daily – There will be more frequent cleaning to eliminate the risk of the virus remaining on frequently touched surfaces, such as door handles, handrails, table tops, play equipment and toys Toilets will be cleaned at least twice (x2) per day In the event of an outbreak of C-19 across the School(s) then a designated (outsourced) company would come into the Schools to deep clean the infected areas 	<ul style="list-style-type: none"> Cleaning Manager Cleaning Manager Cleaning Manager Domestic Manager 	<ul style="list-style-type: none"> Yes Yes Yes Yes 	<ul style="list-style-type: none"> Yes Ongoing Ongoing Ongoing
Control Procedures – Boarding:						
			<ul style="list-style-type: none"> Quarantine checks and procedures in place for international pupils in line with the Government guidance In the case of a confirmed case that requires isolation, where the pupil cannot be immediately picked up by their parents, then separate boys' and girls' isolation rooms (Boys – Dickens Classroom / Girls – Anderson & Cavell dorms), with separate toilet and scheduled shower facilities are available If a suspected case, then the pupil will be kept in their dorm until a PCR (LFT from the 11th Jan 2022) test is carried out. Those in the dorm of the suspected case will be seen as in the same 'household' and required to LFT daily for 10 days if the case is positive (see below for more information) PLEASE NOTE THAT THE FIRE ASSEMBLY POINT FOR ANY BOARDER ISOLATING IS THE OVERFLOW CAR PARK . THEY MUST BY ACCOMPANIED BY A MEMBER OF STAFF. 	<ul style="list-style-type: none"> Head of Boarding 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Ongoing
Control Procedure – Access to Health Centre, Injuries & Illness including with the Coronavirus (See detail in Staff & Parent Handbook):						
			<ul style="list-style-type: none"> If anyone (parent, child or colleague) is showing any Covid-19 symptoms i.e. including but not limited to signs of a new, continuous cough, loss of taste/smell or running a temperature (37.8 degrees or above), they MUST remain at home. Individuals should arrange a PCR test (LFT only from the 11th Jan 2022) and inform NHS Track and Trace immediately, as well as the school if positive. 	<ul style="list-style-type: none"> Parents / Staff 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Ongoing

			<ul style="list-style-type: none"> • People who are confirmed ill with Covid (tested positive for Covid 19) must self-isolate / stay at home for 7 days with LFT testing as above. • An asymptomatic close contact, i.e., someone in their household, does not need to isolate if they are under the age of 18 or an adult who have been vaccinated. They are still advised to take a PCR test. If they test positive, then they must also isolate for 7 days. If negative they can come into school, however we are asking that they LFT test for 10 days from date their close contact tested positive. • If a child or member of staff is symptomatic, they should not come in to school, but should take a PCR test (LFT from 11th Jan 2022) Test and isolate at home until the result is known. In the event of a negative result, they can return to school when well, in the event of a positive result, they should isolate for a minimum of 7 days • Question – If the member of staff or pupils is not feeling well and does not have symptoms, should they come in? If they are feeling well enough to come to school and test negative on LFT, then they can come in, but social distance and wear a mask. If they are feeling unwell, but test negative on LFT, they could still be going down with something else, so should only come in if feeling well enough. We must remember that there are many other seasonal illnesses, including Flu and Winter Vomiting Virus, that are highly contagious, and we would rather not have these in school. • If a child or member of staff is asymptomatic, but positive on an LFT, they should not come into school, but should isolate for a minimum of 7 days (negative test on Day 6 & 7). A confirmatory PCR test is no longer required from Jan 11th 2022. <p>Positive cases:</p> <ul style="list-style-type: none"> • The Schools will inform staff and Year groups when a positive case has been identified. • We will no longer be contact tracing for positive cases in the way we did last term. • In the event of a positive PCR in a household, or in the boarding house, the positive case will need to isolate for 7 days. Providing they have negative Lateral Flow Tests (LFT) on Days 6 and 7 with a 24-hour interval, they feel well enough for a busy school day and have no need for medication to manage symptoms, their isolation period may end. Without confirmation of negative LFTs as described, they will need to isolate for the full 10 days. 			
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			<ul style="list-style-type: none"> • Arrangements should immediately be made for all other members of the household to take a PCR test (LFT from the 11th Jan 2022). • While awaiting the outcome of the PCR (LFT from 11th Jan 2022) test, siblings can return to school, as can adults if fully vaccinated. LFTs should be taken every day by all members of the household for 10 days, even if their PCR or LFT Test was negative. N.B. The day of the PCR (or first symptoms) is Day 0. 			
			<p>In the event of a child or staff member becoming symptomatic (and then positive) with Covid-19 while at school –</p> <p>See above</p> <p><i>Refer to the detailed management plan in the Staff & Parent Handbook on What to do if there is a suspected case of Coronavirus at Highfield & Brookham Schools</i></p>	<ul style="list-style-type: none"> • All 	<ul style="list-style-type: none"> • Yes 	<ul style="list-style-type: none"> • Ongoing
			<p>Track & Trace:</p> <ul style="list-style-type: none"> • Tracing of contacts will be undertaken by the NHS • To assist with tracking close contacts seating plans in classrooms will be in place Highfield children, while Brookham children are taught in the same class • If a certain threshold of Covid positive cases is reached then the school must inform Public Health England / Department of Education • Staff will be asked to let the school know whether they have been vaccinated. 	<ul style="list-style-type: none"> • All • Deputy Heads • Estate Manager • School Nurse 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes 	<ul style="list-style-type: none"> • Ongoing • Yes • Ongoing • No
			<p>Procedure for managing illness or injury:</p> <ul style="list-style-type: none"> • The Health Centre is back on the 1st Floor Boys Boarding Corridor in the Main School Building • Back to normal operating procedures, noting that pupils need to check in with the Atrium reception at Highfield before going up to the Health Centre. This is to limit the numbers waiting outside the Health Centre / Nurses dealing with a likely positive case • Request that parents do not send an unwell child into school, even if mild symptoms 	<ul style="list-style-type: none"> • Staff / School Nurse • Parents / Boarding term 	<ul style="list-style-type: none"> • Yes • Yes 	<ul style="list-style-type: none"> • Ongoing • Ongoing
Control Procedure – Parents, Visitors & Contractors:						
			<p>Parents & Visitors:</p> <ul style="list-style-type: none"> • Testing – All visitors including parents, and especially those coming for meetings are encouraged to undertake a LFT test before coming into school 	<ul style="list-style-type: none"> • Visitors / Reception / 	<ul style="list-style-type: none"> • Yes 	<ul style="list-style-type: none"> • Ongoing

			<ul style="list-style-type: none"> • Masks / shields – Required unless exempt • Sanitisation / hand washing – Encouraged before entering the school buildings • Symptoms and illness – Requested not to come into school • Meetings – Should be socially distanced in well ventilated rooms (Theatre / Pavilion / Limit numbers in Meeting Rooms) or held online • Parents - Are welcomed back however to limit the amount of people in the buildings (close proximity to staff and pupils) all meetings are by appointment only, parents are requested to drop of their child at the school gates and not visit the changing rooms. • Prospective Parents and Open Mornings are permitted with restrictions in place including requirements for mask wearing, testing, social distanced and in rooms with adequate ventilation. • Taster day parents are not permitted into the buildings to limit the number of people in the buildings near staff and pupils • Contractors are permitted on site with the permission of the Estate Manager, Maintenance Manager or Grounds Manager, following standard H&S procedures. Contractors are required to test (LFT) before coming on site, wear masks and social distance where possible • Enterprises – Astro use by external clubs – Visitors are permitted • Swim School – Visitors are permitted, although due to the numbers of people (visitors) involved galas are restricted to staff and swimmers only. • Parent dog walkers and those undertaking exercise – permitted to park and walk directly to the woods to exercise • For the purposes of track and trace, all visitors must sign in as per normal either at the BH or HF receptions 	Estate Manager		
Control Procedure – Catering:						
			<ul style="list-style-type: none"> • Normal operating procedures generally however • Match teas will take place outside where possible to limit the numbers congregating inside, when the weather is cold then it may be served inside, however still consumed outside. The Schools will review the match tea situation weekly depending on likely numbers on site • Pupils and staff should ensure they wash their hands before entering the dining room. • Adults can take their meals elsewhere if they would like. 	Catering Manager	• Yes	• Ongoing

Control Procedure – Performances, School Sport & Activities – Minimising contact:						
			School Sport/activities: <ul style="list-style-type: none"> No restrictions or covid safety measures in place for Sport, back to normal Sport guidance Visiting parents are welcome (Home & Away parents) Match teas will take place outside where possible to limit the numbers congregating inside, when the weather is cold then it may be served inside, however still consumed outside. The Schools will review the match tea situation weekly depending on likely numbers on site 	<ul style="list-style-type: none"> Head of Sport / Activities Catering manager 	<ul style="list-style-type: none"> No Yes 	<ul style="list-style-type: none"> NA Ongoing
			Live performances, i.e. Plays <ul style="list-style-type: none"> Are permitted, with visitors encouraged to test beforehand and wear face masks. Numbers will be limited, i.e. two per family. Venues will well ventilated Assemblies are permitted with seating plans in place Chapel services are not going ahead until further notice 	<ul style="list-style-type: none"> Staff respon. DH Highfield / Head of Brookham Headmaster 	<ul style="list-style-type: none"> Yes Yes Yes 	<ul style="list-style-type: none"> Ongoing Ongoing No
Control Procedure – Entry/Exit doors and Corridors – Enabling social distancing and minimising contact:						
			Building entry points & corridors: <ul style="list-style-type: none"> Normal operating procedures 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> NA
Control Procedure – Classrooms / teaching:						
			<ul style="list-style-type: none"> Normal operating procedures Seating plans in place to enable effective contact tracing Opening of doors and windows where possible to aid ventilation. Hand sanitize before entering the classroom. If children are isolating at home then the school will provide adequate teaching via online or packs of work 	<ul style="list-style-type: none"> Heads 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> NA
Control Procedure – Toilets						
			<ul style="list-style-type: none"> Staff and pupils can use any off their respective toilets Cleaned regularly, x2 per day 	<ul style="list-style-type: none"> Cleaning Manager 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes
Control Procedure – Uniform Shop & Ordering Uniform						
			<ul style="list-style-type: none"> Normal operating procedures 	<ul style="list-style-type: none"> Senior Matron 	<ul style="list-style-type: none"> No 	<ul style="list-style-type: none"> NA
Stress & Mental Health						
		Negative impact on mental health of individuals within school community	<ul style="list-style-type: none"> Regular communication of mental health information Open door policy for those who need additional support Management will promote mental health & wellbeing awareness to staff SLT will offer whatever support they can to help Regular communication to those that are isolating 	<ul style="list-style-type: none"> Heads / HODs 	<ul style="list-style-type: none"> Yes 	<ul style="list-style-type: none"> Yes

Covid-19 A-symptomatic testing						
			<ul style="list-style-type: none"> • In line with Government guidance testing of Pupils in Y7 & 8 will be in place on their return to school in Jan 2022. The Schools extended this recommendation to all pupils (and staff) before they come into school in Jan • Testing will be undertaken using LFDs • Staff are encouraged to test for C-19 twice a week (Mon & Thurs) • Home LFT kits have been issued (and are available) to all staff and pupils in Year 7 & 8 • Please refer to the Testing Risk Assessment for further details. • External visitors are encouraged to test before they come to the Schools 	<ul style="list-style-type: none"> • Sarah Gray / School Nurses 	<ul style="list-style-type: none"> • Yes 	<ul style="list-style-type: none"> • Yes

Signature of Assessor: _____ Date: _____

Signature of Headteacher: _____ Date: _____