



# Hazelwick School Covid-19 Risk Assessment - updated September 2021

This should be read in conjunction with Schools Coronavirus (COVID-19) Operational Guidance (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#system-of-controls>), which includes the system of controls.

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	CHANGES FROM FULL REOPENING IN SEPTEMBER	PERSON(S) RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Students</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<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 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>Students or staff who have travelled abroad will be referred to the current government guidance on quarantine and advised that they must not come into school.</p> <p>Promote and engage with the NHS Test and Trace process and encourage students, parents/carers and staff to follow the advice they have been given by NHS Test and Trace.</p>	SLT	September 2021	

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		<p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection</li> </ul> <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</p>	<p>Rapid testing programme:</p> <ul style="list-style-type: none"> <li>• Staff will be advised to take 2 lateral flow tests prior to returning to school in September</li> <li>• Students will be advised to take 2 lateral flow tests, taken at school 3 to 5 days apart,</li> </ul>			

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		<p>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"> <li>• Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or</li> <li>• The driver and passenger will maintain a distance of 2m from each other; or</li> <li>• 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</li> </ul> <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>prior to returning in September</p> <ul style="list-style-type: none"> <li>• Students will be offered 2 lateral flow tests per week thereafter, to take at home</li> <li>• If a student or staff member tests positive, they should follow the advice of NHS Test and Trace.</li> <li>• Parents/carers of students with a positive home test are asked to contact the relevant Head of Year team.</li> <li>• Students and staff should report their home test results to NHS Test and Trace. They should also share their test results with the school via the Google form (both home tests and PCR tests).</li> </ul>			

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		<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 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"> <li>• The students and staff in each group, including the classroom seating plan</li> <li>• Any close contact that takes place between children and staff in different groups</li> </ul> <p>This is in accordance with timetabled lessons of students, as well as their year group social area.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• 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"> <li>○ Being coughed on,</li> <li>○ A face-to-face conversation, or</li> </ul> </li> </ul>	<p>School will work with the local health protection team to decide if additional action is needed, such as student or staff member is admitted to hospital as a result of Covid-19.</p> <p>The School is no longer required to undertake routine contact tracing in school.</p>			

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		<ul style="list-style-type: none"> <li>○ Unprotected physical contact (skin-to-skin)</li> <li>● Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>● Travelling in a small car with an infected person</li> </ul> <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> <p><b>Rapid testing programme:</b></p> <p>Staff and students provided with a privacy notice and consent form, so they can consent to testing.</p> <p>Staff are offered 2 lateral flow tests per week in school.</p>	<p>The school will seek advice from Public Health England via the DfE helpline (0800 046 8687) if a student or staff member is admitted to hospital with Covid-19.</p> <p>Rapid testing programme:</p> <ul style="list-style-type: none"> <li>● Staff will be advised to take 2 lateral flow tests prior to returning to school in September</li> <li>● Students will be advised to take 2</li> </ul>			

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		<p>Students in school (vulnerable and children of critical workers) are offered weekly lateral flow tests.</p> <p>In all cases:</p> <ul style="list-style-type: none"> <li>• Staff will carefully read the government's guidance on administering tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests</li> <li>• All staff involved in testing complete the online training module and receive in-school practical training</li> <li>• If the lateral flow test is positive, we will follow the same steps (laid out above) as if that student/staff member were displaying symptoms. They will</li> </ul>	<p>lateral flow tests, taken at school 3 to 5 days apart, prior to returning in September</p> <ul style="list-style-type: none"> <li>• If a student or staff member tests positive, they should follow the advice of NHS Test and Trace.</li> <li>• Parents/carers of students with a positive home test are asked to contact the relevant Head of Year team.</li> <li>• Students and staff should report their home test results to NHS Test and Trace. They should also share their test results with the school via the Google form (both home tests and PCR tests).</li> </ul>			

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		<p>need to take a 'standard' coronavirus (PCR) test to confirm their result</p> <ul style="list-style-type: none"> <li>• If the lateral flow test is negative, the pupil/staff member can continue to attend school</li> </ul> <p>We won't need to see evidence of a negative test result in order to allow staff and pupils to attend school.</p> <p>All staff and students will continue to follow the measures set out in this risk assessment, regardless of their participation in rapid testing.</p> <p>We will ask students and staff to share all test results with us, and we will keep accurate records of all results. We will only share health records with the relevant people, in line with GDPR regulations.</p> <p>We will report test results to NHS Test and Trace wherever this is required by current government guidance.</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 distributed to parents/carers.</p> <p>Parents/carers who need to drop off and pick up students are told:</p> <ul style="list-style-type: none"> <li>The protocols for minimising adult to adult contact with restricted visitors, including parents/carers not being allowed on the school site</li> </ul> <p>Anyone arriving at school is expected to wash/sanitise their hands on arrival. Anyone wishing to remove their face mask at the appropriate time (e.g. students, when eating) should dispose of/store it appropriately. Each classroom has a sanitiser dispenser and each year group social area 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>Face coverings are no longer legally required on public transport.</p> <p>Face coverings are no longer required to be worn by students, staff or visitors in either classrooms or communal areas.</p> <p>Face coverings are expected and recommended in enclosed and crowded spaces where people may come into contact with others they don't normally meet, including public transport.</p>	<p>All staff and students</p>	<p>September 2021</p>	<p>Parents/carers and staff informed of this in September 2021</p>



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		<p>If the school becomes part of a local lockdown area, we will follow the latest local and national guidelines.</p>				
<p>Spreading infection due to touch, sneezes and coughs</p>		<p>Each year group has its own sanitiser stations in their social area. All classrooms in school, as well as corridors, are equipped with sanitiser dispensers.</p> <p>Everyone in school is expected to:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing</li> <li>• Be encouraged not to touch their mouth, eyes and nose</li> <li>• Use a tissue or elbow to cough or sneeze, and use bins for tissue waste</li> </ul> <p>Students will be encouraged to learn and practise these habits in</p>	<p>All classrooms will continue to be equipped with sanitiser dispensers. Communal sanitiser stations will continue to be provided.</p>	<p>All staff and students</p>	<p>September 2021</p>	

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		<p>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> <p>Lidded bins for tissues/disposable paper towels, are placed in every classroom and emptied each day.</p>				
Spreading infection through contact with coronavirus on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using cleaning products, specifically for Covid-19 (EN-14476), including:</p> <ul style="list-style-type: none"> <li>• Bannisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Telephones</li> </ul>		Site team, staff and students		

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		<p>Students and parents/carers given guidance about the equipment they are required to bring into school each day. 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>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"> <li>• Cleaned frequently and meticulously, and always between year groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared between students.</p> <p>Students will sanitise their hands on entering the classroom at the beginning of every lesson. At the</p>	<p>Staff are able to lend equipment to students.</p> <p>Students are able to share resources.</p> <p>This is no longer required.</p> <p>This is encouraged, though not mandated.</p>			

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		<p>end of every lesson, each desk surface and the touchpoints on chairs will be cleaned with sanitiser. Students will sanitise their hands again on exiting the classroom at the end of the lesson.</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 <a href="#">decontamination guidance</a>.</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>	This is no longer required.			
Spreading infection due to excessive contact and mixing between students		Students will sanitise their hands on entering the classroom at the beginning of every lesson. At the end of every lesson, each desk surface and the touchpoints on chairs will be cleaned with sanitiser. Students will sanitise their hands again on exiting the classroom at the end of the lesson.	This is no longer a requirement.	Staff and students	September 2021	Parents/carers and staff informed of this in September 2021.

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and staff in lessons		<p>Students will be reminded to maintain social distancing of 2 metres from staff and those in other year groups, wherever possible. 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</p>	<p>This is no longer a requirement.</p> <p>This is no longer a requirement.</p> <p>Instrumental lessons within the music department will be permitted</p> <p>These are now permitted to take place.</p> <p>These are now permitted to take place.</p>			



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		<p>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>				
<p>Spreading infection due to excessive contact and mixing between students and staff around and outside of the school</p>		<p>Students and staff should 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> <p>Year groups will have staggered lunch times 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>Face coverings no longer need to be worn by students, staff and visitors in classrooms or communal areas.</p> <p>This is no longer a requirement.</p>	<p>SLT</p>	<p>September 2021</p>	<p>Parents/carers and staff informed of this in</p>





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		<p>record will be kept of all visitors in line with existing school procedures.</p>				
<p>Spreading infection due to the school environment</p>		<p>Checks to the premises are done to make sure the school meets health and safety standards before opening in September. Preventative property Maintenance (PPM) is completed monthly to ensure health and safety compliance. Staff log individual calls to a centralise helpdesk.</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 are provided in classrooms and other key locations to dispose of tissues and any other waste.</p>	<p>Checks to the premises are done to make sure the school meets health and safety standards. Preventative property Maintenance (PPM) is completed monthly to ensure health and safety compliance. Staff log individual calls to a centralised helpdesk.</p> <p>This is no longer a requirement, though good ventilation is encouraged.</p>	<p>Site team</p>	<p>September 2021</p>	

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		Outdoor space will be used for exercise and breaks, and for education where possible.				
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>	This is no longer a requirement.	All staff	September 2021	
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</p>	<p>Staff previously considered clinically extremely vulnerable (CEV) should, as a minimum, follow the same Covid-19 guidelines as all other staff, but may wish to take extra precautions.</p> <p>Staff should continue to follow any additional precautions advised by their doctor or clinician.</p>	SLT and HR	September 2021	

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		may require an individual risk assessment.				