



Hebden Green Coronavirus Recovery Plan and Risk Assessment September 2020

Essential Measures:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contact and maximise social distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- Providing essential PPE
- Managing suspected and confirmed cases of coronavirus amongst the school community
- Containing any local outbreak by following CWaC PHE advice and guidance

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

Updated: 14.9.2020

Next update 28.9.2020





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.
- You must modify your teaching and support approach to keep as much distance from other staff and pupils, paying particular attention to avoiding face to face support. As social distancing requirement will provide a challenge to some pupils, it is important that hygiene and hand cleaning measures must be followed throughout the school day.
- Try to minimise all movement within class as much as possible, mindful that we still need to deliver education and care.
- 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.
- PE 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.
- Only interact in school with the staff in your zone, maintain social distancing as much as possible, avoiding car sharing or walking into school with colleagues not in your zone.
- 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.

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 5 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

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-8.9.2020>

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

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

PHE NW Covid-19 Template Resource Pack for Schools Version 2.4 Cheshire West and Chester 3rd Sep 2020

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	Control Measures/ Protective Measures	Additional Guidance	Who may be affected? At risk groups
Issue/ Subject			
A requirement that people who are ill should stay at home	<ul style="list-style-type: none"> Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school. 	<p>Ensure that pupils, students, staff and other adults do not come into the setting if they have coronavirus symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the day is sent home, are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the setting becomes unwell with a new, continuous cough, has a high temperature, has a loss of, or change in, their normal sense of taste or smell (anosmia) they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus.</p> <p>See CWaC PHE flow chart, Appendix 6, Flowchart for dealing with suspected and confirmed Covid-19 cases.</p>	All staff, pupils and students
An individual develops coronavirus Symptoms on site	<p>In the event that anyone (staff or child) displays any coronavirus symptoms:</p> <ul style="list-style-type: none"> 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 The individual must be sent home and advised to follow the guidance for households with possible coronavirus infection. If a child is awaiting collection, they should be moved to one of the seven isolation rooms attached to their zone, where they can be isolated with support from a member of staff. 	<p>When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home, advised to self-isolate for 10 days and will need to have a test. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of Coronavirus.</p> <p>All household members must isolate while waiting for test results.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting, providing they are symptom free, have a controlled temperature maintained for 48 hours and are well in themselves, and the fellow household</p>	All staff, pupils and students





	<ul style="list-style-type: none"> • PPE should be worn by staff caring for the child while they await collection • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. • 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. 	<p>members can end their self-isolation as long as they are symptom free.</p> <p>Where the child, young person or staff member tests positive, the rest of their class will be informed, using school contact trace information, will be sent home, will not attend school and advised to be tested, following PHE guidance.</p> <p>If a negative test is returned, a child, young person or staff member can return. If a positive test is returned, a child, young person or staff member needs to isolate for 10 days and the rest of the household for 14 days.</p> <p>The other household members of the class or zone do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>The above information in this section is the summary guidance.</p> <p>See guidance below:</p> <p>https://www.gov.uk/testing-for-coronavirus Updated 11.9.2020</p>	
Face covering in schools	<p>Hebden Green pupils will not be wearing face coverings in school apart from arriving from or departing to a taxi, if they are able to wear one. It will not be possible for Hebden Green pupils to successfully manage and safely use face coverings throughout the day. We will, of course, ensure that all other control measures are strictly adhered to and will monitor the situation and implement any necessary changes if required.</p> <p>Pupils wearing face coverings on a taxi provides a safety measure to prevent the spread of the Coronavirus. Even though many of the pupils who attend Hebden Green may be exempt from wearing a face covering due to their SEND and other factors, the school will be encouraging all pupils who travel to and from school in a taxi, to wear a face covering. This is in all our best interests as this protective measure may reduce the number of children being</p>	<p>Government guidance</p> <p>The World Health Organisation published a statement on 21 August about children and face coverings. They now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.”</p> <p>Safe wearing and removal of face coverings</p> <p>Staff will be advised to wear masks/ and or visors according to the pupils they are</p>	All staff, pupils and students





	<p>instructed to self-isolate in the unfortunate event of a child or member of staff being tested positive for Covid or becoming Covid symptomatic. Wearing face coverings may reduce the number of children being absent from school, and this will mean less disruption for families.</p>	<p>working with. Disposable PPE will be provided at the entrance to all zones.</p> <p>Face coverings MUST be worn by staff when providing close personal care, including supporting at mealtimes/ feeding children and when providing personal intimate care.</p> <p>In the event of new local restrictions being imposed, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <p>Exemptions Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p>	
<p>Robust hand and respiratory hygiene</p>	<ul style="list-style-type: none"> • Clean hands thoroughly more often than usual • On arrival and before leaving the school site • Hand washing must be planned into the activities of the day • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 	<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.</p>	<p>All staff, pupils and students</p>
<p>Enhanced cleaning arrangements</p>	<ul style="list-style-type: none"> • See separate risk assessment – Cleaning and Hygiene Risk Assessment • All zones have daily and weekly cleaning 	<p>Points to consider and implement: Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes</p>	<p>All staff, pupils and students</p>





	protocol in their zones	<ul style="list-style-type: none"> • more frequent cleaning of rooms or shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • 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 	
<p>Formal consideration of how to reduce contacts and maximise distancing between those in School or college and wherever possible minimise potential for contamination so far as is reasonably practicable</p>	<p>School has been reorganised into 7 Teaching and Learning Zones (bubbles), with admin and SLT separate in main reception.</p> <p>There should be no zone cross over by our pupils or students.</p> <p>Each zone has:</p> <ul style="list-style-type: none"> • Classrooms • Social space • Therapy space • Isolation room • Toilets <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 and adhere to social distancing.</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>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the ability of those attending the setting to distance, the lay out of the setting, and the feasibility of keeping distinct groups separate while offering a broad curriculum.</p> <p>We recognise that maintaining distance or forming bubbles could be particularly difficult in special settings.</p> <p>Guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of Coronavirus and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision but should minimise the number of interactions or changes wherever possible.</p> <p>Equipment and resources are integral to education. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of Coronavirus has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	All staff and students
Where necessary, wear	PPE is located at the entrance to each zone, to be used by	The majority of staff in education settings will not require PPE beyond what they	Staff





<p>appropriate personal protective equipment (PPE)</p>	<p>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>PPE should be worn if you are working with pupils or students who may touch your face, eyes, nose, mouth and/or salivate, spit or cough with no ability to cover their own face/ inhibit their spitting.</p>	<p>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>Engage with the NHS Test and Trace process</p>	<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>All staff members and parents and carers must understand that they will need to be ready to:</p> <ul style="list-style-type: none">• book a test if they are displaying symptoms - staff and pupils must not come into the setting if they have symptoms,• 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• self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for Coronavirus• Settings should ask parents and staff to inform them immediately of the results of a test:• If someone tests negative, if they feel well and no longer have symptoms similar to Coronavirus, they can stop self-isolating (they could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better - other members of their household can stop self-isolating). The pupil or staff member can return	<p>Staff and parents</p>





		<p>when they are symptom free with a controlled temperature for 48hrs.</p> <ul style="list-style-type: none">• If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection	
<p>Manage confirmed cases of Coronavirus (COVID-19) amongst the school and college community</p>	<p>Public Health Contact Details: Discuss confirmed cases of Covid 19 Mon-Fri 8am-7pm 0300 123 8123 Sat-Sun 0300 123 7035 General Covid 16 related enquiries healthprotectionsecure@cheshirewestandchester.gov.uk</p>	<p>From Government guidance, for the full opening of special schools.</p> <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school and college community</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. Based on the advice from the health protection team, settings must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none">• direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)• proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case• travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend settings keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section below for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to</p>	<p>SLT</p>





		<p>keep definitive records in a way that is overly burdensome. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <ul style="list-style-type: none">• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period - this is because they could still develop the coronavirus (COVID-19) within the remaining days• if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period) - their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>9. Contain any outbreak by following local health protection team advice</p> <p>If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams. In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice</p>	
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SECTION 2 School Operations			
Hazard= Catching and/or Transmission of coronavirus	Control Measures/ Protective Measures	Additional Guidance	Who might be affected? At risk groups
Issue/ Subject			
Parents, carers and families coming onto school grounds	<ul style="list-style-type: none"> Parents driving into school will be directed to zone drop off spaces by staff wearing yellow jackets, from 8.45am/ 3.15pm Parents will be asked to remain in their cars. Parents arriving on foot will be asked to maintain social distance from school staff and each other. Parents will not enter the school building. 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. <p>GATES WILL BE LOCKED BEFORE ANY MOVEMENT ON FOOT/ IN WHEELCHAIR COMMENCES</p> <p>See separate Transport Risk Assessment – BK</p>	Parents and carers will need to follow social distancing measures.	Staff Parents and carers Pupils and students
Local authority provided transport	<ul style="list-style-type: none"> Taxis and buses will be directed to zone drop off spaces by staff wearing yellow jackets, from 8.45am/ 3.15pm Drivers and escorts will be instructed on where to wait at their vehicle Drivers and escorts will be asked to maintain social distance from school staff and each other Drivers and escorts will not enter the school building <p>GATES WILL BE LOCKED BEFORE ANY MOVEMENT</p>	<p>From the autumn term, local authorities will not be required to uniformly apply the social distancing guidelines for public transport, on dedicated school or college transport. However, distancing should still be put in place within vehicles wherever possible. This will help to both minimise disease transmission risks and maintain consistent reinforcement of public health messaging to children and staff, particularly at the point where they are leaving school and heading back into the community each day.</p> <p>The approach to dedicated transport should align wherever possible with the principles underpinning the system of controls set out in this document and with</p>	Pupils and students Staff LA transport providers





	<p>ON FOOT/ IN WHEELCHAIR COMMENCES See separate Transport Risk Assessment - BK</p>	<p>the approach being adopted for your school. It is important, wherever it is possible, that:</p> <ul style="list-style-type: none"> • social distancing should be maximised within vehicles • children either sit with their 'bubble' on school transport, or with the same constant group of children each day • children should clean their hands before boarding transport and again on disembarking • additional cleaning of vehicles is put in place • organised queuing and boarding is put in place • through ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents <p>Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).</p> <p>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.</p>	
Staffing	<ul style="list-style-type: none"> • 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 their setting • Staff absence will not be covered by staff from other zones, to support our endeavours to minimise cross contamination • 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 by 8.15am 	<p>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 settings discuss their concerns and explain the measures the school is putting in place to reduce risks. Education leaders should try as far as practically possible to accommodate additional measures where appropriate.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>Individual risk assessments for staff will carried out assessing and managing the risk (as required or requested).</p>	<p>Staff</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable Where providers apply the full measures in this guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable</p>





	<ul style="list-style-type: none"> Any pregnant staff will have a separate risk assessment completed with their line manager and HR lead in school If staff absence is making school unsafe, the Headteacher will discuss with the chair of governors and local authority he need to close a class, group of classes of 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. This is because staff who may in the past have been able to provide support from another classroom no longer able to move between zones. 	<p>Pregnant Staff: The RCOG (alongside the Royal College of Midwives and College of Occupational Medicine) updated their occupational health guidance on pregnancy and covid-19 on 10th September 2020. Their revised guidance provides more information about managing the occupational risks of Covid-19 in pregnancy. As per previous guidance it maintains that pregnant women are at no more risk of contracting Covid-19 but recognises there is an increased risk of becoming severely ill for women who are over 28 weeks pregnant.</p> <p>The updated guidance states that social distancing is particularly important for women who are over 28 weeks pregnant.</p> <p>Under the Health & Safety at Work Act, employers are required to carry out a risk assessment for all pregnant employees and put in place appropriate measures to remove the identified risks.</p> <p>In many school environments it may be particularly difficult to ensure that social distancing is effectively maintained and therefore schools may need to consider how they can protect women who are over 28 weeks pregnant with regard to this aspect.</p> <p>If it is difficult to ensure that social distancing is maintained in your school environment then you may need to explore other options with them. This may include asking the pregnant woman to work from home, or to undertake other duties or where this is not possible, asking them to stay at home.</p> <p>To see the guidance in full: https://www.rcog.org.uk/globalassets/documents/guidelines/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf</p>	<p>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 as community transmission rates fall. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>
<p>Working with health colleagues</p>	<p>Pupils and students have allocated support, including therapies and medical interventions, from nurses and physiotherapists, based on site. 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. Physiotherapists are attending pupils and students in their zones to provide therapy and intervention, using PPE. PPE</p>	<p>https://www.gov.uk/government/publications/changes-to-the-law-on-education-health-and-care-needs-assessments-and-plans-due-to-coronavirus/education-health-and-care-needs-assessments-and-plans-guidance-on-temporary-legislative-changes-relating-to-coronavirus-covid-19 children and young people with SEND should have their needs met in a timely way.</p>	<p>Staff Pupils and students</p>





	stations are at the entrance to each zone. Donning and doffing procedures, hygiene procedures are being followed. 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.		
Aerosol Generating Procedures	Some pupils require additional care with procedures including tracheostomy care and respiratory tract suctioning. These children will have separate risk assessments. These children have dedicated health care assistants (HCAs) to provide their care support. These HCAs will be treated like visiting specialists.	https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-infection-prevention-and-control-guidance-aerosol-generating-procedures	Pupils and students staff
Pupils who are shielding or self-isolating	Each situation will be dealt with individually following the most guidance.	<p>The Government guidance states -We now know much more about coronavirus (COVID-19) and so in future, there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils and students will be able to return to school. Schools should note that:</p> <ul style="list-style-type: none">a small number of pupils and students 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)shielding advice for all adults and children will pause on August 1, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19) -this means that even the small number of pupils and students who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shieldingif rates of disease rise in local areas — children and young people (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below)some pupils and students are 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) - see advice from Royal College of Paediatrics and Child	Pupils





		<p style="text-align: center;"><u>Health</u></p> <p>Pupils and families who are anxious about return to school</p> <p>All other pupils must attend school. Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance).</p> <p>Action for all schools and local authorities</p> <p>There is separate guidance on recording attendance at addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year.</p> <p>We are asking schools to work with families to secure regular school attendance from the start of term as this will be essential to help pupils catch up on missed education, make progress and promote their wellbeing and wider development.</p> <p>We are asking schools and local authorities to:</p> <p>Communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year.</p> <p>Identify pupils who are reluctant or anxious about returning or who are at risk of</p>	
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		<p>disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with the school regularly during the pandemic.</p> <p>Use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance.</p> <p>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.</p>	
Visiting Specialists / supply staff/ students	<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, including student teachers and college students, will be considered on a case by case basis, allied to the local measures in place, including data on the prevalence of Covid 19 between local authorities, in age groups and so on, with the safety of Hebden Green school community and the safety of potential students considered.</p>	<p>Settings can continue to engage supply teachers and other supply staff during this period.</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>	Staff
Deployment of staff	<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>	SLT and staff
Educational Visits	<p>Educational visits will only take place if</p> <ul style="list-style-type: none"> • an additional risk assessment is carried out to 	<p>In the autumn term, settings can resume non-overnight domestic educational visits. These trips should include any trips or placements connected with a pupil</p>	Staff





	<p>ensure that secure measures are in place at the destination to reduce the transmission of COVID 19.</p> <ul style="list-style-type: none"> All stakeholders are confident in the measures to reduce risk of transmission of COVID 19 	<p>or student's preparation for adulthood (for example workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</p> <p>Settings also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, settings should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, settings will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Settings should consult the health and safety on educational visits guidance when considering visits.</p>	
<p>Zone Organisation</p>	<p>The school is temporarily organised into 7 teaching and learning zones.</p> <ul style="list-style-type: none"> Resources – Limit sharing (pupils having personal resources where available) and other resources will be cleaned after use, and before being shared with other users. Outside Space – each zone has a designated play space. Zones 5 and 6 are to clean the outdoor spaces after use. Breaks and lunch times – each zone has a separate break and lunch time, where food is being delivered from the servery on a trolley. Printing facilities – each zone has access to printing. Staff refreshments – bottled 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. Hand hygiene - Handwashing facilities with soap and alcohol hand rub are in each zone Cleaning of regularly touched surfaces – cleaning spray and wipes are in each zone, for staff to use throughout the day Where possible, all spaces should be well ventilated and doors propped open, where safe to 	<p>Measures within the classroom</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. We know that this is not always possible, particularly when working with children and young people with complex needs, or those who need close contact care. Educational and care support should be provided for these children and young people as normal, with other increased hygiene protocols in place (as set out above) to minimise risk of transmission</p> <p>Measures elsewhere</p> <p>Groups should be kept apart, meaning that settings should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, settings should avoid creating busy corridors, entrances and exits. Settings should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p>	<p>All staff, pupils and students</p>





	<p>do so (bearing in mind fire safety and safeguarding) and windows kept open</p> <ul style="list-style-type: none"> Physical contact such as handshakes and hugs cannot be permitted. 		
Break and Lunch Times	<p>Each zone has scheduled their break and lunch structure. Meals are being delivered from the servery at staggered times.</p>	<ul style="list-style-type: none"> 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 apart as much as possible and tables should be cleaned between each group. <p>If such measures are not possible, children will have their lunch delivered to their classrooms</p>	All staff, pupils and students
Class Rooms	<ul style="list-style-type: none"> 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. Resources are unique to each zone and are to be kept within the zone, cleaned between use and at the end of the day. Rooms are to be kept clean, tidy and clutter free Lidded Bins must be used for tissues and other classroom waste A full stock of cleaning resources will be safely stored in each zone 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 	<ul style="list-style-type: none"> Desks should be spaced as far apart as possible. Children and young people must use the same desk and classroom/area throughout the day, with a thorough cleaning of the rooms at the end of the day. 	Staff Pupils and students
First Aid	<ul style="list-style-type: none"> PPE should be worn (See PPE section) when dealing with a first aid incident. Individual staff with first aid training should administer basic first aid in the first instance. Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). 	<p>Specific staff will administer first aid from a social distance, or if required will wear PPE and administer specific treatment.</p>	First Aiders





Outdoor play equipment	<p>Issue -</p> <ul style="list-style-type: none">• Inhalation of contaminated droplets• Touching contaminated surfaces (then touching mouth/nose etc) <p>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. Social Distancing to be maintained. Supervising staff to spray areas that have been used at the end of the session.</p>	<p>All staff will be responsible for ensuring that the site remains as safe as possible and will contribute towards cleaning.</p> <p>Outdoor playground equipment cleaning procedure in place</p> <p>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</p>	Staff Pupils and students
Whole School Communication	<p>Staff</p> <ul style="list-style-type: none">• All staff will receive at least one update from school each week• Zone staff will be invited to attend the weekly briefing in their zone, let by allocated member of SLT• All staff will receive the weekly briefing• All staff will receive the daily briefing• Admin, site, catering and SLT teams have made internal arrangements to communicate within their teams <p>Parents and families</p> <ul style="list-style-type: none">• All parents and families will receive at least one whole school update each week• Parents and families will communicate with school via email and telephone, rather than the usual communication book method• Pastoral teachers will email or phone at least once a week, more frequently as required <p>Pupils and students</p> <ul style="list-style-type: none">• Pupils and students will interact and communicate		Staff Pupils and students Parents carers and families





	with each other in their zones.		
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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. 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 will resume later in the academic year, 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"> 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 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 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 	<p>Staff</p> <p>Pupils and students</p>
Books/ Resources and Marking	Each zone and pathway has their method for producing, storing and marking work. Please see Zone resource guide.		<p>Staff</p> <p>Pupils and students</p>
Physical Activity	Physical activity will be included in the zone planning.	<p>Settings have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</p>	<p>Staff</p> <p>Pupils and students</p>





Hydrotherapy	<p>The hydrotherapy pool remains closed to pupils and students, allied to the methods used to deliver sessions and provide emergency evacuation NOT complying with social distancing measures. Equally, safe PPE can not be worn in the water or on pool side to support delivering water-based sessions or providing emergency evacuation.</p> <p>The SLT and health colleagues will work together to plan for safe water-based therapy and a safe pool evacuation process as a priority in the Autumn term</p>	<p>Please see the attached weblink with the Aquatic Therapy Association of Chartered Physiotherapists (ATACP) recommendations for safe aquatic physiotherapy practice in relation to the COVID-19 pandemic: https://www.pwtag.org/safe-aquatic-physiotherapy-practice-during-covid-19-guidelines/</p> <p>Swim England coronavirus FAQ's https://www.swimming.org/swimengland/pool-return-guidance-documents/</p>	Staff Pupils and students
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. Many have been in isolation since March, so school will be unfamiliar. Socialisation, exploration, safe play and interaction are key towards their recovery 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 will resume later in the year.</p> <p>Many staff may feel anxious about returning to school. Some staff have not worked in the building since March, may have been shielding or isolated.</p> <p>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	<p>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</p>		Pupils and students Staff





	needs reviewing, please speak with Danielle Lamb.		
Family Support	<p>Some families need additional support from the Family Support Worker.</p> <p>Families may receive support on the telephone, via email or via Zoom/ Teams video call.</p> <p>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.</p> <p>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</p>		Parents, carers and families

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	<p>Key Stage 4 and Post 16 have timetables which support the work towards exams and qualification later this academic year or in 2021-2022</p> <p>The curriculum offer with our pupils and students will allow them to work towards National Examinations, qualifications and tests as usual</p>	For the summer 2021 exams and standardised tests, we recognise that pupils and students in Foundation Provision, Key Stage 4 and post16 will have missed a critical period of their education due to lockdown in the 2019/20 academic year. We are waiting to hear of any content changes and further updates.	Key Stage 4, Post 16
Assessment	School assessment processes will resume in the Autumn term.		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"> Easy to use purposeful resources to meet each class and pathway 	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	Pupils and students Parents, carers and families





	<p>And</p> <ul style="list-style-type: none">• Paper based home learning packs as needed• Electronic learning packs as needed• Access equipment and specialist education resources as needed• Physical equipment as needed• Other resources to support distance learning as needed• Other resources to support routines, structures and positive behaviour, as needed <p>See Distance Learning Procedures with Stacey Sawicki for more details.</p>	<p>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</p> <p>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>	
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Additional Documents to read to support this risk assessment, these are available from Barbara Kilgallen 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**

CONTACT TRACE INFORMATION FOR ALL ZONES, TAKING STAFF AND PUPILS INTO ACCOUNT, IS SECURELY STORED VIA EGRESS WITH ALL SLT AND PA TO SLT.

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 14.9.2020 by Alison Ashley

Next update due 28.9.2020



