



Hazelwick School Reopening September 2020 – Risk Assessment

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
<p>Contact with someone suffering from coronavirus</p>	<ul style="list-style-type: none"> • Staff • Students • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The medical block will be used for all medical referrals and the four small offices in that block will be used as isolation rooms. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection 	<p>SLT</p>	<p>September 2020</p>	<p>Parents/carers and staff informed of this on 1st September 2020.</p>

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		<p>Supervising staff will wash their hands thoroughly for 20 seconds after the student has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested. This will only be in accordance with the current government recommendations.</p> <p>Only in exceptional circumstances might staff take a symptomatic student home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic student, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a student or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to</p>			<p>The local health protection team will be informed by a member of the SLT.</p>

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		<p>confirm who has been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The students and staff in each group • Any close contact that takes place between children and staff in different groups <p>This is in accordance with timetabled lessons of students, as well as their social area, within their allocated year group zones.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			

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<p>Contact with coronavirus when getting to and from school</p>		<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Guidance from the local bus service, Metrobus, will be distributed to parents/carers.</p> <p>Parents/carers who need to drop off and pick up students will be told through information and signage:</p> <ul style="list-style-type: none"> • Students' allocated year group zones • The protocols for minimising adult to adult contact with no visitor, including parents/carers, allowed on the school site <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Anyone arriving at school will wash/sanitise their hands on arrival. Anyone wishing to remove their face mask should dispose of/store it appropriately. Each classroom has a sanitiser dispenser and each year group zone has its own sanitiser station.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p> <p>However, if the school becomes part of a local lockdown area, we will follow the latest local and national guidelines.</p>	<p>All staff and students</p>	<p>September 2020</p>	<p>Parents/carers and staff informed of this on 1st September 2020.</p> <p>Parents/carers and staff informed of this on 1st September 2020.</p> <p>Students will be reminded of the expectations around face masks in their first assembly in the first day of term.</p>

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Spreading infection due to touch, sneezes and coughs		<p>Hand washing/sanitising facilities will be provided. Each year group zone has its own allocated toilets to enable hand washing. Each year group zone has its own sanitiser stations in the social area. Every classroom in the school, as well as corridors, are equipped with sanitiser dispensers.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school and outside every classroom door.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored throughout the day to ensure that they are not close to running out.</p>	All staff and students	September 2020	

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<p>Spreading infection through contact with coronavirus on surfaces</p>		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Telephones <p>Students and parents/carers will be given guidance about the equipment they are required to bring into school each day to essentials like bags, lunch boxes, hats, coats, books and stationery.</p> <p>Staff will not lend to students any school equipment such as pens, highlighters etc.</p> <p>Areas of the school that are used by students will be cleaned thoroughly at the end of the day in line with our cleaning procedures.</p> <p>Areas of the school not in use will be shut off to make cleaning more manageable.</p>	<p>Site team, staff and students</p>		

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		<p>Any specialist resources shared between year groups, such as sports, art, technology and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between year groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>Individual and very frequently used equipment, like pens and pencils, will not be shared between students.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them. Year group zoning has kept this to an absolute minimum.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored closely to make sure that they are not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling students' books.</p>			
Spreading infection due to excessive contact and mixing		All students will be kept in year group zones, apart from other year groups. They will use classrooms in their zone, with the exception of those requiring specialist equipment. Where a classroom is used by two year groups in succession, the room will be	Staff and students	September 2020	Parents/carers and staff informed of this in July with further guidance distributed

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between students and staff in lessons		<p>thoroughly cleaned before the second lesson takes place.</p> <p>Students will be reminded to maintain social distancing of 2 metres from staff and those in other year groups. They will be reminded to maintain social distancing, as much as possible, from others in their own year group.</p> <p>Students will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Lessons will not involve singing, shouting or playing brass/wind instruments. Singing or instrument playing will only take place when deemed appropriate and in accordance with the latest government guidance.</p> <p>Extra-curricular activities across year groups and within year groups will not take place.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between students will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This will not always be possible, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p>			on 1 st September 2020.

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		<p>Any students with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene, seeking guidance from their line manager where necessary.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for students with SEND will provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene and to seek advice from their line manager where necessary.</p>			
Spreading infection due to excessive contact and mixing between students and staff around and outside of the school		<p>Students will be kept in the same year groups at all times each day, and be kept separate from other year groups.</p> <p>Students and staff may choose to wear a face mask. Where this is the case, it should not impede communication.</p> <p>If the school becomes part of a local lockdown area, we will follow the latest local and national guidance.</p> <p>For students who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these students safe.</p>	SLT	September 2020	

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		<p>Year groups will have staggered lunch times and separate assemblies to avoid too many students being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Students will be supervised to reduce interactions between year groups and they will be reminded about the rules throughout the day.</p> <p>Some rooms may be accessed directly from outside and some corridors will have a divider down the middle to keep groups apart.</p> <p>The school Behaviour Policy has been updated to enable and encourage social distancing.</p> <p>Student toilets will be in their own year group's zone. Staff will make use of staff toilets only.</p> <p>Staff will maintain social distancing in staff work areas and offices.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors in line with existing school procedures.</p> <p>Non-residential domestic educational visits may take place in the same student groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p>			<p>Parents/carers and staff informed of this on 1st September 2020.</p>

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Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school meets health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety, safeguarding and the curriculum wouldn't be compromised.</p> <p>The use of lifts will be avoided unless essential.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	Site team	September 2020	
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	All staff	September 2020	

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Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and students are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will discuss with HR their requirements and may require an individual risk assessment.</p>	SLT and HR	September 2020	