

Hazel Wood High School
Risk Assessment - Phase Five (19th April – 26th May 2021)



- School will only open where the Governors and Trustees consider it safe and correct to do so based on this risk assessment.
- Staff will not be asked to teach and operate schools outside their contractual requirements and those who are shielded (see Public Health guidance) will be supported and can play an active role in the school at a distance where appropriate. Should part time staff be willing to work flexibly sufficient notice and time back will be provided by the school.
- Where there are insufficient staff to meet health and safety requirements, school will be supported by Oak learning Partnership and the Local Authority with decisions over closure if all options have been considered and exhausted.
- **For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).** This risk assessment will reflect local arrangements and school will only close if we do not have enough participating pupils or staff to warrant the school remaining open.

Our Aim and Intent:

We intend to open our school fully to all year groups in line with as many normal (pre-covid) school arrangements as possible. We will do this in accordance with the guidelines from the DfE on ‘full opening of schools’ . We believe that this approach is the best approach to achieve a broad and balanced curriculum and meet the needs of our students.

We also believe that this is the best approach to provide our students with the much-needed routine and boundaries required for safe and successful learning. This approach is also conducive with maintaining the best work life balance for our staff and avoids heavy workload issues.

The Aim and focus for this phase (6 -weeks) will be to build on our happy, safe and engaging return to school from phase four but will have a dedicated focus on ‘Aspiration’ as we strive to ensure our young people access a high-quality Hazel Wood curriculum that enables them to reach their potential. We will dedicate our time to ensuring each year group has the opportunity to catch up and access interventions where necessary with a key focus on Year 11 in their final weeks of study. We will be building on the work we have done on children’s wellbeing by continuing to focus on routine and on our **core values of Respect and Responsibility, but our key driver will be high expectations and Aspiration.**

Coronavirus (COVID-19): risk assessment for pupils at school in Phase Four.



Hazel Wood High School

Assessment conducted by: P. Greenhalgh & J. Seddon	Job title: Headteacher & Business Manager	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: 16.04.21	Review interval: in line with government updates	Date of next review: June 21

Related documents

Schools coronavirus operational guidance Feb 21, DfE-Education and childcare during coronavirus; guidance for full opening – schools’ (June 2020), DfE guidance on preparing for the wider opening of schools from 1st June - guidance for secondary school provision from 15th June 2020, HWHS Staff survey results, Joint Union guidance, Bury LA risk assessment planning questions, First Aid Policy, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Data Protection Policy, Behavioural Policy, Staff Code of Conduct. COVID-19 School Closure Arrangements for Safeguarding and Child Protection, Remote Teaching and Learning Policy. Please see the additional resources at the end of this document.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Public Health Advice to Minimise Risks				
Area for concern	Recommended Control	Risk Rating prior to action H/M/L	Risk Rating following action H/M/L	Lead
<p>The system of controls:</p> <p>PREVENTION</p>	<p>We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 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. Put in place a procedure for anyone becoming unwell</p>	H	L	
	<p>ACTION: Parents are informed via letter, text, email and social media not to bring their children to school or on the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus. Pupils who have displayed symptoms of coronavirus must self-isolate for 10 days before returning to school. If a member of their family displays symptoms of coronavirus pupils must self-isolate for 14 days before returning to school. For clarity, parents will be advised that to preserve the wellbeing of those in school, any child reporting to feel unwell with Covid19 symptoms will immediately need to be collected from school.</p>	H	L	PGH/JSE
	<p>ACTION: We will have a working list (updated daily) of staff and students who are absent with reasons clearly recorded.</p>	H	L	JSE– Staff JBY – Students
	<p>ACTION:</p> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus through briefings, staff newsletter and email updates. Should a pupil complain of feeling unwell the radio system will be used to call for assistance to escort the pupil to the medical room where there will be a First Aider available. By being escorted PYL can ensure that the pupil goes straight to this area minimising contact with others within the building. Staff rotas will schedule a First Aider to be on duty each period. Unwell pupils are to remain in the medical room, at least two metres apart from others, until they can be collected and taken home. Should they need the bathroom, or to wash their hands, they are to use the toilet located in the medical room for collection. This will reduce the contact they may have with other pupils and minimise the spread of infection/illness. 	H	L	JSE/SITE TEAM

	<ul style="list-style-type: none"> • The school has purchased PPE items (gloves, apron and mask) for the First Aider/s to use should the pupil have symptoms of coronavirus and are not able to maintain a distance of 2 metres. These items will be located in the main student services for ease of access for the First Aider/s. • The family of an unwell pupil will be informed as soon as possible of the situation by the First Aider. • Parent/s will be asked to collect their unwell child/ren from the Visitor Area within the carpark. The family member will be asked to contact Reception upon arrival who will notify the First Aider on site. The pupil will be escorted by the First Aider to the carpark. This reduces the need for pupils/family members to access the main building and prevent contact with as many people as possible. • Should the pupil's symptoms worsen whilst at school, the First Aider on site, or relevant member of staff will call for emergency assistance immediately. Parents will be advised on collection to contact 999 if their child becomes seriously ill, or their life is at risk, after they leave school. • The medical room and any other areas used by unwell pupils who need to go home, will be thoroughly cleaned each day and deep cleaned once a week by the Essential Hygiene Cleaning Team. • Usual procedures for pupils with known and pre-existing conditions will remain in place. • Social distancing measures are implemented as much as possible and PPE is worn by the First Aider where social distancing cannot be maintained, and the pupil complains of symptoms associated with coronavirus. • Staff are vigilant and report concerns about a pupil's symptoms to the first aider and member of SLT on call. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus and the below steps should be followed should this be suspected and/or confirmed. • The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. Further guidance, and training, has been given to First Aiders on how to manage a suspected case of COVID19 in the school setting. 			
	<p>We will be asking staff and students to clean hands thoroughly more often than usual. We will build routines into the school culture and have assemblies, form times, posters and signage to promote handwashing with soap and water for at least 20 seconds across the school day, particularly:</p> <ol style="list-style-type: none"> 1. After coming into school 2. After sneezing or coughing 3. Before and after handling or eating food 4. After going to the toilet. Ensure there are enough hand washing or hand sanitiser stations available 	H	L	
	<p>Action</p> <ul style="list-style-type: none"> • We will install extra toilets and hand washing facilities for students across the site to meet increased demand. We will also use the PE changing room facilities and the portacabin toilet facilities for students. 	H	L	JSE/PMC/ SITE TEAM

	<ul style="list-style-type: none"> • Staff toilets in the main school will be cleaned regularly and staff can also use the toilets located outside Room 17, these will be designated as staff only • Sufficient amounts of soap (and hand sanitiser), clean water, paper towels and waste disposal bins have been ordered in advance and will supply all toilets and kitchen areas. Resources will be checked each morning by cleaning staff to ensure they remain adequate. • Stock checks of these items will be taken once a week by site staff where site staff will request further supplies to be ordered through our finance officer. Should the finance officer be ill, orders can be placed through Oak Learning Partnership. Ordering of these items will be a priority to enable the school to sustain required levels of cleanliness for school staff, pupils and visitor’s health and protection. • A portable sink, along with hand sanitiser is available for staff and visitors to the school to use on entry. This will be located in the back of reception, off the main reception, allowing one person at a time to enter and use the sink whilst another person can wait, socially distanced, in the reception area. Posters will direct all staff/visitors to use the handwashing/hand sanitiser resources on entry to the school ensuring all staff, pupils or visitors who enter the school will either have washed their hands, or at the very minimum used the hand sanitiser and directed to the toilets where they can wash their hands. • Water, soap and hand towel supplies for the reception area will be regularly checked and replenished as required by site staff. The frequency of which will consider the busier times of the school day, for example when staff are logging in at reception on Inventory and pupils/parents may be accessing the building via reception at the start of the day. Due to the level of water that the sink can hold site will refill this at the minimum once per hour. If required, office staff are able to contact site and ask them to replenish sooner. • Additional alcohol-based sanitiser is provided for use in the teaching areas and on reception. should further orders be required, these can be placed through our finance officer or the finance team at Oak Learning Partnership. Site staff are advised that should resources drop below a specified level they are to request the order through finance to allow for extra delivery time/to source a new supplier if required or arrange to use resources from another school within the OLP Trust. 			
	<p>We will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach Promote the ‘catch it, bin it, kill it’ approach, e.g. by providing tissues, bins, posters</p>	H	L	
	<p>ACTION:</p> <ul style="list-style-type: none"> • Each teaching area will be ventilated and supplied with adequate supplies of hand sanitiser, tissues and bins. These resources will be emptied and replenished at the end of each teaching session by the Essential Hygiene 			<p>PGH/JSE/ SITE TEAM</p>

	<p>Cleaning Team and site staff. As the teaching areas will be well ventilated, pupils will be advised that they can bring an item of warm clothing, should this be required.</p> <ul style="list-style-type: none"> Staff and pupils are instructed to cough or sneeze into a tissue and to dispose of this immediately in the lidded bins provided thus promoting the 'catch it, bin it, kill it' government advice. Posters of this approach will be visible in each teaching area. Pupils are directed to clean their hands after they have coughed or sneezed, and hand sanitiser will be available within each teaching area. Spillages of bodily fluids will be cleaned up immediately by Cleaning Staff who will be using PPE at all times. Cleaning staff will have radios that allow them to be contacted to clean areas as required, in addition to scheduled cleaning 			
	<p>We will introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <ul style="list-style-type: none"> We will comply with PHE's COVID-19: cleaning of non-healthcare settings guidance Have a new cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal Implement a cleaning log to track cleaning frequency for bathrooms, classrooms and communal areas Plan for the daily removal and safe disposal of rubbish Schedule frequent cleaning of resources (e.g. books) shared within group Schedule the isolation or cleaning of resources (e.g. books) shared between groups Purchase additional standard cleaning equipment if needed Commission extra hours and staff support from Essential Hygiene. 			
	<p>ACTION</p> <ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Frequently touched surfaces such as door handles, logging in screens, shared resources such as photocopiers etc will be regularly cleaned, using products such as detergents and bleach, by site/cleaning staff. Reception areas will have screens fitted which also includes Pupil Services reception and main reception. Bar soap is not used and liquid soap dispensers are installed and used instead. No shared utensils should be used. Staff are asked to bring (and remove) their own cutlery or use disposable cutlery to reduce any cross contamination in shared areas such as the staff room. Seating 	H	L	JSE/PGH/ PMC/SITE STAFF

	<p>will be arranged prior to opening to allow teaching staff to use the staff room area and remain socially distanced.</p> <ul style="list-style-type: none"> • Faculty areas will be identified for extra space to accommodate breaks and non-contact time. Hospitality staff will be employed to assist teachers at break times. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. Essential Hygiene Cleaning Team are contracted to be in school each day to support the phased reopening, ensuring daily thorough cleaning per day. • OLP will agree enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols can be sought from the local HTP. • Office staff are advised that parcels delivered to school reception should either be cleaned before opening. • A clear staffing programme will be in place to ensure cleaning is completed using essential hygiene and our own site staff. • Pupils encouraged not to share books, they can own a book for a set time. Agreed that we can minimise risks but may not eliminate them all. Option to use online resources on screen with print out per child. For those that cannot do this book can be used and can be wiped down. • The library books and loans of equipment, at this time, will be suspended. • Individual risk assessments will be in place for subject areas that use shared equipment. • Toilets will be cleaned regularly. 			
	<p>We will minimise contact between individuals and maintain social distancing wherever possible by;</p> <ul style="list-style-type: none"> • Revise timetables to accommodate groups and minimise movement between classrooms, where possible • Where possible, stagger start, break, lunch and finish times • Cancel large gatherings, such as cross assemblies • Where larger meetings are necessary, social distancing will be in place with facilities for hand washing. • Revise extra-curricular offer to minimise mixing between groups • Where possible, plan ways to minimise contact around school estate between groups, e.g. separate entrance/exit gates or one-way systems • Divide playground to minimise mixing between groups • Plan arrangements for drop off/collection and communicate these to parents • Plan measures for lunchtimes, including: <ol style="list-style-type: none"> 1. Managing lunch queues 2. Reconfiguring dining spaces 			

	<p>3. Communicating new arrangements to catering suppliers and lunchtime supervisors</p> <p>We will break year group bubbles in some circumstances so that the school can operate effectively with teaching, learning and behaviour procedures. In the following areas bubbles will be broken BUT 2m social distancing and wearing of face coverings will be in place so that no 'close contact' occurs;</p> <ul style="list-style-type: none"> • Assessment Hub • Additional needs/SEND base • Reflection room • Whole school remove timetable 			
	<p>ACTION: The day will be structured as follows to minimise contact.</p> <ul style="list-style-type: none"> • Student arrival: Students will all arrive for 8.40am but will be supervised and directed into 5 separate areas creating year group bubbles as follows; <ul style="list-style-type: none"> • Y7 – Tennis court • Y8 – Back yard • Y9 – Right half of Astro (1) • Y10 – Left half of Astro (2) • Y11 – Dining room • AM Registration: There will be no AM form time, students will go from bubble areas to lesson 1 and then period one is 10 minutes longer where teaching staff can complete registers and checks, this will be known as Respect Time and will allow for preparation for the day before the lesson begins with a to do now activity. • Assemblies: Due to the increase of Covid 19 cases we are no longer be holding face to face assemblies. Assemblies will now be held period 5 and we will use TEAMS to deliver these assemblies to form group classes. • Lessons -Small adaptations to the classroom will be made by the site team to support distancing where possible. This will include seating pupils' side by side and facing forwards and moving unnecessary furniture out of classrooms to make more space. The teacher's desk will be placed at the front and where possible 2m in front of student desks. Staff are encouraged to maintain distance from their pupils, staying at the front of the class. Ideally, adults should maintain 2 metre distance from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Staff will also use face coverings as extra protection. Similarly, it will not be possible when working with many pupils who 	H	L	SLT/JSE

	<p>have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <ul style="list-style-type: none"> • Lesson transitions – Students will move between lessons and be supported to maintain distance and not touch staff and their peers where possible. All staff and students will wear face coverings in communal areas at transition points. At transition points all staff MUST be on doors/corridors to enforce this Doors will be wedged open and all doors will be open for ventilation. • Break time – We will Integrate break time into an extended lesson period 2 allowing for a 15-minute break to be taken within this time in year group bubbles supervised by pastoral staff, support staff and SLT. Year groups go to their bubble areas for this break. <ul style="list-style-type: none"> ○ Year 7 – 9.45am – Tennis Court & Dining Room ○ Year 8 – 10.00am – Back Yard & Studio ○ Year 9 – 10.15am – Tennis Court & Dining Room ○ Year 10 – 10.30am – Back Yard & Studio ○ Year 11 – 10.45am – Tennis Court & Dining Room ○ Lesson 3 starts at 11am. ○ Bring a snack – no lunchtime service to start with, under review ○ ALWAYS - Wash hands / sanitise before and after eating • Lunch time - Lunch times are split into our already planned two sittings. In lunch A there will be three areas (half of sports hall out to tennis court, studio out to back yard and canteen out to AstroTurf) with specified toilets for year 7,10 and 11. In lunch B following a clean down only studio out to AstroTurf and canteen out to AstroTurf will be used for years 8 & 9. These areas will all serve pre-ordered grab bags and have an indoor and outdoor bubble space for each year group. Students will be encouraged to bring their own lunch or named grab bags there will be no hot meals for this phase. Lunch will be shortened by five minutes for pupils to sanitise with staggered finish • End of school day: The end of the day will be staggered by year group, Year 7 will leave at 2.40pm, Year 8 will leave at 2.45pm, Year 9 will leave at 2.50pm, Year 10 at 2.55pm and Year 11 at 3pm. Staff will dismiss students and escort them off the premises. • Extra-curricular activities: • Corrections – five designated areas, one per year group, PYLs and HoY will collect these students before their designated finish time and escort them to the year group bubble correction area. Once teaching staff have cleared site they will report to their year group bubble to support corrections before the duty staff arrive. • Extra-curricular clubs – These will continue but will be limited to year groups, we will reduce the number of clubs being offered in the first half term with the intent, when able that all these are reintroduced/offered. • Session 7 – These will be completed in year group bubbles according to the timetable already in place 			
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	<ul style="list-style-type: none"> • Staff Meetings – We will continue to operate staff meetings as per calendar but we will use TEAMS and virtual meetings to facilitate these. • Parent Meetings - We will continue to operate parent meetings as per calendar but we will look to reduce face to face contact by offering alternatives, phone calls, virtual meetings and/or written reports. <p>Other actions</p> <ul style="list-style-type: none"> • Staff and students will be required to wear appropriate dress in line with policy. • Staff are encouraged to keep away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. Posters and markers will be in place to encourage this. • Teaching rooms will be cleaned at least twice a day and cleaners will have the knowledge as to which rooms have been in use eg break – clean each area • Parents will be asked to contact school by telephone or email, in the first instance, if they have any concerns. This is to reduce the number of visitors to the school entrance allowing reception staff to supervise the reception area ensuring no more than 2 are in this area at any one time. • Visitors will be kept to a minimal and must be pre-arranged with all routines in place to follow this RA. Virtual meeting will continue to be encouraged and face to face between adults minimised. • The main entrance will be used for staff who are logging in staff will remain the priority and are able to use their badges to gain entry but are asked to be mindful and only enter when they are able to access the InVentry screen. Should this not be the case staff are asked to wait outside the main entrance with 2 metres distance from the nearest person. A maximum of two people are allowed in reception at one time. • InVentry mobile App is now in place to enable staff to move through reception quickly and sign in when in the building. 			
	<p>Where necessary, we will wear appropriate personal protective equipment (PPE) and have in place a PPE procedure that includes for example, the use of PPE where a pupil becomes ill with coronavirus symptoms while at school.</p>	H	L	
	<p>ACTION: The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 	H	L	<p>PGH/JSE/ SITE TEAM</p>

	<ul style="list-style-type: none"> • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • The school has purchased PPE items (gloves, apron and mask) for the First Aider/s to use should the pupil have symptoms of coronavirus and are not able to maintain a distance of 2 metres. These items will be located in the main office for ease of access for the First Aider/s. • CPD will be provided for first aid staff online and also face to face session regarding the use of PPE. 			
	<p>We will Ensure face coverings are used in recommended circumstances - <i>We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until 26th May. As with all measures, we will keep it under review and update guidance at that point.</i></p>	H	L	All Staff
	<p>ACTION We will follow DfE recommendations in the following areas.</p> <ul style="list-style-type: none"> • We will look to enforce that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. • Face coverings do not need to be worn by pupils when outdoors on the premises. • We will only recommend that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. • Face visors or shields should not be worn as an alternative to face coverings • It is vital that face coverings are worn correctly, safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. If students are not wearing them correctly or abusing the use of them they will be confiscated by staff and parents will be contacted to resolve this matter. • We will assume everyone can obtain their own face coverings due to their increasing use in wider society. However, one can be provided if necessary and all staff will be provided with a box of face masks. • No-one will be excluded from school on the grounds that they are not wearing a face covering. • Some individuals are exempt from wearing face coverings. For example, people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if you are speaking to or aiding someone who relies on lip reading, clear sound or facial expression to communicate. The same exemptions will apply in HWHS, and our teachers and other staff to be sensitive to those needs. 	H	L	All Staff

	<ul style="list-style-type: none"> Children who are exempt will have an identifying lanyard so that they are not challenged by staff and so that this does not become an issue. 			
	We will keep occupied spaces well ventilated	H	L	
	<p>Action</p> <p>Action</p> <ol style="list-style-type: none"> Mechanical ventilation systems – these will be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) Natural ventilation – We will continue to open windows where available (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). We will open internal doors to assist with creating a natural flow of air Natural ventilation – if necessary external doors will be opened (as long as they are not fire doors and where safe to do so) <p>To balance the need for increased ventilation while maintaining a comfortable temperature, we will put the following measures into place appropriately:</p> <ul style="list-style-type: none"> Opening high level windows in preference to low level to reduce draughts Increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) Rearranging furniture where possible to avoid direct drafts Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. 	H	L	<p>Site Staff</p> <p>All Staff</p>
The system of controls:	We will promote and engage in asymptomatic testing			
RESPONSE TO INFECTION	<p>Action</p> <ul style="list-style-type: none"> Twice weekly testing will be encouraged for staff and this will be done via home testing kits provided by HWHS. Staff will be asked to upload their own results to NHS and also keep the school informed Students will be offered home testing kits to allow them to complete self-testing twice a week, students will be asked to upload their own results to NHS and also keep the school informed. If tests confirm a positive result then the member of staff or student will be asked to self-isolate for 10 days, informing the NHS and then HWHS will investigate and take action if this is a possible case that could have been passed to others. 	H	L	JSE/AJA/S OG

	<ul style="list-style-type: none"> • A negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures regardless of whether they have been tested. • This testing programme does not replace the current testing programme for those with symptoms. Anyone who is showing symptoms of coronavirus (COVID-19) will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known. 			
	<p>We will engage with the NHS Test and Trace process Put in place a procedure regarding the NHS Test and Trace process and how to contact your local Public Health England health protection team (this is likely to be part of the procedure outlined below)</p>	H	L	
	<p>ACTION Staff members, parents and carers will need to:</p> <ol style="list-style-type: none"> 1. book a test if they or their child has symptoms - the main symptoms are: a high temperature, a new continuous cough , a loss or change to your sense of smell or taste 2. self-isolate immediately and not come to school if: they develop symptoms, they have been in close contact with someone who tests positive for coronavirus (COVID-19), anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19), they are required to do so having recently travelled from certain other countries, advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet. We will Ask parents and staff to inform us as soon as they get their results.</p> <p>We will encourage all those over 16 to use the NHS COVID-19 app</p>	H	L	PGH/JSE
	<p>We will manage confirmed cases of coronavirus (COVID-19) amongst the school community and have in place the procedures outlined below and including:</p> <ul style="list-style-type: none"> • A door you can close • A window for ventilation • A separate bathroom (either attached to the room or nearby) <p>Plan staff training on the process for dealing with symptomatic pupils and ensure they are aware of the steps the school will take in the event of an outbreak</p>	H	M	

	<p>ACTION:</p> <ul style="list-style-type: none"> • The confidentiality of staff and pupils will be protected, this includes withholding the names of staff and pupils with either confirmed or suspected cases of coronavirus. • Any member of staff is to report immediately to the headteacher or SLT about any cases of suspected coronavirus, even if they are unsure. • A member of SLT will contact the local Health Protection Team (HPT) regarding any suspected cases of coronavirus, even if unsure, who will advise on any further actions that need to be taken at that time. • A pupil, or staff member, who develops symptoms associated with coronavirus will be sent home and advised to self-isolate for 10 days (and their family members for 14 days). • Should a pupil complain of feeling unwell the radio system will be used to call for assistance to escort the pupil to the medical room where there will be a First Aider available. By being escorted SLT can ensure that the pupil goes straight to this area minimising contact with others within the building. Staff rotas will schedule a First Aider to be on site each period. • Unwell pupils are to remain in the medical room, at least two metres apart from others, until they can be collected and taken home. Should they need the bathroom, or to wash their hands, they are to use the toilet located in hair and beauty that are designated only for unwell pupils who are waiting in the medical room for collection. This will reduce the contact they may have with other pupils and minimise the spread of infection/illness. • The school has purchased PPE items (gloves, apron and mask) for the First Aider/s to use should the pupil have symptoms of coronavirus and are not able to maintain a distance of 2 metres. These items will be located in the Science Tech Room for ease of access for the First Aider/s. • The family of an unwell pupil will be informed as soon as possible of the situation by the First Aider. • Parent/s will be asked to collect their unwell child/ren from the Visitor Area within the carpark. The family member will be asked to contact Reception upon arrival who will notify the First Aider on site. The pupil will be escorted by the First Aider to the carpark. This reduces the need for pupils/family members to access the main building and prevent contact with as many people as possible. • Should the pupil's symptoms worsen whilst at school, the First Aider on site, or relevant member of staff will call for emergency assistance immediately. Parents will be advised on collection to contact 999 if their child becomes seriously ill, or their life is at risk, after they leave school. • The medical room, and any other areas used by unwell pupils who need to go home, will be thoroughly cleaned each day and deep cleaned once a week by the Essential Hygiene Cleaning Team. 	H	M	JSE/PGH/ SITE TEAM
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	<ul style="list-style-type: none"> Usual procedures for pupils with known and pre-existing conditions will remain in place 			
	We will contain any outbreak by following local health protection team advice	H	M	
	<p>ACTION:</p> <p>If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and we will continue to work with our local health protection team who will be able to advise if additional action is required. We will continually check enough PPE is ordered – audit/stocktake current provision</p>	H	M	PGH/JSE
Risk assessments	<p>We will complete health and safety risk assessments where necessary</p> <ul style="list-style-type: none"> We will consult with staff and representatives We will consider the impact on staff and pupils who have particular protected characteristics, including race and disability, in developing your approach to reopening 	H	M	
	<p>ACTION:</p> <ul style="list-style-type: none"> We will send this Risk assessment and summary to all staff for consultation Where necessary individual risk assessments will be completed e.g. physical activity, alternative provision. All staff who require or would like to have a personalised risk assessment due to specific or personal circumstances should contact their SLT link or the Headteacher. 	H	L	PGH/JSE

School Operations				
Area for concern	Recommended Control	Risk Rating prior to action H/M/L	Risk Rating following action H/M/L	In Place Lead Deadline
Transport	<ul style="list-style-type: none"> We will encourage parents and pupils to walk/cycle or drive to school rather than take public transport We will remind parents and pupils still using public transport that face coverings are mandatory for children 11 years+ We will advise students to attempt to remain In year group bubbles if grouped together on transport. We will encourage the use of hand sanitiser upon boarding and/or disembarking Where we use the school minibus for transport we will have additional cleaning, organised queuing and boarding, distancing within vehicles and wherever possible o the use of face coverings for children over the age of 11, Hair and Beauty Service Level Agreement (SLA) will be adapted and Hazel Wood pick up will be suspended and pupils will need to make their own way to the school. 	H	L	SLT
Attendance	<p>School attendance became mandatory again for all pupils from 8 March. The usual rules on school attendance apply, including:</p> <ul style="list-style-type: none"> parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age) the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct <p>Self-isolation and shielding</p> <p>A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:</p> <ul style="list-style-type: none"> have symptoms or have had a positive test result live with someone who has symptoms or has tested positive and are a household contact 	H	L	PGH/JSE/JBY

	<ul style="list-style-type: none"> • are a close contact of someone who has coronavirus (COVID-19) <p>Shielding advice has been paused nationally from 31 March. All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal</p> <p>Recording attendance</p> <ul style="list-style-type: none"> • You should use code X if a child is self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC. <p>Encouraging attendance</p> <ul style="list-style-type: none"> • We will discuss any concerns with parents and provide reassurance on the measures you are putting in place to reduce any risks. Remind parents that pupils of compulsory school age must be in school unless a statutory reason applies. • We will continue to communicate clearly and consistently the expectations around school attendance to families and any other professionals who work with the family where appropriate. • We will also identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. • When a vulnerable pupil is required to self-isolate, we will: notify their social worker (if they have one) agree with the social worker the best way to maintain contact and offer • All our pupils in alternative provision (AP) settings should attend school full-time. 			
Workforce	<p>School leaders are best placed to determine the workforce that is required in school, taking into account the updated advice set out in this section of the guidance for those staff who are CEV. All staff must follow the system of controls to minimise the risks of transmission. Following the system of controls will reduce the risks to all staff significantly.</p> <ol style="list-style-type: none"> 1. Staff who are clinically extremely vulnerable - Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must 	H	L	PGH/JSE/HR

	<p>continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace. CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation.</p> <ol style="list-style-type: none"> 2. Staff who are clinically vulnerable (CV) - CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home. 3. Pregnancy - You will need to follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. 4. Staff who may otherwise be at increased risk from coronavirus (COVID-19) - Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as the system of controls set out in this guidance are in place. Staff can also consult their SLT line manager for a personal risk assessment. There is further information available on who is at higher risk from coronavirus. <p>Supply staff and other temporary or peripatetic staff</p> <p>You can continue to use supply teachers and staff. We recommend using the Crown Commercial Service's agency supply deal when hiring agency workers. This offers a list of preferred suppliers, who must provide transparent charging rates. You can get support by emailing supplyteachers@crownccommercial.gov.uk with your school's requirements and contact details.</p>			
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	<p>Supply staff and other temporary or peripatetic staff can move between schools. Such staff and visitors must follow your school’s arrangements for managing and minimising risk based on the system of controls. They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking.</p> <p>This also applies to other temporary staff and volunteers working in schools such as:</p> <ul style="list-style-type: none"> • support staff working on a supply basis • peripatetic staff such as music tutors and sports coaches • those working in before and after school clubs <p>Recruitment</p> <p>You can continue recruiting members of staff. We will consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible. Where face-to-face meetings are necessary, you should share the school’s control measures in advance and make it clear to candidates that they must follow the system of controls that you have in place. This includes any requirements for wearing face coverings where social distancing cannot be managed safely.</p> <p>Deployment of ITT trainees and school engagement</p> <p>ITT trainees can continue to go into their host school on placement. Trainees who go to their placement should be offered coronavirus (COVID-19) testing in the same way other school staff are. They are expected to follow all control measures put in place by host schools.</p>			
Extracurricular activities	<p>We are offering extra-curricular opportunities to support learning and enrich students offer. These will be carefully managed in year group bubbles.</p> <ul style="list-style-type: none"> • We will be providing Breakfast grab bags for all students • We will respond flexibly to extra-curricular provision and build this up over time • A clear programme of extra-curricular will be in place to meet the conditions of the guidance on Covid19 • No extracurricular trips or visits will operate during this time 	H	L	LJO/KPI/RSP

Curriculum, behaviour and pastoral support				
Area for concern	Recommended Control	Risk Rating prior to action H/M/L	Risk Rating following action H/M/L	In Place Lead Deadline
Curriculum	<ul style="list-style-type: none"> We intend to deliver our full curriculum in line with guidelines, no subjects or opportunities are being removed or reduced at any time. We will continue to develop remote learning as a tool to support learning for those who can not access school but also for an emergency situation of local lockdown. During this phase we will continue to progress through and teach in line with our curriculum plans making modifications where necessary so that we are inclusive for all pupils and aware that some may not have accessed much over lockdown. We will be using this time for academic identification, teachers are to use lockdown data but more importantly engaging classroom tasks and activities to identify those students and groups that will require planned intervention (after Easter). The pressure is not on teachers to 'catch up' during this phase but to re-engage all pupils so that we do not lose the interaction we have built during remote learning and also use a full range of tools to identify those pupils with lost learning. We are asking that teachers do not use this phase for hard and formal assessment and do not feel a panic or pressure for this to be done as we recover and re-engage. 	H	L	PGH/RSP/LNO Directors
Physical activity	<ul style="list-style-type: none"> Directors of physical and practical subjects will be supported to review our approach to physical activity within the school day, ensuring pupils remain in consistent groups where possible, sports equipment is thoroughly cleaned between each use, and contact sports are avoided We intend to prioritise outdoor sports where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying attention to cleaning and hygiene. 	H	L	RSP,JHA, EWH, TPA, MSM
Pupil safety, well-being and support	<ul style="list-style-type: none"> We have increased the size of our pastoral support team, moved student services to a central location and trained 5 staff to DSL level to ensure designated safeguarding leads have enough time. We will continue to offer extra-curricular activities to support students as they return to school. We will have 25 minutes a day for form time activities and support for young people with a consistent member of staff. We will deliver a bespoke PSHCE curriculum for the first three weeks of term designed to: support the rebuilding of friendships and social engagement, address and equip 	H	L	PGH/LJO/LMU

	<p>pupils to respond to issues linked to coronavirus (COVID-19), support pupils with approaches to improving their physical and mental wellbeing.</p> <ul style="list-style-type: none"> • We will have a duty room (student services) every period to provide more focused pastoral support where issues are identified and place a pastoral lead within student services on a rota basis. • School will continue to work with other agencies, for example, social workers to allocate pupils into school if this support is needed. Child in Need meetings will continue and can be attended by the relevant staff who are working remotely. • Police liaison will continue to identify social issues in the community, those pupils who are not adhering to lockdown and families who may be struggling to function positively and keep their child/ren safe. All concerns are logged on CPOMS. • A list of vulnerable pupils with their social worker/s and virtual school head contact details are saved in a shared folder. Contact details for MASH/LADO are also saved centrally so that staff have access to these, and any contact detail changes during lockdown. Staff are also aware that they can discuss any concerns with the SLT lead/s. • All staff have been trained and are able to log all/any incidents on CPOMS. Safeguarding Leads ensure that these are followed up and the pupil is supported with any referrals required being made. 			
Behaviour expectations	<ul style="list-style-type: none"> • We have updated our behaviour policy, to create the right conditions to re-engage pupils in their learning and reintegrate them back into school life. • We will hold reintegration assemblies for every year group to outline standards and expectations in this period of time, • We will produce videos and interactive resources for parents to ensure they have this information. • We will use our current P point system to record COVID breaches, for example: touching, horseplay, wanderers so that repeat offenders can be dealt with in line with our policy • A clear plan is in place and parents have been communicated with for the minority who may compromise plans and consequences for those who seriously breach safety of self and others. 	H	L	LMU

Contingency planning for outbreaks				
Area for concern	Recommended Control	Risk Rating prior to action H/M/L	Risk Rating following action H/M/L	In Place Lead Deadline
Process	<p>We have a contingency planning process in place for local outbreak</p> <ul style="list-style-type: none"> Staff to have a 2 week worth of packs (grab bag) linked to knowledge organisers /remote learning to be used at any time, this may not be in line with teaching at that time but should there be a local lockdown we have the resources available for pupils. 	M	L	LNO JSE PGH
Remote education	<p>We will have a contingency plan for remote education provision and have systems in place to move immediately to providing remote education where a class, group or small number of pupils need to self-isolate, or where there is a local lockdown</p> <ul style="list-style-type: none"> We will follow our HWS remote teaching and learning policy guidance Feb 2021. 	M	L	LNO RSP PGH

Additional resources:

School Policies and Procedures: <https://www.hazelwoodhigh.co.uk/school-information/policies/>

NHS Testing and Track and Trace: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Local Health Protection Team: <https://www.gov.uk/guidance/contacts-phe-health-protection-teams#greater-manchester-hpt>

DFE Guidance:

- **Safeguarding:** <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- **Remote learning:** <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- **Attendance:** <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- **Premises:** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- **Prevention and control-** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **Advice:** <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- **Data protection:** <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>

- **Educational provision guidance:** <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- **Educational settings:** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **Guidance on school closures:** <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>
- **Reporting:** <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/educational-settings-self-reporting-online-form-frequently-asked-questions-faq>
- **NQT advice:** <https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>
- **Cluster and hubs:** <https://www.gov.uk/government/publications/using-clusters-and-hubs-to-maintain-educational-provision/cluster-and-hub-provision-coronavirus-covid-19>
- **Vulnerable:** <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- **Extremely vulnerable:** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- **SEND -** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **Home learning support:** <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- **Remote support:** <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- **Accountability measures:** <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- **Pupils' mental health support/pastoral care at home:** <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- **Parents:** <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- **Parents with pupils with SEND:** <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- **Supporting parents:** <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- **Local authority:** <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/school-term-dates-closures/school-closures>
- **Local authority:** <https://www.peterborough.gov.uk/residents/schools-and-education/school-closures>
- **Financial support:** <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- **Exceptional costs:** <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- **Reducing burdens:** <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- **Social distancing:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

- **PPE:** <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- **Public health England** <https://www.gov.uk/government/organisations/public-health-england>
- **NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- **Government advice:** <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- **DfE** <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- **A detailed checklist and key guidance for action for health and safety** is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- **Information re testing:** <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Further advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](#) and [CIBSE coronavirus \(COVID-19\) advice](#).