



## Hebden Green Coronavirus Recovery Plan and Risk Assessment 'Plan B' January 2022

In all education, childcare and social care settings, preventing the spread of Coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).

A range of approaches and actions should be employed to do this.

All staff must strictly follow the guidance in this risk assessment and implement the control measures described.

All pupils and their family members must be supported in how to adhere to the safety measures in place, with appropriate incentives, reminders, guidance and resources being provided on an individualised process.

These can be seen as a 'System of Controls' that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

**Control measures** You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Overarching Guidance for all staff Schools coronavirus (COVID-19) operational guidance [Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/97222/schools-coronavirus-operational-guidance-2020.pdf)

SEND and specialist settings - additional operational guidance: coronavirus (COVID-19) [Special schools and other specialist settings: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97222/special-schools-and-other-specialist-settings-coronavirus-covid-19-operational-guidance-2020.pdf)

**This risk assessment has been completed by the Headteacher, who is the coronavirus lead, in association with governors and staff.**

**Updated: 4.1.2022 Next update 25.1.2022**





## **Staff Protocol**

### **Arrival to school:**

- Do not come to work if you have coronavirus symptoms or go home as soon as these develop (inform SLT) and access a test as soon as possible. If you are unable to attend work phone Michelle Worrall on 01606 594221 between 8am and 8:15am.
- You **MUST** phone Michelle Worrall every morning that you are absent, between 8am and 8.15am. If you are too unwell, please arrange for your next of kin to make contact.
- Keep all clothing no longer than elbows, to allow for effective hand and wrist washing. Keep nails free of gel or polish and only wear studs and wedding rings.
- Enter your zone directly. Do not come into the main reception or enter via any other door in school. Clean your hands and wrists on arrival.
- Minimise the items you are bringing to school and store them separately to your colleagues.
- Sign yourself in and out in your zone, using your own pen/ writing equipment.

### **During the school day:**

- Use the 'catch it, bin it, kill it' approach with coughs and sneezes.
- Avoid touching your mouth, nose and eyes.
- Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Clean frequently touched surfaces often, following hygiene procedures, using the supplied cleaning products in your zone. Staff must follow the cleaning advice in your zone.
- Help your class and your zone to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters. These will need to be modified to suit the pathway learning needs of your group or zone. Remember to talk about these principles with your pupils and students, in a way that is meaningful with them.
- Prevent your class from sharing equipment and resources with each other as much as possible. Do not use equipment or resources from other zones.
- Specialist equipment is to be cleaned between each session.
- All equipment such as toys, computers must be thoroughly cleaned between each session and at the end of the day.
- Keep your classroom door and windows open wherever possible, for air flow.
- Immediately inform school if you develop coronavirus symptoms by contacting a member of the SLT or school office. The School Business Manager or the Headteacher will support you in receiving a test by providing you with details of the NHS testing link, which can also be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>





- Limit your contact with other staff members, such that staff must not congregate in communal spaces, the car park or at the start and end of the school day. Zones have been provided with break rooms, these must not be entered by staff from other zones.
- Use PPE provided by school, following our PPE guidance. Talk to SLT if you need to modify use of PPE allied to your circumstances.
- Only use zone facilities provided, including toilets, break spaces, fridges and kettles. Clean these resources each time you use them. Do not use resources from other zones. If you need modification or support with staff zone resources, please talk to SLT

#### **At the end of the school day:**

- Clean all surfaces in your classroom and zone, allied to the daily and weekly checklists in your zone.
- Clean and safety store equipment and resources in your classroom or zone.
- Move equipment from the floor, so that cleaners can clean the floor.
- Move any equipment out of the corridors/ social zones, so that cleaners can clean the spaces.
- Keep all rooms in your zone free of clutter and equipment as far as possible, to enable regular, frequent and deeper cleaning as necessary.
- Wash your hands with soap and water, dry well and/or sanitise before you leave the building, going directly to your car.

#### **Working in Residential:**

- The same protocol applies in our overnight provision as our day provision.
- There is a specific risk assessment for residential, written by Sally Woods, and can be found on our website.

Hebden Green is committed to dignity and equality at work. If the information above does not meet your requirements, please talk with Alison Ashley as a matter of urgency.

Hebden Green is committed to your safety at work. If the information above makes you feel unsafe, please talk with Alison Ashley as a matter of urgency.

If you want to discuss any of this information in more detail please contact Alison Ashley.





This risk assessment is divided into 6 sections:

1	Public Health England – minimising the risk of transmission
2	School Operations
3	Curriculum, Behaviour and Wellbeing
4	Assessment and Accountability
5	Contingency Planning to provide continuity of Education in the case of a local outbreak
6	Mass Asymptomatic Testing in Specialist Settings

This risk assessment has been updated using the following guidance:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612422/schools-covid-19-operational-guidance.pdf)

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

*Note - Hebden Green School will identify that through implementing control measures, it is possible to reduce the risk, however, we will not be stating at what level the risk remains. That would be based on scientific advice of which we cannot provide as an education establishment*



1 Public Health England – Minimising the Risk of Transmission			
Hazard= Catching and/or Transmission of Coronavirus  Issue/ Subject	Control Measures/ Protective Measures	Additional Guidance	Who may be affected? At risk groups
A requirement that people who are ill should stay at home	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	When someone develops COVID-19 symptoms or has a positive test Pupils, students, staff and other adults should follow public health advice on when to self -isolate and what to do. They should not come into their education setting if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or have a positive test).	All staff, pupils and students
Protecting people who are clinically extremely vulnerable	<p>• Staff - staff are able to return to work</p> <p>Pupils - It is important that children attend school for their education, wellbeing, mental health and long-term development. Clinically extremely vulnerable pupils and students should return to their school. This includes early years provision, wraparound childcare and applicable out-of-school settings. Children who live in a household with someone who is clinically extremely vulnerable are not advised to shield and should have returned to school..</p> <p>Where parents are concerned about their child's attendance, they should speak to their child's school about their concerns and discuss the protective measures that have been put in place to reduce the risk. They should also discuss other measures that can be put in place to ensure their children can regularly attend school.</p> <p>The use of rapid lateral flow tests allows us to identify individuals with coronavirus (COVID-19) who do not have symptoms. Finding asymptomatic cases, along with other infection prevention and control measures such as social distancing, can help us manage the spread of the virus.</p> <p>To safeguard the health of the teaching workforce and keep as many staff, pupils and students in school and college as possible, we have made <a href="#">rapid lateral flow tests available</a> to schools and colleges. Lateral flow tests can also be accessed directly for households, childcare and support bubbles of primary and secondary school pupils and for households, childcare and support bubbles of primary and secondary school staff. This testing will also help keep safe those in the community who are clinically extremely vulnerable and their families. All secondary schools and colleges are continuing to put in place a <a href="#">range of protective measures</a> to help minimise the risk of spreading COVID-19. These include social distancing, handwashing, use of face coverings in specific situations, bubbles, enhancing cleaning, ventilation and managing confirmed cases.</p> <p>All education settings have implemented a range of protective measures recommended by Public Health England (PHE) which,</p>	<p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>The shielding programme <a href="#">ended in England</a> on 15 September 2021. This means that people who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific guidance.</p> <p>This is because we know a lot more about the virus and what makes someone more or less vulnerable to COVID-19, the vaccine continues to be successfully rolled out, and treatments are becoming available. If your immune system means you are at higher risk from COVID-19, <a href="#">there is specific guidance</a> for you (including a definition of what this means).</p> <p>If you have not yet received the COVID-19 vaccine, you should <a href="#">get vaccinated</a>. Evidence indicates that 2 doses of a COVID-19 vaccine provide very effective protection against hospitalisation. It usually takes around 2 to 3 weeks for your body to develop its protective response.</p> <p>To maintain this high level of protection through the coming winter, you should also get a booster vaccine for COVID-19 when offered. The booster programme is open to every adult who has had a second dose of the vaccine at least 3 months ago.</p> <p>You should continue to <a href="#">follow the same guidance as the general public</a> on staying safe and preventing the spread of COVID-19. However, as someone with a health condition, you may want to consider, alongside any advice from your clinician, if additional precautions are right for you. These could include:</p> <ul style="list-style-type: none"> <li>• considering whether you and those you are meeting have been vaccinated – you might want to wait until 14 days after everyone's most recent dose of a COVID-19 vaccine before being in close contact with others</li> <li>• considering continuing to practice social distancing if that feels right for you and your friends</li> <li>• asking friends and family to take a rapid lateral flow antigen test before visiting you</li> <li>• asking home visitors to wear face coverings</li> <li>• avoiding enclosed crowded spaces</li> </ul> <p>There is different guidance available for people living in <a href="#">Scotland</a>, <a href="#">Wales</a> and <a href="#">Northern Ireland</a>.</p>	Staff and pupils who are clinically extremely vulnerable





	<p>when followed, create an inherently safer environment for early years children, pupils, students, staff and families.</p>		
<p>An individual develops coronavirus Symptoms on site</p>	<p>In the event that anyone (staff or child) displays any coronavirus symptoms:</p> <ul style="list-style-type: none"> <li>• Talk with the school health teams to receive support, guidance and advice specific to that child or adult. Decide together re calling the family of the child</li> <li>• The individual must be sent home and advised to follow the guidance for households with possible coronavirus infection.</li> <li>• If a child is awaiting collection, they should be moved to one of the isolation rooms attached to their zone, where they can be isolated with support from a member of staff.</li> <li>• PPE should be worn by staff caring for the child while they await collection</li> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with school cleaning products after someone with symptoms has left will reduce the risk of passing the infection on to other people.</li> </ul>	<p>The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day.</p> <p>COVID-19 infection rates are very high and the Omicron variant is spreading rapidly. It is important that we all take steps to reduce the spread of COVID-19 infection in the community to save lives and protect the NHS.</p> <p>If you have COVID-19 <a href="#">symptoms</a> you should stay at home and self-isolate immediately. You should <a href="#">arrange to have a PCR test</a> as soon as possible. If this PCR test result is positive, you must continue to self-isolate.</p> <p>If you do not have COVID-19 symptoms, but you have a positive PCR test result, you must stay at home and self-isolate.</p> <p>If you live in the same household as someone with COVID-19 you are at significantly higher risk of becoming infected yourself.</p> <p>If you have been vaccinated with a COVID-19 vaccine, you are less likely to become severely ill if you catch COVID-19. You are also less likely to spread COVID-19 to other people, but it is still possible for this to happen. Therefore:</p> <ul style="list-style-type: none"> <li>• if you are aged 18 years 6 months or over and you are not fully vaccinated*, and you live in the same household as someone with COVID-19, you are legally required to stay at home and self-isolate</li> <li>• if you are fully vaccinated or aged under 18 years and 6 months, and you live in the same household as someone with COVID-19, you are not legally required to self-isolate. However, you are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive</li> </ul> <p>*You are fully vaccinated 14 days after having received 2 doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or one dose of the single-dose Janssen vaccine.</p> <p>LFD tests are very good at identifying people who have high levels of coronavirus and are most likely to pass on infection to others, even if you do not have symptoms.</p> <p>You may be entitled to a one-off payment of £500 through the <a href="#">NHS Test and Trace Support Payment scheme</a> if you are legally required to stay at home and self-isolate or you are the parent or guardian of a child who has been told to self-isolate.</p>	<p>All staff, pupils and students</p>





<p>Face covering in schools</p>	<p>In line with guidance updates and further information with regard to coronavirus, please ensure you are wearing your mask:</p> <ul style="list-style-type: none"> <li>• In communal spaces <i>corridors, toilets, staff room;</i></li> <li>• When you are collecting children and young people or taking children and young people to their transport;</li> <li>• When you are feeding children and young people;</li> <li>• When you are providing personal intimate care.</li> </ul>	<p>National guidance around the use of face coverings was updated 2.1.2022</p> <p><a href="https://www.gov.uk/government/news/more-support-to-keep-pupils-in-the-classroom">https://www.gov.uk/government/news/more-support-to-keep-pupils-in-the-classroom</a><a href="#">Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</a></p> <p><a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</a></p> <p>Pupils are encouraged to wear a mask in school if they can. However, for most pupils this will not be possible, practical or in some circumstances safe. In Hebden Green we acknowledge that mask wearing for many pupils is not possible. Whilst we take account of government guidance we also put the health, safety and wellbeing of our pupils within this risk assessment.</p>	<p>All staff, pupils and students</p>
<p>Robust hand and respiratory hygiene</p>	<ul style="list-style-type: none"> <li>• Clean hands thoroughly more often than usual</li> <li>• On arrival and before leaving the school site</li> <li>• Hand washing must be planned into the activities of the day</li> <li>• Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>• Ensure the HANDS FACE SPACE rule is talked about and followed.</li> </ul>	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. Special settings should support pupils and students to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating.</p> <p>The 'catch it, bin it, kill it' approach continues to be very important, so settings must ensure that they have enough tissues and bins available in the setting to support pupils and staff to follow this routine. We must also think about HANDS FACE SPACE at all times.</p>	<p>All staff, pupils and students</p>
<p>Enhanced cleaning arrangements</p>	<ul style="list-style-type: none"> <li>• <b>See separate risk assessment – Cleaning and Hygiene Risk Assessment</b></li> <li>• <b>All zones have daily and weekly cleaning protocol in their zones</b></li> </ul>	<p>Points to consider and implement:</p> <p>Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms or shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> </ul>	<p>All staff, pupils and students</p>
<p>Formal consideration of how to reduce contacts and maximise</p>	<p>School has been reorganised into 6 Teaching and Learning Zones (bubbles), with admin and SLT separate in main reception. Residential is a separate zone.</p>	<p>Mixing and 'bubbles'</p> <p>As part of our 'Plan B' response, we will keep children in consistent groups ('bubbles') to minimise movement around school as far as we can.</p>	<p>All staff and students</p>





<p>distancing between those in School or college and wherever possible minimise potential for contamination so far as is reasonably practicable</p>	<p>Each learning zone has:</p> <ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Social space</li> <li>• Therapy space</li> <li>• Isolation room</li> <li>• Toilets</li> <li>• Staff toilets</li> <li>• Staff break rooms</li> </ul> <p>Each zone is separate and pupils do not cross zones.</p> <p>SLT staff can provide support in zones, providing they wear a face covering.</p> <p>Health staff including nurses, physiotherapists, speech and language therapists and occupational therapists can provide therapy and care in zones, using the provided PPE.</p> <p>Staff and pupils arrive and depart each zone using their entrance.</p> <p>Zones support the intention to minimise the prevalence of coronavirus across school.</p>		
<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>PPE is located at the entrance to each zone, to be used by all school staff and all health colleagues.</p> <p>PPE donning and doffing training has been provided during Coronavirus return to work training, the return to work handbook and in small group sessions led by the site team.</p> <p>Posters are displayed regarding the correct use of PPE as a reminder. Any staff with PPE queries must contact their line manager, where advice from PHE will be sought and feedback given swiftly.</p> <p>PPE MUST be worn when supporting children with eating and drinking/ feeding children.</p> <p>PPE MUST be worn when providing personal intimate care.</p>	<p>The majority of staff in education settings 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> <p>where an individual child or young person becomes ill with Coronavirus 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</p> <p>When working with children and young people who cough, spit or vomit but do not have coronavirus symptoms, only any PPE that would be worn as part of their care and treatment, should be worn.</p> <p>In Hebden Green School, the use of PPE is essential due to the nature of contact we have with our children. <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>	<p>Staff</p>





Engage with the NHS Test and Trace process	<p>Staff will sign in and out of their zone each day, rather than using the main reception.</p> <p>The SLT have prepared a contact trace of all school staff and children in each zone.</p> <p>It is essential that staff and pupils do not move between zones as they may not be considered in contact tracing.</p> <p>Health colleagues have a register of their attendance each day. In the event of contact trace being needed, the SLT will contact Mat Southall who will manage contact tracing with onsite health colleagues working across zones.</p>	<p><b>All staff members and parents and carers must understand that they will need to be ready to:</b></p> <ul style="list-style-type: none"> <li>•book a PCR test if they are displaying symptoms - staff and pupils must not come into the setting if they have symptoms</li> <li>•provide details of anyone they have been in close contact with if they were to test positive for Coronavirus or if asked by NHS Test and Trace</li> <li>•Settings should ask parents and staff to inform them immediately of the results of a test</li> <li>•If someone tests negative, if they feel well and no longer have symptoms similar to Coronavirus, the pupil or staff member can return when they are symptom free with a controlled temperature for 48hrs.</li> <li>•If the test result is positive, they should inform their setting immediately, and should isolate for 7 days from the onset of their symptoms or if asymptomatic from the date of their test, following <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>•The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day</li> </ul>	Staff and parents
Asymptomatic testing	<p>LFD testing will continue to include:</p> <p>All pupils from year 7 will be given LFT kits for twice weekly testing at home, we will be unable to test pupils on site</p> <p>They will then be provided with home kits for twice weekly testing as per government guidelines</p> <p>Staff will be given kits for twice weekly testing at home.</p>	<p>Asymptomatic testing</p> <p>Testing remains important in reducing the risk of transmission of infection within settings. That is why, whilst some measures are relaxed, others will remain.</p> <p>If necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>As children and young people will potentially mix with lots of other people during the Christmas break, all secondary school pupils and post-16 students should complete 2 lateral flow device (LFD) tests, 3-5 days apart, on their return in January 2022. This is as far as is possible in line with the complex health and medical needs of our pupils and students.</p>	
Manage confirmed cases of Coronavirus	<p><b>Public Health Contact Details</b></p> <p><b>Helpline number 0800 046 8687 to report positive case</b></p>	From Government guidance, for the full opening of special schools.	SLT





<p>amongst the school and college community</p>	<p><b>Monday-Friday 8am-6pm</b> <b>Saturday and Sunday 10am-4pm</b> <b>Test and Trace</b> <b>Monday -Friday 8am-7pm 0300 1238123</b> <b>Saturday and Sunday 03001237035</b> <b>General enquiries</b> <a href="mailto:healthprotectionsecure@cheshirewestandchester.gov.uk">healthprotectionsecure@cheshirewestandchester.gov.uk</a> Additional support for special schools 0344 225 0562, option 0 then option 1 Out of hours PHE 0151 434 4819</p>	<p><b>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school and college community</b></p> <p>Settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Settings should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take.</p>	
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## SECTION 2

## School Operations

Hazard= Catching and/or Transmission of coronavirus  Issue/ Subject	Control Measures/ Protective Measures	Additional Guidance	Who might be affected? At risk groups
Parents, carers and families coming onto school grounds	<ul style="list-style-type: none"> <li>• Parents driving into school will be directed to zone drop off spaces by staff wearing yellow jackets, from 8.45am/ 3.15pm</li> <li>• Parents will not enter the school building.</li> <li>• If a parent needs to collect their child during the day for an appointment or if they become unwell, they will be directed to the zone drop off space and NOT main entrance.</li> <li>• Parents and visitors coming on to our school site will be expected to wear a mask.</li> </ul> <p><b>GATES WILL BE LOCKED BEFORE ANY MOVEMENT ON FOOT/ IN WHEELCHAIR COMMENCES</b></p> <p><b>See separate Transport Risk Assessment – LL, LW</b></p>	<p><b>We expect all parents, carers and visitors to our site to wear a mask when entering our campus.</b></p>	<p>Staff Parents and carers Pupils and students</p>
Local authority provided transport	<ul style="list-style-type: none"> <li>• Taxis and buses will be directed to zone drop off spaces by staff wearing yellow jackets, from 8.45am/ 3.15pm</li> <li>• Drivers and escorts will be instructed on where to wait at their vehicle</li> <li>• Drivers and escorts will not enter the school building</li> </ul> <p><b>GATES WILL BE LOCKED BEFORE ANY MOVEMENT ON FOOT/ IN WHEELCHAIR COMMENCES</b></p> <p><b>See separate Transport Risk Assessment - BK</b></p>	<p><b>Note – parents/carers must understand that the local authority is responsible for transporting their child to School. The risk assessment that will be in place for transporting pupils via taxi is completed and managed by the local authority.</b></p>	<p>Pupils and students Staff LA transport providers</p>
Staffing	<ul style="list-style-type: none"> <li>• All staff are expected to attend work for their usual hours of work</li> <li>• Staff absence will not be covered by staff from other zones, to support our endeavours to minimise cross contamination</li> <li>• Any staff displaying any symptoms of coronavirus on site must contact their line manager immediately, or if at home not attend work and contact Michelle Worrall between 8am and 8.15am</li> </ul>	<p>Pregnancy You will need to follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice. Your workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers.</p>	<p>Staff</p> <p><b>Staff who are clinically vulnerable or clinically extremely vulnerable</b></p>





	<ul style="list-style-type: none"> <li>Any pregnant staff will have a separate risk assessment completed with their line manager and HR lead in school</li> <li>If staff absence is making school unsafe, the Headteacher will discuss with the chair of governors and local authority the need to close a class, group of classes of a zone. Every endeavour will be made keep school operational and this would be a last resort. However, due to the need to provide education, therapy and care throughout the day, which relies on a high level of staff support, partial closure may be unavoidable.</li> </ul>	<p>If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the workplace risk assessment to see if any new risks have arisen.</p> <p>An assessment may help identify any additional action that needs to be taken to mitigate risks.</p> <p>Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while the employee is still breastfeeding, must be included and managed as part of the general workplace risk assessment.</p> <p>You must take appropriate sensible action to reduce, remove or control the risks. As part of your risk assessment, you should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks.</p> <p>You should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch COVID-19.</p> <p>This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch COVID-19.</p>	
Working with health colleagues	<p>Pupils and students have allocated support, including therapies and medical interventions, from SaLT, nurses and physiotherapists, based on site.</p> <p>Nurses are attending pupils and students in their zones to provide care including medication, using PPE. PPE stations are at the entrance to each zone. Donning and doffing procedures, hygiene procedures are being followed.</p> <p>Physiotherapists are attending pupils and students in their zones to provide therapy and intervention, using PPE. PPE stations are at the entrance to each zone. Donning and doffing procedures, hygiene procedures are being followed.</p> <p>Speech and Language therapists are attending pupils and students in their zones to provide intervention, using PPE. Donning and doffing procedures, hygiene procedures are being followed. Some pupils receive additional support from visiting professionals, including OTs, VI, orthotists etc. Essential visitors will come to school on a case by case basis, required to use PPE and follow control measures in this risk assessment.</p>	<p>children and young people with SEND should have their needs met in a timely way.</p> <p><a href="https://www.gov.uk/guidance/send-code-of-practice-0-to-25-years">SEND code of practice: 0 to 25 years - GOV.UK (www.gov.uk)</a></p>	Staff Pupils and students
Aerosol Generating Procedures	<p>Some pupils require additional care with procedures including tracheostomy care and respiratory tract suctioning.</p> <p>These children will have separate risk assessments.</p>	<p><a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-infection-prevention-and-control-guidance-aerosol-generating-procedures">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-infection-prevention-and-control-guidance-aerosol-generating-procedures</a></p>	Pupils and students staff





	<p>These children have dedicated health care assistants (HCAs) to provide their care support. These HCAs will be treated like visiting specialists.</p>	<p><a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures</a></p>	
<p>Visiting Specialists / supply staff/ students</p>	<p>Many pupils and students have additional therapies, assessments and appointments on site. Hebden Green is committed to minimising additional visitors to school but acknowledge the entitlement and/ or need for additional support for some pupils and students.</p> <p>The SLT will work with health leaders to ensure appointments and health visitors comply to safety measures that the school has in place.</p> <p>Supply staff will be considered on a needs basis and deployed within zone, not across and between zones.</p> <p>Students will be able to work in Hebden Green School.</p> <p>Visiting professionals will be able to visit Hebden Green.</p> <p>Visiting professionals will need to sign in at school and engage in the Tracing processes we have.</p>	<p>Where it is necessary to use supply and to welcome visitors to the setting such as peripatetic teachers, those individuals will be expected to comply with the setting's arrangements for managing and minimising risk.</p>	<p>Staff</p>
<p>Deployment of staff</p>	<p>The School timetable will facilitate the appropriate deployment of all teaching and support staff.</p>	<p>Where support staff capacity is available, settings may consider using this to support catch-up provision or targeted interventions. Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies).</p>	<p>SLT and staff</p>
<p>Educational Visits</p>	<p>Educational visits will be allowed. Government Guidance will be followed as appropriate.</p>	<p>Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place. We continue to recommend you do not go on any international visits before the start of the autumn term. From the start of the new school term you can go on international visits that have previously been deferred or postponed and organise new international visits for the future. You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes. You should speak to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers</p>	<p>Staff</p>





		(ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits. You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).	
Zone Organisation	<p>The school is temporarily organised into 6 teaching and learning zones.</p> <ul style="list-style-type: none"> <li>Resources – Limit sharing (pupils having personal resources where available) and other resources will be cleaned after use, and before being shared with other users.</li> <li>Outside Space – each zone has a designated play space. Each zone are to clean the outdoor spaces after use.</li> <li>Breaks and lunch times – each zone is eating in a lunch space allied to their zone.</li> <li>Printing facilities – each zone has access to printing.</li> <li>Staff refreshments – bottled water and/ or drinking water is provided to each zone. Staff are encouraged to bring a large water bottle to minimise the use of single use plastic. Staff break room – each zone has access to a break room with a kettle microwave and fridge. Staff from the zone must clean equipment between use.</li> <li>Hand hygiene - Handwashing facilities with soap and alcohol hand rub are in each zone</li> <li>Cleaning of regularly touched surfaces – cleaning spray and wipes are in each zone, for staff to use throughout the day</li> <li>Where possible, all spaces should be well ventilated and doors propped open, where safe to do so (bearing in mind fire safety and safeguarding) and windows kept open</li> <li>Physical contact such as handshakes and hugs cannot be permitted.</li> </ul>	<p>Measures within the classroom Robust hygiene procedures should be followed at all times.</p> <p>Measures elsewhere Groups should be kept apart, meaning that settings should avoid large gatherings such as assemblies or collective worship with more than one group.</p>	All staff, pupils and students
Break and Lunch Times	Each zone has scheduled their break and lunch structure. Catering staff are wearing masks at all times.	<ul style="list-style-type: none"> <li>Staggering lunch breaks - children and young people must clean their hands beforehand and enter in the groups they are already in; groups must be kept</li> </ul>	All staff, pupils and students





	Zone staff collecting meals and refreshments must wear masks at all times.	apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children will have their lunch delivered to their classrooms	
Class Rooms	<ul style="list-style-type: none"> <li>• In Hebden Green, class room resources are being cleaned frequently throughout the day. Many pupils do not use paper and pencils, where they do pupils must have their own separate set of resources.</li> <li>• Resources are unique to each zone and are to be kept within the zone, cleaned between use and at the end of the day.</li> <li>• Rooms are to be kept clean, tidy and clutter free</li> <li>• Lidded Bins must be used for tissues and other classroom waste</li> <li>• A full stock of cleaning resources will be safely stored in each zone</li> <li>• Posters modified to suit the needs of the zone displaying good hygiene practice will be published, staff will support pupils understanding as far as possible</li> </ul>		Staff Pupils and students
First Aid	<ul style="list-style-type: none"> <li>▪ PPE should be worn (See PPE section) when dealing with a first aid incident.</li> <li>▪ Individual staff with first aid training should administer basic first aid in the first instance.</li> <li>▪ Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn).</li> </ul>	Specific staff will administer first aid from a social distance, or if required will wear PPE and administer specific treatment.	First Aiders
Outdoor play equipment	Each morning the site staff to clean all metal/hard areas of the outdoor play equipment. Students to use hand sanitiser before and after use. Supervising staff to spray areas that have been used at the end of the session.	All staff will be responsible for ensuring that the site remains as safe as possible and will contribute towards cleaning.  Outdoor playground equipment cleaning procedure in place  Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered Cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Staff Pupils and students





SECTION 3	Curriculum, Behaviour and Wellbeing		
Hazard = catching and/or transmission of coronavirus	Control Measures/Protective Measures	Additional Guidance	Who might be affected? At risk groups.
Teaching, Learning and Curriculum	<p>Every pupil and student has a pathway offer that supports their education, therapy and care.</p> <p>Hebden Green is committed to delivering a broad and balanced curriculum, working with and alongside physiotherapists, nurses, occupational therapists, speech and language therapists and any associated professional. The SENCO continues to ensure the EHCPs are being followed.</p> <p>The Deputy Heads are continuing to monitor the quality of pitch, ambition and high expectations by scrutinising planning.</p> <p>Learning walks and lesson observations resumed in November 2020, in negotiation with teachers.</p> <p>If a pupil or student is unable to attend school for a protracted period of time, due to complex health needs, post-surgery or other reason, the SENCO will work with the pathway lead and provide off site education resources. The SENCO will liaise with the family of the pupil or student twice each week.</p>	<p>The key principles that underpin our advice on curriculum planning are:</p> <ul style="list-style-type: none"> <li>education is not optional - all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life</li> <li>the curriculum remains broad and ambitious - all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment</li> <li>remote education, where needed, is high quality and aligns as closely as possible with in-school provision - schools and other settings continue to build their capability to educate pupils remotely, where this is needed</li> </ul> <p>There is a separate policy and procedure for remote education, which provides distance learning for any pupil or student unable to attend school, who is isolating.</p> <p>If a pupil or student is isolating <i>and</i> unwell, we do not expect them to take part in distance learning.</p>	Staff Pupils and students
Books/ Resources and Marking	Each zone and pathway has their method for producing, storing and marking work. Please see Zone resource guide.		Staff Pupils and students
Physical Activity	Physical activity will be included in the zone planning.		Staff Pupils and students
Hydrotherapy	Staff will work with pupils in our hydrotherapy pool, following all hygiene control measures.	Please see the attached weblink with the Aquatic Therapy Association of Chartered Physiotherapists (ATACP) recommendations for safe aquatic physiotherapy practice in	Staff Pupils and students





	Hydrotherapy has been timetabled by the deputy head teachers, in association with our health teams.	relation to the COVID-19 pandemic: <a href="https://www.pwtag.org/safe-aquatic-physiotherapy-practice-during-covid-19-guidelines/">https://www.pwtag.org/safe-aquatic-physiotherapy-practice-during-covid-19-guidelines/</a>  Swim England coronavirus FAQ's <a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/">https://www.swimming.org/swimengland/pool-return-guidance-documents/</a>	
Wellbeing	<p>Pupils Pupils and students can access ELSA support, either within their zone or remotely through the telephone or teams. The ELSA lead HLTA will advise zones of how she can be contacted and make sure all pupils and students can access the right support.</p> <p>Pupils and students can access counselling support, remotely, through the telephone or teams. Pastoral teams need to advise the ELSA lead HLTA so that arrangements can be made.</p> <p>Staff need to carefully balance the content curriculum with routines and structures, allied to their pathway. Pupils and students need opportunity to talk, communicate, interact and play. Socialisation, exploration, safe play and interaction remain key within our curriculum offer.</p> <p>Staff Staff can speak with their line manager to receive support with their needs. Referrals can be made to counselling, specialist counselling, wellbeing mentor and the employee assistance scheme. The wider choices within the wellbeing offer such as fitness groups and so on will resume later in the year. All staff have received the wellbeing support pack to further explain these processes.</p> <p>Some staff may feel anxious about working during this period of National Lockdown. All staff have the right to feel safe at work, if you have any concerns please speak with Alison Ashley</p>		Staff Pupils and students
Individual Support Plans	Some pupils and students have individual support plans (ISP), so that they can safely take part in the school day. ISPs minimise the need to provide close physical support. ISPs are reviewed in the New Ways of Working weekly meetings, which are held remotely. If you feel a pupil's ISP needs reviewing, please speak with Stacey Sawicki.		Pupils and students Staff





Family Support	Some families need additional support from the Family Support Worker. Families may receive support on the telephone, via email or via Zoom/ Teams video call. Families can access the Family Support Worker via self-referral, a referral through the New Ways of Working Team (NWOW) or from a referral from the Designated Safeguarding Lead Stacey Sawicki <b>For a self-referral, families can speak with their class teacher, the deputy heads or the head teacher, who will put them in touch with the Family Support worker</b>		Parents, carers and families
Education at Home	If a pupil or student is isolating, there is a robust plan in place to provide off site education. On the first day of absence the family will receive the Individual Support Plan, allied to the IEP. Within 48 hours, the family will also receive personalised planning unique to their child, for 10 days-worth of continuous learning.	There is a separate policy and procedure for remote education, which provides distance learning for any pupil or student unable to attend school, who is isolating.  If a pupil or student is isolating <i>and</i> unwell, we do not expect them to take part in distance learning.	Parents, carers, families and staff Pupils and students
Free School Meals	If a pupil or student is entitled to free school meals but needs to be absent from school, with a positive test, waiting for a test result, isolating or receiving education at home, school will provide vouchers to the value of free school meal allocation to cover their period of absence.	It will not be possible to provide food vouchers to cover short-term unexpected absence, as delivery services may not be able to get food to families immediately.	Parents, carers, families Pupils and students

#### SECTION 4

#### Assessment and Accountability

Hazard = catching and/or transmission of coronavirus	Control Measures/Protective Measures	Additional Guidance	Who might be affected? At risk groups.
Examinations, Qualifications, tests	Key Stage 4 and Post 16 have timetables which support the work towards exams and qualifications for summer 2022.  The curriculum offer with our pupils and students will allow them to work towards National Examinations, qualifications and tests as usual	We will await further guidance regarding exams and qualifications for Summer 2022	Key Stage 4, Post 16
Assessment	School assessment processes are in place.		Pupils and students





SECTION 5	Contingency planning for outbreaks		
Hazard = catching and/or transmission of coronavirus	Control Measures/Protective Measures	Additional Guidance	Who might be affected? At risk groups.
Remote Learning	<p>Distance section of the School Website</p> <ul style="list-style-type: none"> <li>• Easy to use purposeful resources to meet each class and pathway</li> </ul> <p>And</p> <ul style="list-style-type: none"> <li>• Access to daily online live or video sessions</li> <li>• Paper based home learning packs as needed</li> <li>• Electronic learning packs as needed</li> <li>• Access equipment and specialist education resources as needed</li> <li>• Physical equipment as needed</li> <li>• Other resources to support distance learning as needed</li> <li>• Other resources to support routines, structures and positive behaviour, as needed</li> </ul> <p>See Distance Learning Procedures and the critical response time plan with Stacey Sawicki for more details.</p>	<p>Designing at-home learning and support for children and young people with EHC plans could involve any or all of these professionals, to design or adapt interventions or learning materials. For example, this might involve designing a speech and language intervention that parents can deliver at home, or adapting or selecting online learning materials.</p> <p>enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations more to ensure pupils' understanding plan a programme that is of equivalent length to the core teaching pupils would receive in their setting and would ideally include daily contact with teachers</p>	Pupils and students Parents, carers and families





SECTION 6			
Mass Asymptomatic Testing in Specialist Settings			
Hazard = catching and/or transmission of coronavirus	Control Measures/Protective Measures	Additional Guidance	Who might be affected? At risk groups.
Asymptomatic Testing	LFD testing from the January 2022 will include: All pupils from year 7 will be given LFT kits for twice weekly testing at home, we will be unable to test pupils on site They will then be provided with home kits for twice weekly testing as per government guidelines Staff will be given kits for twice weekly testing at home.	<a href="https://www.gov.uk/government/news/mass-asymptomatic-testing-in-specialist-settings">Mass asymptomatic testing in specialist settings - GOV.UK (www.gov.uk)</a> <a href="https://www.gov.uk/government/news/mass-asymptomatic-testing-schools-and-colleges">Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</a>	Pupils and students Parents, carers and families

**Additional Documents to read to support this risk assessment, these are available from Lauren Leech and are in all zones as appropriate**

- **Cleaning and Hygiene Risk Assessment**
- **Daily and Weekly Classroom Procedures**
- **Distance Learning Procedures**
- **Residential Risk Assessment**
- **Transport Risk Assessment**
- **Staff Covid 19 Return to Work Induction**
- **Donning and Doffing PPE Procedures**
- **Individual Pupil Risk Assessments**
- **Individual Risk Assessments for Vulnerable Staff**

**Other Considerations**

- If you have other considerations that you do not think have been covered in this risk assessment, please contact Alison Ashley immediately, identify the risk or concern so that preventative steps can be taken to minimise risk.

Updated 04.01.2022 by Alison Ashley

