

ESTABLISHMENT: Hollinwood Academy	RISK ASSESSMENT COMPLETED BY: Tania Tushingam Laura Millard & SLT Team	DATE: 06/01/2022
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BACKGROUND INFORMATION

Task/Person Description: Following the release of government guidance on 29th November 2021 this risk assessment supports the changes to the guidance for the return of pupils in all Hollinwood Academy. This risk assessment will provide the risks and control measures to support the changes outlined in [SEND and specialist settings additional covid 19 operational guidance January 2022, the schools Covid-19 operational guidance](#).

This risk assessment allows for information on the introduction of temporary measures as a result of the omicron variant. This risk assessment details information on the proportionate control measures implemented at Hollinwood Academy.

Covid 19 symptoms are: **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance ‘Schools COVID 19 Operational Guidance (Updated July 2021). This guidance is available [here](#).

Other helpful guidance documents for schools:

- **Actions for schools during the Coronavirus outbreak**– Available [here](#) and to be referenced throughout the risk assessment.
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)** – Available [here](#)
- **EYFS** – Available [here](#)
- **Actions for Early Years Providers**- Available [here](#)
- **SEND** – Available [here](#)
- **Holiday or after school clubs guidance** available [here](#)
- **Cleaning in Schools** – Available [here](#)
- **Safe Travel** – Available [here](#)

Notes/Further information (condition): Hollinwood Academy is part of the Newbridge Trust

RISK OR HAZARD What are the hazards to health, safety and the environment? (Task/activity/situation/ Process/stressor)	IMPACT OR HARM How will the injury/condition affect their ability to continue with normal school activities? e.g limited mobility, fatigue, susceptibility to falls.	RISK RATING Low/ Medium/ High	ACTION/SUPPORT NEEDED Identify adaptations, changes, support needed. e.g alternative arrangements for playtime, avoid PE, support with mobility, seating requirements, medication, further assessment.	FURTHER CONTROL MEASURES Any further actions we would need to take to reduce or remove the risk, in addition to what we have already identified	PERSON RESPONSIBLE For implementing agreed actions. Include target date for completion.
Contracting Covid 19 Staff Incl clinically & extremely clinically vulnerable staff .	Getting or spreading COVID 19 by not following public health advice on testing, self-isolation and managing confirmed cases of COVID 19	Medium	Extra consideration given to people at higher risk and to workers facing mental and physical health difficulties. Those who are clinically extremely vulnerable are no longer advised to shield however school will continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians. Pupils, staff and other adults to follow public health advice on when to self-isolate and what to do. They will not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19. Any staff member developing coronavirus symptoms, however mild, are advised to not come to school and remain at home until they have received the results of a test. Where testing positive, staff to follow latest government guidance on self-isolation . Those who live in the same household as someone with COVID-19 symptoms, or with someone who has tested positive for COVID-19 to follow guidance here A high percentage of Hollinwood Academy staff have taken up the vaccine offer and received both doses of the vaccine. Government guidance does not require adults who have had both vaccines to self-isolate when they are a close contact Step 4 - self isolation for double vaccinated adults	Individual discussions and risk assessments to be completed for vulnerable staff. HR Department hold information for staff who are not currently fully vaccinated.	HT/ DH/ SLT and HR

<p>Contracting Covid 19 Incl clinically & extremely clinically vulnerable pupil.</p>	<p>Getting or spreading COVID 19 by not following public health advice on testing, self-isolation and managing confirmed cases of COVID 19</p>	<p>Medium</p>	<p><u>Pupils</u> All CEV pupils and students will attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them (avoiding public transport where possible) Parents will be advised to book a test for the child and follow public health advice. If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room where possible, where they can be isolated behind a closed door, depending on their age and needs with adult supervision. Windows in the room will be opened for ventilation. Where this is not possible the child will be taken to any area where they can remain 2m apart from others. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected, they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else. PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). PPE guidance found here will be followed After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found here. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test will take place) Members of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>		<p>HT/ DH/ SLT and Pastoral Teams</p>
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<p>Reduced or non-attendance from pupils</p>	<p>Missed learning time and educational provision.</p> <p>Negative impact on pupil outcomes and assessments.</p> <p>Reasons for quarantine/isolation: Confirmed positive covid test or symptoms of covid 19.</p> <p>Pupil lives with someone who has tested positive for covid 19 (household contact).</p> <p>A close contact with someone positive for covid 19.</p> <p>Exceptional circumstance (GP or Consultant recommends individual continues to isolate)</p>	<p>Low</p>	<p>Clear communication to Pupils and Parents/Carers around expectations of resuming normal attendance and rationale for quarantine has been conducted prior to return in September 2021. Pastoral/staffing teams will continue to carry out welfare calls. Pupil should return to education setting if they live with someone CEV. In the event of government advise then face coverings will be reintroduced and worn in communal areas in all settings by staff, visitors and pupils in year 7 and above, unless they are exempt. Pupils or students (in year 7 or above) should continue to wear face coverings on public and dedicated school transport, unless they are exempt. High quality remote learning is being provided for any Pupil in quarantine. School attendance guidance</p>	<p>Consult individual health care plan for Pupils with complex medical needs – an individual risk assessment may need completing to support their return to their education setting</p> <p>Face coverings in communal areas and on public transport will be re-introduced in-line with government advise for the Omicron variant in Nov</p>	<p>SLT and form tutors</p> <p>Ongoing review</p>
<p>Risk to and from visitors and contractors</p>	<p>Spread of the covid 19 virus. Additional risk from healthcare professionals working with pupils and staff within NBC setting</p>	<p>Low</p>	<p>Specialist support staff and wider provision to continue or resume site visits. All visitors will be expected to follow current government guidance.and contractors may visit a NBC site, without the need for completing a lateral flow device test before-hand. In the event of an outbreak - visitors or contractors may be advised to wear a mask or face covering or their visit maybe re-scheduled to an appropriate time if it is not critical.</p>	<p>HoS/DHoS/ SBM to monitor visits if there is an outbreak. Should precautionary measures be introduced by the government e.g.:- Omicron variant - visitors will be requested to wear face covering on site unless further directive is advised by the UK government.</p>	<p>CWN, LWS, SIL, NAM</p> <p>Ongoing review</p>

<p>EHC plans and reviews during covid 19 pandemic</p>	<p>Suspension of EHCP reviews/ updates and late reviews</p> <p>Partners and other agencies suspending visits for EHC plans</p>	<p>Low</p>	<p>Government guidance advises that continuation of arranging and assessing for EHC Plans should continue – as per statutory duty. This may require visitors from external partners to attend site.</p> <p>In the event of an outbreak - visitors or contractors may be advised to wear a mask or face covering and will be conducted in a well-ventilated room wherever possible.</p>	<p>HoS/DHoS/ SBM to monitor visits if there is an outbreak. Should precautionary measures be introduced by the government e.g.:- Omicron variant - visitors will be requested to wear face covering on site unless further directive is advised by the UK government.</p>	<p>CWN / NGN</p> <p>On-going</p>
<p>Lack of provision of remote learning</p>	<p>Missed learning time / education provision</p> <p>Pupils returning from abroad and missing education</p> <p>Engagement of pupils undertaking remote learning</p> <p>Vulnerable pupils</p>	<p>Low</p>	<p>High quality remote learning to be provided for any Pupils:</p> <p>Quarantining</p> <p>Returning from abroad/awaiting return from abroad</p>	<p>Communication with Parents/Carers</p> <p>Checks made to ensure good pupil engagement – in particular for vulnerable pupils.</p>	<p>SLT, CL and all curriculum staff</p> <p>On-going review</p>
<p>Missed learning / education provision</p>	<p>Delivery of Education support programme – Recovery programme – being effective to all pupils</p> <p>Education support programme for year 13+</p>	<p>Low</p>	<p>Education settings have received an uplift in their budgets to use to support pupils catch up programmes following the covid pandemic and missed/lost learning time.</p> <p>Planned interventions to support bridging the gap of lost/missed learning.</p>		<p>LNM / LMD / NGN</p> <p>Ongoing</p>

<p>Issues with home-school transport</p> <p>Internal School transport</p>	<p>Temporary local authority transport arrangements during the pandemic</p> <p>PPE (Personal Protective Equipment) for Passenger assistants and drivers</p>	<p>Low</p>	<p>Temporary LA transport arrangements put in place during the covid pandemic may cease following on from step 4 of the road map out of the pandemic. The LA will communicate with parents regarding this and send school updated passenger lists.</p> <p>It is recommended that face coverings are worn on both internal and external transport by Pupils over the age of 11 years old and Adults</p> <p>School transport guidance - internal and external July 21</p>	<p>NBG to support the School transport team with part risk assessments for pupils who have complex medical needs</p>	<p>SLT</p> <p>Ongoing review</p>
<p>Close contact risk</p>	<p>Definition of a close contact</p> <p>Isolation of close contact</p>	<p>Low</p>	<p>School will follow the current government guidance found here.</p> <p>In the event of an “Outbreak” PHE/LA will meet and discuss further control measures with HoS.</p> <p>In extreme cases where other control measures do not appear to be working, PHE/LA may discuss partial/temporary school/class closures to prevent further spread of the covid virus.</p> <p>PHE/LA will advise if necessary for settings to contact the GMICTH (Greater Manchester Intergrated Contact Tracing Hub) if localised, additional test and trace systems need implementing. Do not contact GMICTH directly – unless advised to do so by PHE.</p>	<p>Continually monitor government advise and revise accordingly.</p>	<p>SLT / HR</p> <p>On-going</p>

<p>General protection measures for staff and pupils</p>	<p>Class/ group bubbles</p> <p>Assemblies and lunch time</p> <p>Mixing of pupils</p> <p>New local outbreak of covid 19</p>	<p>Low</p>	<p>Class / group bubbles have ceased from beginning of Autumn term 21.</p> <p>In the event of a local outbreak – consult site Outbreak management plan - there may be a requirement to temporarily reintroduce bubbles or reduce mixing groups. This will be supported and directed by the Local Public Health Team after consultation.</p> <p>Any decision to reintroduce bubbles or reduce missing groups will not be taken lightly. This will form part of the discussion with local PHE/LA</p>	<p>In the event of a local outbreak HOS/DHoS to contact the LA Covid support team or the dedicated advice line for education settings on: 0800 0468687</p> <p>School trips and visits may be cancelled or postponed due to a local outbreak or variants of concern.</p> <p>Any planned open evenings, parents evening and/or performances may be cancelled or rearranged both on government advice or as part of the local outbreak measures.</p>	<p>LMD / NGN</p> <p>On-going</p>
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<p>Tracing positive covid cases and isolation</p>	<p>Contact tracing of staff and pupils</p> <p>Isolation/quarantine periods</p> <p>Pupils over 18 years old</p> <p>Pupils under 18 years old</p>	<p>Low</p>	<p>Education settings within Oldham and Tameside LA will continue to report positive covid cases via the case notification online form (there will be slight changes to this)</p> <p>The form should be emailed to:</p> <p>Oldham LA = covid.trace@oldham.gov.uk</p> <p>Or</p> <p>Tameside LA = covid-19@tameside.gov.uk</p> <p>Staff and Pupil information regarding positive cases must NOT be shared with other Parents – this would be in breach of GDP Regulations – if they say it is for NHS Test and Trace purposes.</p> <p>From 16th August 21 – children under the age of 18 will no longer have to isolate following a close contact of a positive case of covid, under 18's will be advised to take a PCR test – this is not mandatory.</p> <p>18 year old individuals will have the same requirements as children (noted above) until they are fully vaccinated.</p>	<p>Contact with the LA covid team, local Public Health Team or the dedicated advice line for education settings on: 0800 0468687</p> <p>The Academy “warn and Inform letter” may be sent to Parents who’s child has come into contact with a positive covid case if we feel this is necessary.</p>	<p>LMD / NGN</p> <p>Sept 21</p>
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<p>Face coverings</p>	<p>Face coverings in or around school</p> <p>Face coverings on school transport (internal and external)</p> <p>Outbreak or increase in virus</p> <p>Aerosol generated procedures (AGP's)</p>	<p>Low</p>	<p>Unless there is an outbreak or notable increase in the covid virus and PHE or NHS Test and Trace advised to resume the wearing of face coverings.</p> <p>Face shields and visors may be worn by those who are exempt or cannot wear face coverings.</p> <p>Some pupils may not be able to wear face coverings, this should be discussed with Parents/Carers.</p> <p>It is recommended that face coverings are worn on both internal and external transport by Pupils over the age of 11 years old and Adults Information can be found here</p> <p>Consideration for pupils with AGP's (Aerosol generated particles) will be covered in the Pupil's individual risk assessment.</p> <p>Refer to Hollinwood Academy Outbreak management plan and DfE advice line for support DfE Coronavirus contact information</p>	<p>No Pupil should be denied education on the grounds that they cannot/will not wear a face covering</p> <p>In the event of an outbreak or a new variant and following government guidance we may re-introduce face coverings</p>	<p>All staff</p> <p>Sept 21</p>
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Stepping measures up and down	<p>Outbreak of Covid</p> <p>Implementation of Outbreak Management plan</p>	Low	<p>An Outbreak may constitute as: Two confirmed cases WITH close contact (in a SEND setting). Before contacting LA PHE consider how and when confirmed individuals came into contact. Discuss with covid trace team at the LA/PHE before implementing Outbreak management plan Heads/Dep Heads/SLT to report positive cases via the case notification online form The form should be emailed to: covid.trace@oldham.gov.uk Or covid-19@tameside.gov.uk Outbreak Management plan in place in the event of an Outbreak of Corona virus – Contact the LA Team as per current procedure or you may contact DfE Corona virus helpline, who may refer to PHE who will determine if Hollinwood Academy has an outbreak Main points of the outbreak management plan communicated to staff.</p>	<p>PHE LA covid trace team will link any potential outbreaks to community infections</p> <p>Measures will be communicated clearly with staff, parents and pupils using a range of communication tools.</p>	<p>LMD / NGN</p> <p>On-going</p>
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<p>Reduction of potential contamination through lack of hygiene</p>	<p>Good hygiene (hand and repository)</p> <p>Appropriate cleaning regimes</p> <p>Ventilation of occupied spaces</p> <p>Following public health advice on testing/isolation/ managing confirmed cases</p> <p>Use of PPE</p>	<p>Low</p>	<p>Prevention measure MUST always be adhered to, this is by: Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the setting. Ensure face coverings are used in recommended circumstances. Ensure everyone is advised to clean their hands thoroughly and more often than usual. Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. Consider how to minimise contact across the site and maintain social distancing wherever possible. Keep occupied spaces well ventilated. In specific circumstances: Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. Promote and engage in asymptomatic testing, where available.</p>	<p>Guidance on cleaning in a non-health care setting</p> <p>Staff to encourage this with the children and young people in September</p>	<p>SBM/ Premises and all staff</p> <p>Ongoing</p>
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<p>Tracking - Testing and Tracing of positive cases</p>	<p>Tracking positive cases within Education settings</p> <p>Support when to implement Outbreak Management plan</p>	<p>L</p>	<p>If someone develops symptoms: Do NOT come into an education setting if you have symptoms or are required to isolate. If person develops symptoms whilst in education setting, they must go home straight away People with symptoms should avoid public transport Quarantine areas for students to await collection remains in the sports hall (two areas). Staff to contact SLT. Response to any infection You must always: Promote and engage with the NHS Test and Trace process. Manage and report confirmed cases of COVID-19 amongst the setting community. Contain any outbreak by following local health protection team advice. Discussion with Oldham LA covid team if it appears there is an outbreak</p>	<p>There is no need to obtain LFD/PCR testing for 90 days following a positive covid 19 test – unless the individual develops symptoms.</p>	<p>SLT</p> <p>Ongoing</p>
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<p>Asymptomatic testing and confirmatory PCR testing</p>	<p>Continuation of LFD testing amongst staff and Pupils (where possible)</p> <p>Step up or down – Outbreak management plan</p> <p>Testing in the summer holidays and on return to education setting</p> <p>Transition of Year 6 to Year 7</p> <p>PCR confirmatory testing</p>	<p>L</p>	<p>Testing remains important in reducing risk of transmission. Where Staff and Pupils are attending Holiday provision testing is encouraged for staff and Pupils – LFD test kits can be obtained via education settings or local pharmacies. Secondary school and post 16 pupils will be expected the follow current government guidance found here.</p> <p>Consideration for SEND pupils, who may have difficulty undertaking covid testing. School will continue to review and act upon government and DfE advice found here</p> <p>If someone receives a negative LFD test they can remain in the education setting</p> <p>HoS/DHoS/SLT- to continue to contact Oldham LA covid team to support contact tracing.</p> <p>There is a DfE Dedicated covid advice line if further advice is required. DfE Advice line</p>	<p>No Pupil should be made to undertake a test if they do not wish to.</p> <p>Guidance for SEND settings - Asymptomatic testing/Rapid testing</p>	<p>SLT</p> <p>Ongoing</p>
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<p>Other considerations</p>	<p>Preparing Pupils for additional changes in SEND setting</p> <p>Pupils with medical conditions</p> <p>Access for key contractors</p>	<p>L</p>	<p>Consideration for Pupils who may need additional support to prepare for the changes.</p> <p>Pupils with complex medical needs will continue to have individual risk assessments in line with their Individual Health care plans and any external partners that are required to support their medical needs – eg: Physiotherapist, Nurses, etc.</p> <p>Consideration for all pupils with Health care needs to ensure they access the same level of education as their peers. Flexibility where needed to support the pupils teaching and learning.</p> <p>Key contractors – Physiotherapist, Nurses, etc to be advised of the site requirements in terms of protecting staff, pupils and visitors. They will continue to have access to supporting out pupils with their health care needs.</p>	<p>Supporting pupils at schools with medical conditions</p>	<p>All staff</p> <p>Sept 21</p>
<p>Admitting children and young people back into education setting following symptoms of covid</p>	<p>Pupil presenting with Covid symptoms and Parent send the individual to school</p>	<p>L</p>	<p>It is a legal requirement to isolate if presenting with covid symptoms, however if a parent insists on sending their child in with symptoms – HoS/DHoS/SLT should use reasonable judgement to refuse the pupil into the setting. Careful consideration and PHE advice are prudent in this scenario.</p>	<p>Stay at home guidance for Covid 19</p>	<p>All staff</p>

<p>Building Maintenance</p>	<p>Lack of building/ property maintenance, faulty equipment services leading to injury or death.</p> <p>People who may be injured from defective equipment / property due to lack of maintenance</p>	<p>L</p>	<p>All statutory building compliance checks are maintained and up to date (fire alarm, legionella testing etc.).</p> <p>Where possible checks take place before or after school or away from other staff / pupils.</p> <p>Contingency arrangements have been implemented for key staff absences (e.g. caretakers), so they can continue to be undertaken.</p> <p>Assurances have been sought from external organisations providing FM services that checks are in date.</p> <p>All parts of the building will be brought back to use and full checks completed after being 'moth-balled'</p>		<p>Premises</p> <p>Sept 21</p>
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<p>Name of Assessor(s):</p> <p>L Millard R Ashton T Tushingam</p>	<p>Signature(s):</p> <p>L Millard & R Ashton & T Tushingam</p>	<p>Date of Assessment:</p> <p>24/08/2021 - update from DfE and LA/PHE guidance – highlighted in aqua</p>
<p>Review of Risk Assessment</p> <p>01/12/2021 – Following update government guidance and DFE information</p>	<p>Reviewer:</p> <p>L Millard & R Ashton & T Tushingam</p>	<p>Date of reviews :</p> <p>06/01/2022 – Following update government guidance and DFE information</p>

