



- 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 Two: From the week commencing 1st September 2020 the Government are asking secondary schools to re-open to all students but they must follow Government guidance *‘Education and childcare during coronavirus; guidance for full opening – schools’* (June 2020). Future phases will be identified as government guidance is released.

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’ in September. 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.

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

Hazel Wood High School

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| Assessment conducted by: P. Greenhalgh & J. Seddon | Job title: Headteacher & School Business Manager | Covered by this assessment: pupils, staff and other relevant individuals. |
| Date of assessment: 07.07.20 | Review interval: in line with government updates | Date of next review: August 11 th 2020 |

Related documents

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 | | |
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| | | 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 | | | | |
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| Area for concern | Recommended Control | Risk Rating prior to action H/M/L | Risk Rating following action H/M/L | In Place Lead Deadline |
| The system of controls: PREVENTION | 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. Put in place a procedure for anyone becoming unwell | H | M | |
| | 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. | H | M | PGH/JSE <ul style="list-style-type: none"> • Letter sent to parents 15h July • Update letter sent 14th August |
| | ACTION: We will have a working list (up dated daily) of staff and students who are absent with reasons clearly recorded. | H | M | JSE/KD – Staff JHL/PYL – Students 1st September 2020 |
| | ACTION: <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. | H | M | JSE/SITE TEAM |

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| | <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. | | | <p>JSE to check with SJO/PMC that there is enough PPE provision available for Sept</p> |
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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. 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 | 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. • 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 Meeting Room 2, 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 | H | M | <p>JSE/PMC/SITE TEAM 1st September 2020</p> |

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| | <p>minimum used the hand sanitiser and directed to the toilets where they can wash their hands.</p> <ul style="list-style-type: none"> • 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>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"> • 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 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. 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 • We will continue to source emerging products that will contribute to this area and improve our practice such as | | | <p>PGH/JSE/SITE TEAM September 1st 2020</p> |

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| | <ol style="list-style-type: none"> 1. Dragons den – sanitiser J\SE to look into – pmc 2. Machines spray – last 30 days – JSE to investigate 3. Touching of screens – card to clock in, pen to use /stylus 4. Order pedestal bins (with lids) internally for classrooms | | | |
| | <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. | H | M | <p>JSE/PGH/PMC/SITE STAFF September 1st 2020</p> |

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| | <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. • 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 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>5. 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 year group 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: | | | |

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| | <ol style="list-style-type: none"> 1. Managing lunch queues 2. Reconfiguring dining spaces 3. Communicating new arrangements to catering suppliers and lunchtime supervisors | | | |
| | <p>ACTION: We will be holding an extra training day for staff in September to ensure we are all clear regarding Covid practice and this RA. Students will return in a phased process to enable them to become familiar with new practice.</p> <ul style="list-style-type: none"> • PAD days – Tuesday 1st September – Thursday 3rd September • Y7 return – Friday 4th September • 78-11 return on staggered starts – Monday 7th September • 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: We will still have assemblies in the Sports Hall in year group bubbles, due to importance of the messages we need to impart to our pupils. On the allocated day these will take place at AM registration and pupils will arrive from their outdoor bubble. If students are in assemblies they will need to do Respect time at the start of the lesson they go directly too. Monday 11, Tuesday 10, Wednesday 9, Thursday 8, Friday 7 • 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 | H | M | <p>SLT/JSE 1st September 2020</p> <p>Done</p> <p>Dividers on astro-turf are required, to request from SJO/Site</p> |

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| | <p>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 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. We will have a firm duty rota in place for transitions to police a one-way system. 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 | | | |
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| | <p>correction area. Once teaching staff have cleared site they will report to their year group bubble to support corrections before the duty staff arrive.</p> <ul style="list-style-type: none"> • 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 • Staff Meetings – We will continue to operate staff meetings as per calendar but we will use appropriate rooms to facilitate social distancing and no refreshments will be provided. • Parent Meetings - We will continue to operate parent meetings as per calendar but we will use appropriate rooms to facilitate social distancing and no refreshments will be provided. <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. | | | |
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| | <ul style="list-style-type: none"> We will investigate the use of a mobile app linked to InVentry 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 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 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 1 st September 2020 |
| | <p>7) We will allow the school community to wear face coverings and if in local lockdown make this mandatory in all communal areas and transition points</p> | | | |
| | <p>ACTION</p> <ol style="list-style-type: none"> Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of control, however we have decided that every member of HWHS will need to bring a face covering (mask or 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 when entering the school building and keep it on until they reach the classroom. They should wear it at lesson change overs and indoor areas at breaks and lunches. Once in the classroom's children can remove them. It is not necessary to wear a face covering in the classroom or when in outside areas at break and lunch times 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 – | | | |

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| | <p>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.</p> <ol style="list-style-type: none"> 4. In the event of new local restrictions being imposed, we will communicate quickly and clearly any new arrangements that require the use of face coverings in certain circumstances. 5. Face coverings can be worn in the classroom if it is personal preference. All students will be required to wear a name badge identifying them and the year group they are at all times so that we can identify and safeguard children effectively when they are wearing face coverings. Again, any misuse of face coverings will lead to confiscation and a parental meeting. 6. 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. 7. No-one will be excluded from school on the grounds that they are not wearing a face covering. 8. 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. 9. Children who are exempt will have an identifying symbol on their name badge so that they are not challenged by staff and so that this does not become an issue. | | | |
| The system of controls: | 8) 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) | H | M | |
| RESPONSE TO INFECTION | <p>ACTION</p> <ol style="list-style-type: none"> 1. Those with symptoms will be asked to get tested. Tests are available for pupils, staff and their households. To access testing parents will be advised to use the NHS 111 online coronavirus service or by calling 119. Both pupils and staff can follow the links on the NHS site to request a test. Further information and links (including to the employer referral portal) can also be found on the Gov.Uk site. 2. Should the test be negative the pupil/staff are able to return to school and the self-isolation for family members can end (for this instance). | H | M | PGH/JSE/HR/JHL/ACA September 1st 2020 |

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| | <p>3. Should the test be positive:</p> <ul style="list-style-type: none"> a. Track and Trace will contact the staff member/pupil to gather information on who they have been in contact with. The staff member/pupil should advise Track and Trace they have been in school and it is expected that Track and Trace will contact the school for details of who was within the affected teaching area. b. People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus. c. The other household members of the pupil/staff member are not required to self-isolate unless the pupil/staff member develops symptoms associated with coronavirus. d. If those in isolation develop symptoms, they can book a test at nhs.uk/coronavirus or by calling 119 <p>4. To enable the school to safeguard the health and wellbeing of pupils and staff we will ask for evidence that the test has taken place and for the outcome (negative/ positive/ inconclusive). This will enable schools to put into place appropriate plans for the safety of pupils, staff and visitors to school.</p> <p>5. School will inform Public Health England's HPT of any confirmed cases who will conduct rapid investigations and advise school on the appropriate actions to take including whether closing the school is required and deep clean arrangements made to ensure the environment is safe for reopening.</p> <p>6. Based on the subject requirement, school will endeavour to ensure minimal staff attendance in school. Therefore, should staff be required to self-isolate, this will reduce the impact on the proposed plans to keep the school open wherever possible.</p> <p>7. Should a coronavirus case be suspected, there are plans in place for areas to be cleaned each afternoon, and standby rooms are available if required. School will adhere to guidance from the local HPT. Should the case be confirmed the school will be closed for a deep clean as guided by the local Health Protection Team.</p> <p>8. Staff, pupils and parents will be made aware that they can contact the Department for Education coronavirus helpline if there are any questions about COVID-19 relating to education and children's social care. The telephone number is 0800 046 8687 and is open 8am to 6pm – Monday to Friday and 10am to 4pm – Saturday and Sunday. Staff should use</p> | | | |
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| | <p>the school unique reference number (URN 146970 or UK PRN 10082914) available when calling the helpline.</p> <p>9. School will keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</p> | | | |
| | <p>9) 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 7 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 | H | M | <p>JSE/PGH/JHL/SITE TEAM 1st September</p> |

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| | <p>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.</p> <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 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. • Usual procedures for pupils with known and pre-existing conditions will remain in place | | | |
| | <p>10) 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 | <p>PGH/JSE 1st September 2020</p> |
| Risk assessments | We will complete health and safety risk assessments where necessary | H | M | |

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| | <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 | | | |
| | <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 | | | | |
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| 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, | H | M | SLT July 17 th 2020 |

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| | <ul style="list-style-type: none"> 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. | | | |
| Attendance | <p>From the 1st September the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; schools' responsibilities to record attendance and follow up absence the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct <p>All Children should now be attending school with the exception of:</p> <ul style="list-style-type: none"> Children who are ill with illness not related to COVID19. Pupils who are shielding or self-isolating - a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) <i>(shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.)</i> some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will be able to immediately offer them access to remote education | H | M | PGH/JSE/JHL/ACA 1st September 2020 |

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| | <ul style="list-style-type: none"> Where children to attend school as parents are following clinical and/or public health advice, absence will not be penalised <p>We will identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them.</p> <p>We will look to use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources to secure pupils' regular attendance</p> <ul style="list-style-type: none"> We will work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance | | | |
| Workforce | <p>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school.</p> <ol style="list-style-type: none"> Staff who are clinically vulnerable or extremely clinically vulnerable <ul style="list-style-type: none"> We will apply the full measures in DfE guidance so that the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at-risk categories to take particular care while community transmission rates continue to fall The clinically extremely vulnerable list will be paused on 1st August. Some people on this list will remain under the care of their doctor or specialist and may advised not to return to work. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. | H | M | PGH/JSE/HR/ |

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| | <ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. <p>2. Staff who are pregnant As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically-vulnerable people.</p> <p>3. 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), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend contacting the Headteacher or SLT line manager to complete an individual and personalised Risk Assessment.</p> <p>4. Staff deployment Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly to welcome back all pupils at the start of the autumn term. Managers should discuss and agree any changes to staff roles with individuals.</p> <p>5. Deploying support staff and accommodating visiting specialists We will ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated.</p> <p>6. Recruitment</p> | | | |
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| | <p>Recruitment will continue as usual within legal guidelines and where remote interviewing is possible it will be used.</p> <p>7. Supply teachers and other temporary or peripatetic teachers. We will continue to engage supply teachers and other supply staff during this period. We will to minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school’s arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. To minimise the numbers of temporary staff entering the school premises, and secure best value, we will aim to use longer assignments with supply teachers and agree a minimum number of hours across the academic year..</p> <p>8. Staff taking leave We recognise that school staff have been working extremely hard throughout the coronavirus (COVID-19) outbreak and will be working hard to prepare for all pupils to return from the start of the autumn term. Many of our staff will want to take a holiday over the summer period, which may involve travelling abroad. The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK. As would usually be the case, staff will need to be available to work in school from the start of the autumn term. If the holiday was booked before March 31st and this can be evidenced the school will agree to cover this as a shielding absence on full pay. If the holiday is booked after this date then the member of staff would be required to take this time as unpaid leave.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> | | | |
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| | <p>Where it is not possible to avoid a member of staff having to quarantine during term time, we will consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p> <p>ACTION:</p> <ul style="list-style-type: none"> Assess via MS forms how many staff remain in this much smaller group and the impact on the workforce Assess via MS forms 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. | | | |
| 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 identified students for Autumn term and students will collect these from their PYL 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 | H | M | LJO/JHL/RSP September 1st 2020 |

| Curriculum, behaviour and pastoral support | | | | |
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| 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 be introducing a system to baseline all our students that will enable us to plan a curriculum for term one that supports any lost learning in the previous year whilst interweaving this with new curriculum plans. | H | L | PGH/RSP/LNO Directors 21st September 2020 |

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| | <ul style="list-style-type: none"> Parents and students will be informed that we intend to complete a series of baselines on return to school and to encourage pupils to engage with summer work 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. | | | |
| 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 | M | RSP, JHA, EHI, TPA, MSM 1st September |
| 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 have developed a bespoke PSHCE curriculum for the first three weeks of term 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. 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. | H | M | JHL/LJO/LMU 1st September |

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| | <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 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. Staff training will be held on September PAD days so that all staff are clear on this policy and procedure. 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 | M | LMU 1st September 2020 |

| Contingency planning for outbreaks | | | | |
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| 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 week's worth of packs 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 1st September 2020 |
| Remote education | 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 | M | L | LNO RSP |

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| | <ul style="list-style-type: none"> We will put in place a curriculum that allows access to high quality online and offline resources that is linked to the school or trust's curriculum expectations The plan will be as follows: Staff to have a week's worth of packs 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. <p>Following week 1, teaching will then be on Microsoft TEAMS and will follow the remote teaching and learning policy guidance September 2020.</p> | | | PGH 1st September 2020 |
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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>