

Hazel Wood High School
Risk Assessment – National Lockdown 6th Jan – 12th Feb
(Phase Three)

- 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 the Local Authority/Trust 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.

Phase Three: From the week commencing 6th January the Government are asking secondary schools to close to the majority of students whilst maintaining some in school provision for vulnerable students and those students whose parents are key workers.

Our Aim and Intent: We intend to close our school to the majority of students but provide in school provision for vulnerable students and those students whose parents are key workers. Our in-school provision will continue to follow the guidelines from the DfE on ‘full opening of schools’ in September and these arrangements are tailored to this situation in the risk assessment below. We will be delivering remote teaching and learning for the majority of our students through Microsoft TEAMS and they will follow their full timetables from home. We are committed to ensuring our students can access this provision safely with our support and where this is not possible, they will be given a place in school.

Coronavirus (COVID-19): Risk Assessment - Phase Three.

Hazel Wood High School

Assessment conducted by: P. Greenhalgh	Job title: Headteacher	Covered by this assessment: pupils, staff and other relevant individuals.
Date of assessment: January 6 th 2021	Review interval: in line with government updates	Date of next review: February 12 th 2021

Related documents

Restricting attendance during the national lockdown: schools Guidance for all schools in England January 2021, 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 in School

Area for concern	Recommended Control	Risk Rating prior to action H/M/L	Risk Rating following action H/M/L	In Place Lead Deadline
<p>The system of controls:</p> <p>PREVENTION</p>	<p>1. 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 following the procedures outlined below.</p>	H	M	
	<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 10 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	M	PGH/JSE
	<p>ACTION: We will have a working list (up dated daily) of staff and students who are absent with reasons clearly recorded.</p>	H	M	JSE/KD – Staff JHL/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. The identified First Aider will escort the pupil to the medical room/area under the bridge in full PPE. Parents will be contacted to collect from this area and the pupil will continue to be supervised until collected. 	H	M	JSE/SITE TEAM

	<ul style="list-style-type: none"> • 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. • 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. 			
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	Further guidance, and training, has been given to First Aiders on how to manage a suspected case of COVID19 in the school setting.			
	<p>2. We will be asking staff and students to clean hands thoroughly more often than usual. Pupils will wash hands as the arrive in class bubbles and are taken for handwashing twice within each hour. We will also focus on hand washing after sneezing or coughing, before and after handling or eating food and after going to the toilet. We will always ensure there are enough hand washing or hand sanitiser stations available</p>	H	M	
	<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. All class bubbles have identified toilet facilities. 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 	H	M	JSE/PMC/SITE TEAM

	<p>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.</p> <ul style="list-style-type: none"> 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>3. 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	M	
	<p>ACTION:</p> <ul style="list-style-type: none"> The school site will be well ventilated with windows and doors opened where appropriate to ensure a natural flow of air throughout the site. Teaching areas are 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 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. 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. 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 We will continue to source emerging products that will contribute to this area and improve our practice such as <ol style="list-style-type: none"> Touching of screens – Inventory App, card to clock in, pen to use /stylus Order pedestal bins (with lids) internally for classrooms 			<p>PGH/JSE/SITE TEAM</p>

	<p>4. 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 will be arranged prior to opening to allow teaching staff to use the staff room area and remain socially distanced. • 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. 	H	M	JSE/PGH/PMC/SITE STAFF

	<ul style="list-style-type: none"> • The OLP Trust 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 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. • All pupils are provided with computer access for live lessons. Any additional equipment needed is used solely by each child and not shared • The library books and loans of equipment, at this time, will be suspended. • Toilets will be cleaned regularly. 			
	<p>5. We will minimise contact between individuals and maintain social distancing wherever possible by ensuring:</p> <p>Each year group remains in their bubble for full days with consistent staffing. In the event that numbers increase, additional rooms will be added and again, groupings will remain consistent including additional staffing for supervision. Break time areas are identified for each year group and lunch is eaten in classroom spaces.</p>			
	<p>ACTION:</p> <ul style="list-style-type: none"> • 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. • Learning Spaces-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 and pupils will also use face coverings as extra protection. Similarly, it will not be possible when working with many pupils who have complex needs or who need 	H	M	SLT

	<p>close contact care. These pupils' educational and care support should be provided as normal.</p> <ul style="list-style-type: none"> • Lesson transitions – The only movement around school will be for break times and the use of toilets. All movement around school is supervised by room staff. • Lunch time - Lunch times for pupils are taken in classroom bases with PYL supervision. • End of school day: 2:45 for all groups who are escorted off site by classroom staff. • Extra-curricular activities: These are cancelled at this time • Session 7 – These are cancelled at this time • 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 - These are cancelled at this time and we will look to reduce all 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. • All rooms are identified on the rota. Any requests for additional rooms to be used need to be approved by SLT and communicated to the site team. • Identified rooms will be cleaned at least twice a day and cleaners will have the knowledge as to which rooms have been in use. • 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. • When the main entrance is used by staff who are signing in they will use their badges to gain entry. A maximum of two people are allowed in reception at one time. • Student bubbles will be supervised to enter and exit through main reception and staff will make sure this area is clear to do so. 			
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	<ul style="list-style-type: none"> InVentry mobile App is now in place to enable staff to move through reception quickly and sign in when in the building. 			
	<p>6) 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	M	
	<p>ACTION: The majority of staff will not require full PPE beyond what they would normally need for their work. Full 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 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. 	H	M	PGH/JSE/SITE TEAM
	<p>7) We will wear face coverings this is mandatory in all communal areas and transition points and learning spaces.</p>			
	<p>ACTION</p> <ol style="list-style-type: none"> Nationwide, the government is now recommending face coverings every member of HWHS will need to bring a face covering (mask not visor) to school, we would ask that face coverings are plain in colour and in no way offensive or inappropriate for school. Students and staff will be asked to wear the face covering at all times in school except when eating and drinking. 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 			

	<p>them they will be confiscated by staff and parents will be contacted to resolve this matter.</p> <ol style="list-style-type: none"> 4. 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. 5. No-one will be excluded from school on the grounds that they are not wearing a face covering. 6. 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. 7. 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. 			
	8) We will ensure the correct use of ventilation especially in Winter Months	H	M	
	<p>Action</p> <ol style="list-style-type: none"> 1. 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) 2. 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). 3. We will open internal doors to assist with creating a natural flow of air 4. 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	M	PGH/JSE/Site Team

The system of controls:	9) We will engage with the NHS Test and Trace process.	H	M	
RESPONSE TO INFECTION	<p>ACTION</p> <p>All school staff and pupils can access The NHS Test and Trace testing system, used to test symptomatic people (using a ‘polymerase chain reaction (PCR) test’). If a pupil who has attended school, or a staff member, receives a positive PCR test having developed symptoms, we will follow the guidance below.</p> <ul style="list-style-type: none"> • Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them. • provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries. • Where consent is not given for a secondary-age pupil who has been a close contact of the positive case to participate in asymptomatic testing, the pupil must self-isolate. • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test. PCR tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to PCR testing. The government will ensure that it is as easy as possible to get a PCR test through a wide range of routes that are locally accessible, fast and convenient. • The PCR test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils. • These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these test kits will also help ensure that • symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information 	H	M	PGH/JSE/HR/JHL/ACA

	<p>is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</p> <p>Schools should ask parents of children attending school and staff to inform them immediately of the results of any tests taken outside school and follow this guidance.</p> <ol style="list-style-type: none"> 1. If someone with symptoms tests negative for coronavirus(COVID-19),then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact. 2. If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive. 			
	<p>10) 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) 	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. 	H	M	JSE/PGH/JHL/SITE TEAM

	<ul style="list-style-type: none"> • 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. • Unwell pupils are to remain under the bridge, 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. 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 medical 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. 			
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	<ul style="list-style-type: none"> Usual procedures for pupils with known and pre-existing conditions will remain in place 			
	<p>11) We will contain any outbreak by following local health protection team advice • Identify any specific PPE needs and ensure sufficient supply using local supply chains</p>	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
	<p>12) We will introduce a programme of rapid testing for staff and students</p>	H	M	
	<p>Action:</p> <ul style="list-style-type: none"> Staff, pupils and students will be tested using a validated Lateral Flow Device. Up to a third of individuals who test positive for COVID-19 have no symptoms at all and can therefore spread the virus unknowingly. That is why the testing those without symptoms is vital. Identifying those individuals will save lives. This is what is known as 'rapid testing'. Initially our testing will be provided for all pupils, students and staff as they return. After this, staff will be tested once a week on an ongoing basis. Any pupils and staff who have symptoms should not be attending school and should be self- isolating. Pupils, students and staff will be tested if they come into contact with a positive case. This new approach, known as 'daily contact testing', will allow those who are in close contact with someone who has tested positive for COVID-19 to return to school or college if they agree to be tested for 7 days* following last contact with a positive case and that test is negative. 			PGH/LJO
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 	H	M	

	<ul style="list-style-type: none"> We will consider the impact on staff and pupils who have particular protected characteristics, including race and disability, in developing your approach to reopening 			
	<p>ACTION:</p> <ul style="list-style-type: none"> We will send this Risk assessment and summary to all staff for consultation A letter and booklet will be sent to staff and students to summarise key actions and invite questions or show how to raise concerns. A questionnaire will be sent to staff, students and parents to inform this and other Risk Assessments 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	M	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 	H	M	SLT

	wherever possible o the use of face coverings for children over the age of 11,			
Attendance	<ul style="list-style-type: none"> • During the period of national lockdown we will remain open to vulnerable children and young people and the children of critical workers only. All other pupils will receive remote education. Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school. • We will continue to record attendance and will follow up on absences of the pupils who are expected to be in school but where a parent wishes for their child to be absent, we will authorise the absence during this national lockdown period. Absence will not be penalised. • All pupils who are not eligible to be in school should be marked as Code X. They are not attending because they are following public health advice. • As vulnerable children are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know. This will be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable. • We will not plan for rotas or allow children other than those who are vulnerable or whose parent or carer is a critical worker to attend on-site, even if the school believes it can accommodate more children safely. 	H	M	PGH/JSE/JHL/ACA
Workforce	<p>PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments. All staff attending the school setting should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in the 'prevention' section.</p> <ul style="list-style-type: none"> • Staff who are clinically extremely vulnerable: Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace. Clinically extremely vulnerable individuals are those 	H	M	PGH/JSE/HR/

	<p>identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list).</p> <ul style="list-style-type: none"> • Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible. • Staff who are clinically vulnerable: Clinically vulnerable staff can continue to attend school where it is not possible to work from home. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings. • Staff who are pregnant - As per national restrictions, staff should work at home where possible. If home working is not possible, pregnant staff and their employers should follow the advice in the Coronavirus (COVID-19): advice for pregnant employees. • Staff who may otherwise be at increased risk from coronavirus (COVID-19) - Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19). 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. • People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home. <p>ACTION:</p> <ul style="list-style-type: none"> • Assess how many staff remain in this much smaller group and the impact on the workforce • Assess how many staff may be at increased risk due to protected characteristics and disparities in outcomes. • In light of our assessment, alter the way in which you deploy staff • To minimise the numbers of temporary staff entering the school premises speak with agencies to recruit a graduate cover supervisor. 			
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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 'remotely' in line with guidelines, the majority of lessons will be taught 'live' through Microsoft teams. Where this is not possible due to staff absence work will be uploaded for students to complete independently. 	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 receive access to physical activity at home or in school safely. 	H	M	RSP,JHA, EWH, TPA, MSM
Pupil safety, well-being and support	<ul style="list-style-type: none"> We have added to our safeguarding policy guidance for this time of lockdown and made this available to staff. 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. These staff will be in school to provide this support We have developed a bespoke PSHCE curriculum for the five weeks of lockdown designed to: support the rebuilding of friendships and social engagement, address and equip pupils to respond to issues linked to coronavirus (COVID-19), support pupils with approaches to improving their physical and mental wellbeing. Virtual form time and assemblies will be used to maintain welfare checks and communication. We have implemented a system of additional welfare calling for our most vulnerable families. 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. 	H	M	JHL/LJO/LMU

	<ul style="list-style-type: none"> 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 for remote education and continue to use our existing policies for on-site provision. 	H	M	LMU

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](#).