



Hillhead High School

Risk Assessment Summary for Parents, Carers and Pupils



This Risk Assessment is a brief summary of current guidance and is subject to ongoing change / review as and when guidance changes. Last updated 13.09.20

You can find some useful advice here: <https://glasgow.gov.uk/article/26214/NHS-advice-and-guidance-for-schools>

Attendance at School

- Pupils must not attend school if anyone in the household has Covid-19 symptoms (a new persistent cough / temperature / loss of taste or smell)
- Pupils must not attend school if anyone in the household has tested positive for Covid-19 or if they have been advised to self-isolate as a result of the Government's Track & Trace system. Please note, If you are informed by Test and Trace / Public Health that your household has to isolate due to someone being in contact with a confirmed positive case of Covid-19 please let the school know as well contacting the absence line to ensure we are fully aware of this and can support your child's learning.

At the moment year group assemblies are not taking place, but key information and updates are regularly shared with pupils in a range of ways including: tannoy announcements; in classes; by members of the senior leadership team throughout the day; during PSE lessons and Friday Recovery Registration periods; Glow emails and Teams pages. We would also ask for your support at home to **reinforce the following points with your child(ren)**:

- The importance of respecting their own and others' safety at all times. 2 metre distance must be maintained from adults at all times.
- The need to wash hands properly and regularly throughout the day with hand sanitiser or soap and water
- The need for all pupils to wear a face covering in school when moving from class to class and when in social areas Pupils are not required to wear face coverings in class but can choose to do so as physical distancing between pupils is not possible in most classrooms. N.B. a small number of pupils are exempt from wearing masks for medical or other reasons. Please contact your child's Pastoral Care Teacher if you have any queries.
- Before putting on or removing the face covering, hands should be cleaned by washing with soap and water or hand sanitizer that is available in every classroom and also around the school. When the face covering is not being worn, it should be placed in a clean, sealed bag or container, e.g. a sandwich bag.
- Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water. Disposable face coverings must be disposed of safely and hygienically and not dropped as litter.
- The need to avoid any physical contact (hugging / touching / pushing) with other pupils
- The need to observe physical distancing and wear a face covering when in local shops and on public transport. This is being reinforced with pupils during PE community walks
- The need to avoid touching their face and to sneeze or cough into a tissue (or their sleeve if they do not have a tissue) and then immediately bin the tissue and sanitise hands
- Pupils must not share food or drinks. Pupils should bring a bottle of water to school with them. Please note that for now pupils will not be able to refill water bottles in school. After eating, all litter to be put in the bin.
- The need to inform a member of staff immediately if they feel unwell and start to display covid-19 symptoms (a new persistent cough / temperature / loss of taste or smell)

- The need to cooperate fully with staff and follow instructions at all times. Repeated or deliberate failure to adhere to safety rules and/or putting others at risk will result in pupils being removed from class and sent home

Movement in and around school:

- Pupils are encouraged to walk or cycle to school where possible.
- As far as possible, they should not arrive early and they should go to their period 1 class at the allocated time. S1-S3 should enter via Oakfield Avenue in the mornings and S4-S6 via Southpark Avenue. They should exit the same way at the end of the day.
- We have a one-way system in place in both school buildings and it is crucial that pupils adhere to and follow this. Movement time has been built into the change of periods during the school day and this has been staggered based on year groups with S1-S3 moving first and then S4-S6 five minutes later.
- Pupils will be asked to sanitise their hands on entry to the school
- Pupils must take care when entering / exiting classrooms / corridors / toilets to ensure that distancing is maintained from others who may be passing

In class

- Pupils must remain seated at their allocated desk and must refrain from moving desks / chairs
- Pupils must use only their own belongings / resources, must not share items, and must refrain from touching any other items unless they have permission from the teacher
- Pupils must take responsibility for clearing away the items they have used at the end of the lesson and will be involved in cleaning desks and work surfaces under supervision of teachers.

Visits to the school

In order to minimise the spread of Covid-19, we need to keep visitors to the school to an absolute minimum. As far as possible, if a member of school staff needs to speak with you, this conversation will take place over the phone. If, however, it is necessary to visit the school, please follow the procedures as outlined below:

- Please do not come to the school without making an appointment.
- Please arrive on time (but not early) for the appointment – the staff member you are meeting will meet you **at the door of the main building** and take you to the meeting room;
- Please bring a facemask for your meeting and wear this for the duration of the visit. If you have no mask we will not be able to bring you into the building;
- Please do not bring any unexpected guests to the meeting without prior arrangements (e.g. other children) as we will have identified a suitable venue for the meeting based on numbers.
- At the end of the meeting the member of staff will escort you to the exit and show you out. Your help with these procedures is very important and much appreciated.

If you have any concerns or queries, please contact your son / daughter's Pastoral Care Teacher by phone or email in the first instance