

### Scope of this Risk Assessment

The health and safety of everyone across the New Bridge Group is of the utmost importance.

We also want to ensure that any visitors to our sites can be assured that their safety is of equal importance.

In order to prepare for a full return to school in September there are a number of changes and adaptations we need to introduce to our buildings to ensure everyone who learns in them, works in them or visits them can do so in the knowledge that they will be as safe as practicable.

Our work to date, at every stage, has been informed by the latest guidance issued by central and local government, Public Health England and the National Health Service. We have also developed these guidelines based on a secure knowledge of our buildings and the young people and staff within them.

This risk assessment provides practical guidance on infection prevention and control with particular regard to COVID-19 in New Bridge Group. Its prime purpose is to support you in your work over the coming weeks and months and to ensure that we are all working in a safe way. It covers the measures that all our sites will undertake to:

1. plan and organise provision, including capacity of rooms and areas.
2. support the health and well-being of all staff and pupils and keep everyone safe.
3. manage facilities and logistical arrangements, including buildings, cleaning and transport.
4. have regard for hygiene, social distancing, self-isolation and testing if a person shows symptoms.

These measures are critical in our defence against COVID-19 and are the most effective ways of reducing the risk of transmission.

We have worked closely with the DfE, local authorities and unions to compile this assessment and we will continue to do this as we update and move forwards.

To be valid this risk assessment must be made by the Head of Site and their Leadership Team alongside Health teams etc..

<b>Organisation / Site :</b>	<b>Assessment done by:</b>	<b>Date:</b>
New Bridge College	Jaina Walton	27 <sup>th</sup> August 2020
<b>Task / Process Being Assessed:</b>	<b>Approved by:</b>	<b>Date:</b>
COVID 19 – September 2020 - Full Return to School	Moira Thompson- on behalf of the Executive Team	27 <sup>th</sup> August 2020

LIKELIHOOD	SEVERITY				
	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
1. Rare	1	2	3	4	5
2. Unlikely	2	4	6	8	10
3. Possible	3	6	9	12	15
4. Likely	4	8	12	16	20
5. Almost Certain	5	10	15	20	25
Green : All ok		Yellow : Change if you can		Red : Don't do	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
<b>Compulsory for all settings, all of the time</b>									
Minimising contact with unwell individuals	Staff / Young People	3	3	9	<p>A separate self-contained COVID 19 medical area has been set up to support the containment of any infection until the unwell person leaves site. (This will be located on the ground floor next to the main office and near toilet)</p> <p>PPE has also been made available for use by the supervising staff member and training has taken place in the correct use of PPE. PPE may be required when supporting pupils to access other floors in the lift. This will only apply to key 1:1 staff.</p> <p>Our site has procedures in place to ensure that staff and students do not present with symptoms.</p>	Signage be created and put up before opening.	JWN	Aug 20	Sept 20
Hand cleaning	Anyone within the building	4	3	12	<p>Hand sanitiser is freely available and must be used at all entry / exit points at the time of exit and entry by everyone entering and exiting.</p> <p>All staff and young people must regularly wash their hands. They must be washed with soap and running water for at least 20 seconds. We have uploaded recommended</p>	Full assessment of the building to ensure hand sanitiser is available where required			Sept 20

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>methods for handwashing to NewTube and this is also available on the ipad.</p> <p>Pupils must be supported with effective handwashing. As a minimum we expect that handwashing will be undertaken:</p> <ol style="list-style-type: none"> <li>1. on arrival at and when leaving the site</li> <li>2. before and after handling food</li> <li>3. before and after handling objects and equipment that may have been used by others</li> <li>4. where there has been any physical contact</li> <li>5. after people blow their nose, sneeze or cough.</li> </ol> <p>Disposable paper towels for drying hands are provided as this is recommended rather than electric hand dryers.</p> <p>Hand hygiene is critical before and after all direct contact with anyone, and after cleaning equipment and the environment.</p>	<p>All staff/students to watch hand washing video on first day back.</p> <p>Signage to go up relating to using hand towels.</p> <p>On site cleaner to check hand towels hourly in all bathrooms.</p>	<p>JWN</p> <p>JWN</p> <p>Site Manager</p>	<p>September 20</p> <p>August 20</p> <p>Daily</p>	<p>Sept 20</p> <p>DAILY</p>
Respiratory hygiene		3	4	12	<p>We will promote the “Catch it, bin it, kill it” procedure and work with students to ensure it is implemented as fully as possible.</p> <p>Supplies of tissues will be freely available and in all rooms.</p>	<p>On site cleaner to check hourly.</p>	<p>JWN</p>	<p>Daily</p> <p>Aug 20</p>	<p>DAILY</p> <p>Sept 20</p>

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					Catch it, bin it, kill it posters will be in situ.	Foot operated bins to go in each room	Site manager		
Enhanced cleaning (surfaces, detergents etc.)		2	2	4	<p>Our building is cleaned regularly throughout the day and at the end of day.</p> <p>All allocated rooms will have a red / green tag on the door. Green will mean that room has been cleaned and no-one has entered it since.</p> <p>The first person to enter a room should leave the tag on the door but turn the sign around to show red</p> <p>There are additional red/green tags allocated to each bubble and staff in that bubble will place a red tag where extra care is needed re cleaning high-touch areas – eg. computer keyboard, certain objects or equipment.</p> <p>Once the area has been cleaned the cleaner will turn the tag to green.</p> <p>This ensures that:</p> <ol style="list-style-type: none"> <li>1. Cleaners are aware of areas that need to be cleaned and can avoid recleaning areas that maybe haven't been used</li> <li>2. You have the confidence of knowing that much used areas have been made clean and safe ready for use.</li> </ol>	<p>Cleaning staff to be appointed and rota coordinated.</p> <p>Staff to be briefed on tag procedure.</p> <p><i>Air fresheners to not be used any more</i></p>	<p>JWN</p> <p>JWN</p>	<p>August 20</p> <p>September 20</p>	<p>Checked DAILY</p>

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>Hard surfaces will be cleaned with warm soapy water or the normal cleaning products used.</p> <p>Particular attention will be given to clean ‘high-touch’ areas and surfaces. These areas will be cleaned at least once a day and more frequently in high-use areas based on local assessment by our facilities team, including bathrooms, railings, tables, toys, equipment door handles, push pads, taps and hand sanitiser dispensers.</p> <p>Additional full time cleaners have been allocated to all sites and cleaning schedules have been implemented. Cleaning staff will maintain social distancing from you, young people and each other at all times.</p> <p>All rubbish and waste will be disposed of in line with procedures laid down by our facilities team. It will be removed daily.</p> <p>All staff have access to cleaning materials for their room.</p>				
Social distancing		4	3	12	<p>It is important that social distancing measures are in place.</p> <p>We have put in place the following advice-</p>	Staff briefing on social distancing.	JWN	Sept 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p><i>“To avoid the risk of transmission to you and your colleagues, you should ensure that you follow social distancing advice both in and outside the workplace (<a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a>):</i></p> <ol style="list-style-type: none"> <li><i>1. Where possible stay at least 2 metres away from everyone when you are not wearing PPE,</i></li> <li><i>2. If you need to come within 2m of anyone at any time, please ensure that you put on PPE as per the guidelines, if appropriate</i></li> <li><i>3. Try not to share transport with people from outside your house when travelling to and from work.</i></li> <li><i>4. Try to avoid public transport, where possible.</i></li> <li><i>5. Maintain social distancing when outside your home, staying at least 2 metres from people when in shops and other indoor and outdoor public places,</i></li> </ol> <p><i>Following this guidance as far as is possible will keep everyone safe and well including your family. These measures help ensure that the chain of infection is broken.”</i></p> <p>In our schools, we recognise that it is not practicable to expect pupils to maintain consistent social distancing of two metres. Staff should however seek to ensure some distancing between pupils. This is based on medical</p>	<p>Staff workplaces to be cleaned down after use.</p> <p>Teacher works station to be at least 3m away from first student table</p> <p>Marked area for staff at front of room.</p> <p>Highlighted on Protocols document that will be sent to all staff and shared again on training day</p>	<p>JWN</p> <p>JWN</p> <p>JWN</p> <p>JWN</p>	<p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p> <p>Ongoing</p>	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower.	Continual reinforcement of social distancing protocols with staff.			
PPE, where appropriate		3	3	9	<p>There is generally no need to use personal protective equipment (PPE) when undertaking routine educational activities at any of our sites.</p> <p>The list below is a guide to when PPE <b>may</b> be required:</p> <ol style="list-style-type: none"> <li>1. <b>Routine activities</b></li> <li>2. No PPE is required when undertaking routine educational activities in bubbles.</li> <li>3. <b>Suspected coronavirus (COVID-19)</b> <ol style="list-style-type: none"> <li>a. Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.</li> <li>b. Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.</li> </ol> </li> </ol>	<p>PPE plan to be put in place regarding use of lift.</p> <p>Staff to be briefed on PPE when using lift with students.</p> <p>Staff moving around Bubbles are wearing shields if needed</p>	<p>JWN/NN N</p> <p>JWN NNN</p>		



What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>c. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.</p> <p><b>1. Intimate care</b></p> <p>a. Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.</p> <p>b. Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.</p> <p>c. Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction</p> <p>Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</p> <p>If PPE is assessed as being necessary then this is not an option, it must be worn if recommended.</p>	<p>Visitors to be given guidance on arrival and pre visit.</p>			

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>The use of PPE within our sites is based on a clear assessment of risk, taking into account each individual setting and the needs of the individual young person. We already have risk assessment processes in place which will continue be used to identify the need for the use of PPE. Following any risk assessment, where the need for PPE has been identified, it will be readily available and provided.</p> <p>Face Masks – new guidance states that facemasks are to worn by all students and staff in Lockdown Areas when they are in communal areas. As we have organised the groups into separate bubbles and taken away the use of communal areas for both staff and students there is not a need to wear face coverings on site. Staff moving across bubbles may wish to wear masks and students may also feel safe in wearing them. This is a personal choice but face coverings will have to be provided by yourself and families for students.</p> <ul style="list-style-type: none"> <li>• <i>From 1 September 2020, new advice will apply to the use of face coverings by staff and pupils in some schools, and learners in further education</i></li> <li>• <i>In areas of <b><u>'national government intervention'</u></b>, the government <b>will require</b> adults and pupils to wear face coverings when moving around their</i></li> </ul>				

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p><i>school, such as in corridors and communal areas where social distancing is difficult to maintain</i></p> <ul style="list-style-type: none"> <li><i>Nationwide, the government is not recommending face coverings are necessary in education settings generally</i></li> <li><i>However, secondary schools and colleges will have the discretion to require face coverings in communal areas where they can't safely manage social distancing (if they believe that it is right in their particular circumstances).</i></li> </ul>				
Engage with the NHS Test and Trace process		3	3	9	<p>We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department.</p> <p>Log visitors on filemaker. (JWN to brief admin team on this)</p> <p>If a staff member or student displays symptoms on any type, this must be reported through to LA.</p> <p>Staff/Students to download the App QR Code for College to be sort</p>	Follow protocol document.  JWN	Ongoing		

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					All staff informed of the Testing at QE – details sent from HR.				
Use of the COVID test kits available on site					<p>Ensure identified person(s) has watched the online webinar on how to administer the tests            Protocols on the administration of the test has been created for both staff and students (who will get them) to be shared with governors/directors.</p> <p><b><u>COVID Protocols in relation to TEST use.</u></b></p> <p>The DFE alongside the DHSC have issues Schools and colleges with COVID 19 test kits.  <b>These test are for;</b></p> <ul style="list-style-type: none"> <li>- <b>Protection of pupils, students and staff by improving access to testing</b></li> <li>- <b>Prevent and control outbreaks through early identification</b></li> <li>- <b>Provide reassurance</b></li> </ul> <p>Guidance states that these test should only be offered in exceptional circumstances to individuals (student/staff) who have;</p> <ul style="list-style-type: none"> <li>- <b>Developed symptoms while at college</b></li> <li>- <b>We believe may have a barrier to accessing a test elsewhere</b></li> <li>- <b>We believe that if we sent them home without a kit they would NOT receive a test.</b></li> </ul> <p>If any of the college pupils are under the age of 18 then the test will need to be given to the parent/carers.</p>	<p>JWN/NNN</p> <p>Letter to go to governors/directors</p>	Ongoing		

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>We will not be conducting these tests on the college site as stated in the guidance shared by DFE and DHSC.</p> <p>Staff will need to give parents/carer clear guidance in how they need to use and administer the test. Parents/carers may also require further support in registering and sending off the test – this will be done through support from Nicola Nelson.</p>				
<p>Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community</p>		3	3	9	<p>We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department.</p> <p><b>Follow Oldham COVID-19 Resource Pack for Schools and Early Years version 0.8</b></p> <p><b>Log on the New Schooling offer RA</b></p> <p>Any student that should be self-isolating and breaches these rules need to inform HOS to report to Oldham</p>	<p>Staff to be briefed on protocols relating to outbreak in college on first day back.</p>	JWN	Sept 20	
<p>Contain any outbreak by following local health protection team advice</p>		3	3	9	<p>Each site has an identified area for housing suspected coronavirus cases which includes an isolated toilet.</p> <p>Procedures will be followed if we suspect the virus is present and ensure the senior person on site is immediately made aware.</p>	<p>Room to be identified in new building. Staff and students to be briefed on</p>	JWN	August 20/Sept 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						<p>protocol for isolation.</p> <p>Room identified near exit of building with toilet</p>			

**COVID 19 Prevention**

Ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting		4	3	12	<p>If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak. We will 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.</p>	Flow chart to be produced and shared with staff/families	DHL/JWN	Sept 20	
--	--	---	---	----	--	--	---------	---------	--

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					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.				
If someone becomes unwell in the setting		4	4	16	<p>We have put stringent procedures in place that must be adhered to if a case of COVID-19 is suspected. This process is :</p> <ol style="list-style-type: none"> <li>1. Immediately move the suspected infected person to the designated area reserved for this scenario.</li> <li>2. Get a message to the senior person on-site.</li> <li>3. The senior person on site will:               <ol style="list-style-type: none"> <li>a. set the process in place to notify parents/family etc and will arrange for the pick-up of the sick person.</li> <li>b. arrange for all areas used by the suspected person to be locked off for cleaning</li> <li>c. ensure premises staff are aware of areas where a clean down is required before re-opening</li> <li>d. complete a "COVID-19 Case" form:</li> </ol> </li> </ol>	<p>Staff to be briefed on process and to sign to say that they have attended briefing.</p> <p>Brochure / Protocol document to be shared with all staff</p>	JWN	Sept 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>e. ensure track and trace is fulfilled where appropriate</p> <p>f. ensure tests are arranged where necessary</p> <p>If there are multiple cases of COVID-19 at our sites we will work with experts from across the NHS and local government to work together to prevent ongoing transmission. This will involve identifying those exposed, any person who is at increased risk and provide tailored infection control advice.</p>				
<b>School Organisation</b>									
<b>Student Attendance</b>									
Expectation of pupil attendance		1	1	1	We will take responsibility to record attendance and follow up absence.	NNN to oversee daily.	NNN	Sept 20	
<b>Local Lockdown</b>									
Cross borough pupils re local lockdown					We will continue to follow local and national guidance	Tier 4 recommendations- GQN presently discussing with DFE and NHS via SEND National	GQN	Sept 20	



What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						Steering Group.			
Cross borough staff re local lockdown					In the event of a local lockdown previous protocols with scenario planning to be put in place. Follow the guidance from Oldham LA.	As per protocols			
<b>Student Arrival</b>									
Start Times – fixed / staggered		3	3	9	<p>Site leaders will risk assess safety and social distancing during arrival and collection times of young people and social distancing regulations will also be in place in the school grounds</p> <p>If required, we will attempt to stagger arrival and departure times as well as lunchtimes and breaks to ensure that movement and concentration of staff and pupils is minimised.</p> <p>Lumenus/Activ8 arrival 8:30am (AM will need access to lift so needs to use the main entrance to the building)            Digital (all) arrival 8.45am (JG will need to use the same lift – need to ensure all cleaned after AM use)            Employability Pathway arrival 9am.            Staff Rota to support in place</p>	<p>3 entrance points identified for bubbles. Staggered arrival times for Digital/Employability pathway and (students that need lift access) groups as they will be using the same entrance to</p>	<p>JWN</p> <p>JWN</p>	<p>Aug 20</p>	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete						
					<p>We have 14 pupils that will be using LA transport to get to and from College, these pupils who are being transported in larger minibuses will be mixing bubbles. We have worked with transport and all transport will drop off and pick up from outside Clean Plate Kitchen. I have assigned staff to each bus for drop off and pick up.</p> <p>JG – mum and JG very anxious – JWN has liaised with them for JG to use the back entrance at a time when no other bubble will be using it. (direct cleaner to clean area after use and lift)</p> <p>NBC1, 3 – arrival 8.30am departure 3pm  NBC2 – arrival 8.45am departure 3.15pm  NBC4, and 5 arrival 9am departure 3.30pm</p> <table border="1" data-bbox="752 967 1529 1361"> <thead> <tr> <th></th> <th>Front</th> <th>Back</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>8:30am NNN/JWN 8.45am NNN, FJN (JG), MSR, LLN(AC) 9am NNN, TMO, MSN TRANSPORT: arrivals and departures from clean plate NBC1 – BFR/NSY (8.30) NBC2 – MHD/LJT(8.5) NBC3 – AM (Sarah) 8.30am NBC4 – CTN? (9am) NBC5 – LLN/MSR (9am)</td> <td>8.30 am DNM, SBM, MMS (PD) MNN,</td> </tr> </tbody> </table>		Front	Back	Monday	8:30am NNN/JWN 8.45am NNN, FJN (JG), MSR, LLN(AC) 9am NNN, TMO, MSN TRANSPORT: arrivals and departures from clean plate NBC1 – BFR/NSY (8.30) NBC2 – MHD/LJT(8.5) NBC3 – AM (Sarah) 8.30am NBC4 – CTN? (9am) NBC5 – LLN/MSR (9am)	8.30 am DNM, SBM, MMS (PD) MNN,	<p>allow for clean in between arrival.</p> <p>Families and staff to be briefed on staggered arrival times. - this has been communicated with families and staff.</p> <p>Up to date information to be sent to all staffing once JWN has met with Chair of Governors to agreed to time and staggered intake.</p>		Aug 20	
	Front	Back													
Monday	8:30am NNN/JWN 8.45am NNN, FJN (JG), MSR, LLN(AC) 9am NNN, TMO, MSN TRANSPORT: arrivals and departures from clean plate NBC1 – BFR/NSY (8.30) NBC2 – MHD/LJT(8.5) NBC3 – AM (Sarah) 8.30am NBC4 – CTN? (9am) NBC5 – LLN/MSR (9am)	8.30 am DNM, SBM, MMS (PD) MNN,													

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>Tuesday</p> <p>8:30am NNN, Sarah (AM) (NNN to clean between AM and JG use of lift) 8.45am NNN, FJN (JG), MSR, LLN(AC) 9am NNN, TMO, MSN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) 8.30am NBC4 – CTN? NBC5 – LLN/MSR</p>	8.30 am DNM, SBM, MMS (PD) MNN,			
					<p>Wednesday</p> <p>8:30am NNN, Sarah (AM) (NNN to clean between AM and JG use of lift) 8.45am NNN, FJN (JG), MSR, LLN(AC) 9am NNN, TMO, MSN Transport: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) 8.30am NBC4 – CTN? NBC5 – LLN/MSR</p>	8.30 am DNM, SBM, MMS (PD) MNN,			
					<p>Thursday</p> <p>8:30am NNN, Sarah (AM) (NNN to clean between AM and JG use of lift) 8.45am NNN, FJN (JG), MSR, LLN(AC) 9am NNN, TMO, MSN Transport: NBC1 – BFR/NSY</p>	8.30 am DNM, SBM, MMS (PD) MNN,			

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete						
					<table border="1"> <tr> <td></td> <td>NBC2 – MHD/LJT NBC3 – AM (Sarah) 8.30am NBC4 – CTN? NBC5 – LLN/MSR</td> <td></td> </tr> <tr> <td>Friday</td> <td>8:30am NNN, Sarah (AM) (NNN to clean between AM and JG use of lift) 8.45am NNN, FJN (JG), MSR, LLN(AC) 9am NNN, BFR, TMO, MSN Transport: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) 8.30am NBC4 – CTN? NBC5 – LLN/MSR</td> <td>8.30 am JWN, SBM, MMS (PD) MNN,</td> </tr> </table>		NBC2 – MHD/LJT NBC3 – AM (Sarah) 8.30am NBC4 – CTN? NBC5 – LLN/MSR		Friday	8:30am NNN, Sarah (AM) (NNN to clean between AM and JG use of lift) 8.45am NNN, FJN (JG), MSR, LLN(AC) 9am NNN, BFR, TMO, MSN Transport: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) 8.30am NBC4 – CTN? NBC5 – LLN/MSR	8.30 am JWN, SBM, MMS (PD) MNN,				
	NBC2 – MHD/LJT NBC3 – AM (Sarah) 8.30am NBC4 – CTN? NBC5 – LLN/MSR														
Friday	8:30am NNN, Sarah (AM) (NNN to clean between AM and JG use of lift) 8.45am NNN, FJN (JG), MSR, LLN(AC) 9am NNN, BFR, TMO, MSN Transport: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) 8.30am NBC4 – CTN? NBC5 – LLN/MSR	8.30 am JWN, SBM, MMS (PD) MNN,													
					<table border="1"> <tr> <td></td> <td>Front</td> <td>Back</td> </tr> <tr> <td>Monday</td> <td>NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR</td> <td>3pm DNM, SBM, MMS (PD) MNN,</td> </tr> </table>		Front	Back	Monday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm DNM, SBM, MMS (PD) MNN,				
	Front	Back													
Monday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm DNM, SBM, MMS (PD) MNN,													

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete									
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Tuesday</td> <td>                     NNN to support                      3pm Sarah with AM                      3.15pm FJN (JG) LLN (AC)                      3.30pm CMN, NKD, ATN                      TRANSPORT:                      NBC1 – BFR/NSY                      NBC2 – MHD/LJT                      NBC3 – AM (Sarah)                      NBC4 – CTN?                      NBC5 – LLN/MSR                 </td> <td>3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)</td> </tr> <tr> <td>Wednesday</td> <td>                     NNN to support                      3pm Sarah with AM                      3.15pm FJN (JG) LLN (AC)                      3.30pm CMN, NKD, ATN                      TRANSPORT:                      NBC1 – BFR/NSY                      NBC2 – MHD/LJT                      NBC3 – AM (Sarah)                      NBC4 – CTN?                      NBC5 – LLN/MSR                 </td> <td>3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)</td> </tr> <tr> <td>Thursday</td> <td>                     NNN to support                      3pm Sarah with AM                      3.15pm FJN (JG) LLN (AC)                      3.30pm CMN, NKD, ATN                      TRANSPORT:                      NBC1 – BFR/NSY                      NBC2 – MHD/LJT                      NBC3 – AM (Sarah)                      NBC4 – CTN?                      NBC5 – LLN/MSR                 </td> <td>3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)</td> </tr> </table>	Tuesday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)	Wednesday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)	Thursday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)				
Tuesday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)																
Wednesday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)																
Thursday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)																

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete			
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 5px;">Friday</td> <td style="padding: 5px;">                     NNN to support                      3pm Sarah with AM                      3.15pm FJN (JG) LLN (AC)                      3.30pm CMN, NKD, ATN                      TRANSPORT:                      NBC1 – BFR/NSY                      NBC2 – MHD/LJT                      NBC3 – AM (Sarah)                      NBC4 – CTN?                      NBC5 – LLN/MSR                 </td> <td style="width: 15%; padding: 5px;">                     3pm JWN, SBM, MMS (PD)                      MNN, NSY (SJ)                 </td> </tr> </table>	Friday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm JWN, SBM, MMS (PD) MNN, NSY (SJ)				
Friday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm JWN, SBM, MMS (PD) MNN, NSY (SJ)										
Vehicle Management		3	3	9	<p>Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport.</p> <p>All supervising staff will wear high-vis jackets.</p> <p>Address and parking arrangement need to be sorted Whitelist for parking – staff, transport and parents needed.</p> <p>Staff will be allocated to each transport bus to then support pupils getting to college. See above for detail</p>	<p>Travel plan needs writing for new college campus.</p> <p>Travel plan to be communicated to staff and families.</p>	JWN/D WO	Aug 20	August 20 – see			

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete					
						Drop off and pick up points in place	JWN/DWO	Aug 20	attached plan					
Meet and greet		3	3	9	<p>We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people.</p> <p>Staff to man the entrance and exit points and support with the start and end of the day routine.</p>	<p>Staff to be rota'd to meet and greet students and to oversee social distancing protocols are adhered to.</p> <p>To be shared with staff via email and reiterated on training day</p>	JWN	Aug 20						
<b>Break times</b>														
Indoor break		3	3	9	<p>Students to remain in bubble groups for break times. Smokers to be given set times to go out of the building for each bubble.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;">Bubble 1</td> <td style="width: 25%;">Bubble 2</td> <td style="width: 25%;">Bubble 3</td> </tr> </table>		Bubble 1	Bubble 2	Bubble 3	<p>Students and staff to be briefed on break time protocols.</p>	JWN	Aug 20		
	Bubble 1	Bubble 2	Bubble 3											
							NNN							

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete																				
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Monday</td> <td>LAY/MSN</td> <td>BHK/FJN</td> <td>CLE/SBM</td> </tr> <tr> <td>Tuesday</td> <td>BFR/GTL</td> <td>MSR/LJT</td> <td>MMS/MNN</td> </tr> <tr> <td>Wednesday</td> <td>NKD/LAY</td> <td>LLN/CHY</td> <td>LPN/RSR</td> </tr> <tr> <td>Thursday</td> <td>TMO/ATN</td> <td>FJN/MSR</td> <td>NSY/SBM</td> </tr> <tr> <td>Friday</td> <td>GTL/CMN</td> <td>LLN/DNM</td> <td>MHD/CTN</td> </tr> </table>	Monday	LAY/MSN	BHK/FJN	CLE/SBM	Tuesday	BFR/GTL	MSR/LJT	MMS/MNN	Wednesday	NKD/LAY	LLN/CHY	LPN/RSR	Thursday	TMO/ATN	FJN/MSR	NSY/SBM	Friday	GTL/CMN	LLN/DNM	MHD/CTN	Pastoral leads to coordinate smokers rota for outside access.		Sept 20	
Monday	LAY/MSN	BHK/FJN	CLE/SBM																										
Tuesday	BFR/GTL	MSR/LJT	MMS/MNN																										
Wednesday	NKD/LAY	LLN/CHY	LPN/RSR																										
Thursday	TMO/ATN	FJN/MSR	NSY/SBM																										
Friday	GTL/CMN	LLN/DNM	MHD/CTN																										
Outdoor break					NA																								
Wet break					NA																								
Outdoor equipment					NA																								
<b>Lunch times</b>																													
Menu options		3	2	6	Students to order lunches from SPT kitchen or to bring in packed lunch from home.																								
Serving arrangements		3	3	9	<p>Meals to be delivered to bubble entrance and collected by a member of staff from the bubble. Students to eat lunches within their bubble. Students are not permitted to leave the building at lunch time to go into Oldham to get own lunches – these need to be ordered or bought from home</p> <p>If unable to use SPT Kitchen meals for FSM pupils will be sort from Clean Plate Kitchen</p>	<p>Communication to go out to families RE staying in at lunch and lunch time protocols.</p> <p>Ongoing as and when needed</p>	NNN	Aug 20																					



What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete																														
1:1 support		3	2	6	Rota to be in place to allow for staff breaks.		JWN	Aug 20																															
Supervision / Lunch duties		3	3	9	<p>Lunch to be shortened to one hour, split into two shifts of 30 minutes.</p> <p>Lunch time Rota created with SLT and Pastoral all involved.</p> <p><b>Bubble 1</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th></th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td>12:25 – 1pm</td> <td>ATN/CMN /NKD/GTL ON LUNCH BFR/TMO /LAY/MSN ON DUTY</td> <td>BFR/TMO/LAY/MSN ON LUNCH ATN/CMN /NKD/GTL ON DUTY</td> <td>ATN/CMN/NKD/GTL ON LUNCH BFR/TMO/LAY/MSN ON DUTY</td> <td>BFR/TMO/LAY/MSN ON LUNCH ATN/CMN/NKD/GTL ON DUTY</td> <td>ATN/CMN/NKD/GTL ON LUNCH BFR/TMO/LAY/MSN ON DUTY</td> </tr> <tr> <td>1pm – 1:30pm</td> <td>ATN/CMN /NKD/GTL ON DUTY BFR/TMO /LAY/MSN ON LUNCH</td> <td>BFR/TMO/LAY/MSN ON DUTY ATN/CMN /NKD/GTL ON LUNCH</td> <td>ATN/CMN/NKD/GTL ON DUTY BFR/TMO/LAY/MSN ON LUNCH</td> <td>BFR/TMO/LAY/MSN ON DUTY ATN/CMN/NKD/GTL ON LUNCH</td> <td>ATN/CMN/NKD/GTL ON DUTY BFR/TMO/LAY/MSN ON LUNCH</td> </tr> </tbody> </table> <p><b>Bubble 2</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td>12:25 – 1pm</td> <td>BHK/ LJT ON LUNCH</td> <td>BHK/ LJT ON LUNCH</td> <td>BHK/ LJT ON LUNCH</td> <td>BHK/ LJT ON LUNCH</td> <td>BHK/ LJT ON LUNCH</td> </tr> </tbody> </table>		Monday	Tuesday	Wednesday	Thursday	Friday	12:25 – 1pm	ATN/CMN /NKD/GTL ON LUNCH BFR/TMO /LAY/MSN ON DUTY	BFR/TMO/LAY/MSN ON LUNCH ATN/CMN /NKD/GTL ON DUTY	ATN/CMN/NKD/GTL ON LUNCH BFR/TMO/LAY/MSN ON DUTY	BFR/TMO/LAY/MSN ON LUNCH ATN/CMN/NKD/GTL ON DUTY	ATN/CMN/NKD/GTL ON LUNCH BFR/TMO/LAY/MSN ON DUTY	1pm – 1:30pm	ATN/CMN /NKD/GTL ON DUTY BFR/TMO /LAY/MSN ON LUNCH	BFR/TMO/LAY/MSN ON DUTY ATN/CMN /NKD/GTL ON LUNCH	ATN/CMN/NKD/GTL ON DUTY BFR/TMO/LAY/MSN ON LUNCH	BFR/TMO/LAY/MSN ON DUTY ATN/CMN/NKD/GTL ON LUNCH	ATN/CMN/NKD/GTL ON DUTY BFR/TMO/LAY/MSN ON LUNCH		Monday	Tuesday	Wednesday	Thursday	Friday	12:25 – 1pm	BHK/ LJT ON LUNCH	BHK/ LJT ON LUNCH	BHK/ LJT ON LUNCH	BHK/ LJT ON LUNCH	BHK/ LJT ON LUNCH	Staff rota to be created for each bubble to allow breaks for staff.	NNN	Aug 20	
	Monday	Tuesday	Wednesday	Thursday	Friday																																		
12:25 – 1pm	ATN/CMN /NKD/GTL ON LUNCH BFR/TMO /LAY/MSN ON DUTY	BFR/TMO/LAY/MSN ON LUNCH ATN/CMN /NKD/GTL ON DUTY	ATN/CMN/NKD/GTL ON LUNCH BFR/TMO/LAY/MSN ON DUTY	BFR/TMO/LAY/MSN ON LUNCH ATN/CMN/NKD/GTL ON DUTY	ATN/CMN/NKD/GTL ON LUNCH BFR/TMO/LAY/MSN ON DUTY																																		
1pm – 1:30pm	ATN/CMN /NKD/GTL ON DUTY BFR/TMO /LAY/MSN ON LUNCH	BFR/TMO/LAY/MSN ON DUTY ATN/CMN /NKD/GTL ON LUNCH	ATN/CMN/NKD/GTL ON DUTY BFR/TMO/LAY/MSN ON LUNCH	BFR/TMO/LAY/MSN ON DUTY ATN/CMN/NKD/GTL ON LUNCH	ATN/CMN/NKD/GTL ON DUTY BFR/TMO/LAY/MSN ON LUNCH																																		
	Monday	Tuesday	Wednesday	Thursday	Friday																																		
12:25 – 1pm	BHK/ LJT ON LUNCH	BHK/ LJT ON LUNCH	BHK/ LJT ON LUNCH	BHK/ LJT ON LUNCH	BHK/ LJT ON LUNCH																																		

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete																														
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td>LLN/MSR/ FJN ON DUTY</td> <td>LLN/MSR/ FJN ON DUTY</td> <td>LLN/MSR/ FJN ON DUTY</td> <td>LLN/MSR/ FJN ON DUTY</td> <td>LLN/MSR/ FJN ON DUTY</td> </tr> <tr> <td>1pm – 1:30pm</td> <td>BHK/LJT/ DNM/JWN ON DUTY LLN/MSR/ FJN ON LUNCH</td> <td>BHK/LJT/ DNM/JWN ON DUTY LLN/MSR/ FJN ON LUNCH</td> <td>BHK/LJT/D NM/JWN ON DUTY LLN/MSR/ FJN ON LUNCH</td> <td>BHK/LJT/ DNM/JWN ON DUTY LLN/MSR/ FJN ON LUNCH</td> <td>BHK/LJT /DNM/J WN ON DUTY LLN/MS R/FJN ON LUNCH</td> </tr> </table> <p><b>Bubble 3</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Monday</th> <th>Tuesday</th> <th>Wednesda y</th> <th>Thursday</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td>12:25 – 1pm</td> <td>LPN/CLE/ SBM/CTN ON LUNCH MMS/Sara h/NSY/MN N ON DUTY</td> <td>LPN/CLE/ SBM/CTN ON LUNCH MMS/Sara h/NSY/MN N ON DUTY</td> <td>LPN/CLE/ SBM/CTN ON LUNCH MMS/Sara h/NSY/MN N ON DUTY</td> <td>LPN/CLE/ SBM/CTN ON LUNCH MMS/Sara h/NSY/MN N ON DUTY</td> <td>LPN/CLE /SBM/CT N ON LUNCH MMS/Sar ah/NSY/ MNN ON DUTY</td> </tr> <tr> <td>1pm – 1:30pm</td> <td>LPN/CLE/ SBM/CTN /HWN/NN N ON DUTY MMS/Sara h/NSY/MN N ON LUNCH</td> <td>LPN/CLE/ SBM/CTN /HWN/NN N ON DUTY MMS/Sara h/NSY/MN N ON LUNCH</td> <td>LPN/CLE/ SBM/CTN /HWN/NN N ON DUTY MMS/Sara h/NSY/MN N ON LUNCH</td> <td>LPN/CLE/ SBM/CTN /HWN/NN N ON DUTY MMS/Sara h/NSY/MN N ON LUNCH</td> <td>LPN/CLE /SBM/CT N /HWN/N NN ON DUTY MMS/Sar ah/NSY/ MNN ON LUNCH</td> </tr> </tbody> </table>		LLN/MSR/ FJN ON DUTY	LLN/MSR/ FJN ON DUTY	LLN/MSR/ FJN ON DUTY	LLN/MSR/ FJN ON DUTY	LLN/MSR/ FJN ON DUTY	1pm – 1:30pm	BHK/LJT/ DNM/JWN ON DUTY LLN/MSR/ FJN ON LUNCH	BHK/LJT/ DNM/JWN ON DUTY LLN/MSR/ FJN ON LUNCH	BHK/LJT/D NM/JWN ON DUTY LLN/MSR/ FJN ON LUNCH	BHK/LJT/ DNM/JWN ON DUTY LLN/MSR/ FJN ON LUNCH	BHK/LJT /DNM/J WN ON DUTY LLN/MS R/FJN ON LUNCH		Monday	Tuesday	Wednesda y	Thursday	Friday	12:25 – 1pm	LPN/CLE/ SBM/CTN ON LUNCH MMS/Sara h/NSY/MN N ON DUTY	LPN/CLE/ SBM/CTN ON LUNCH MMS/Sara h/NSY/MN N ON DUTY	LPN/CLE/ SBM/CTN ON LUNCH MMS/Sara h/NSY/MN N ON DUTY	LPN/CLE/ SBM/CTN ON LUNCH MMS/Sara h/NSY/MN N ON DUTY	LPN/CLE /SBM/CT N ON LUNCH MMS/Sar ah/NSY/ MNN ON DUTY	1pm – 1:30pm	LPN/CLE/ SBM/CTN /HWN/NN N ON DUTY MMS/Sara h/NSY/MN N ON LUNCH	LPN/CLE/ SBM/CTN /HWN/NN N ON DUTY MMS/Sara h/NSY/MN N ON LUNCH	LPN/CLE/ SBM/CTN /HWN/NN N ON DUTY MMS/Sara h/NSY/MN N ON LUNCH	LPN/CLE/ SBM/CTN /HWN/NN N ON DUTY MMS/Sara h/NSY/MN N ON LUNCH	LPN/CLE /SBM/CT N /HWN/N NN ON DUTY MMS/Sar ah/NSY/ MNN ON LUNCH				
	LLN/MSR/ FJN ON DUTY	LLN/MSR/ FJN ON DUTY	LLN/MSR/ FJN ON DUTY	LLN/MSR/ FJN ON DUTY	LLN/MSR/ FJN ON DUTY																																		
1pm – 1:30pm	BHK/LJT/ DNM/JWN ON DUTY LLN/MSR/ FJN ON LUNCH	BHK/LJT/ DNM/JWN ON DUTY LLN/MSR/ FJN ON LUNCH	BHK/LJT/D NM/JWN ON DUTY LLN/MSR/ FJN ON LUNCH	BHK/LJT/ DNM/JWN ON DUTY LLN/MSR/ FJN ON LUNCH	BHK/LJT /DNM/J WN ON DUTY LLN/MS R/FJN ON LUNCH																																		
	Monday	Tuesday	Wednesda y	Thursday	Friday																																		
12:25 – 1pm	LPN/CLE/ SBM/CTN ON LUNCH MMS/Sara h/NSY/MN N ON DUTY	LPN/CLE/ SBM/CTN ON LUNCH MMS/Sara h/NSY/MN N ON DUTY	LPN/CLE/ SBM/CTN ON LUNCH MMS/Sara h/NSY/MN N ON DUTY	LPN/CLE/ SBM/CTN ON LUNCH MMS/Sara h/NSY/MN N ON DUTY	LPN/CLE /SBM/CT N ON LUNCH MMS/Sar ah/NSY/ MNN ON DUTY																																		
1pm – 1:30pm	LPN/CLE/ SBM/CTN /HWN/NN N ON DUTY MMS/Sara h/NSY/MN N ON LUNCH	LPN/CLE/ SBM/CTN /HWN/NN N ON DUTY MMS/Sara h/NSY/MN N ON LUNCH	LPN/CLE/ SBM/CTN /HWN/NN N ON DUTY MMS/Sara h/NSY/MN N ON LUNCH	LPN/CLE/ SBM/CTN /HWN/NN N ON DUTY MMS/Sara h/NSY/MN N ON LUNCH	LPN/CLE /SBM/CT N /HWN/N NN ON DUTY MMS/Sar ah/NSY/ MNN ON LUNCH																																		

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
-----------------------	---	--------------------	------------------	---------------------	---------------------------	---------------------------------------	----------------	-----------------	---------------

**Student Departure**

End Times – fixed / staggered		3	3	9	<p>All groups to have staggered end time. Groups can leave via dedicated entrance/exit at the same time.</p> <p>Departure from Building: Lumenus/Activ8 to leave at 3pm Digital to leave at 3.15pm Employability Pathway – 3.30pm</p> <p>Staff Rota to support in place</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Front</th> <th style="width: 50%;">Back</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Monday</td> <td>                     NNN to support                      3pm Sarah with AM                      3.15pm FJN (JG)                      LLN (AC)                      3.30pm CMN, NKD, ATN                      TRANSPORT:                      NBC1 – BFR/NSY                      NBC2 – MHD/LJT                      NBC3 – AM (Sarah)                      NBC4 – CTN?                      NBC5 – LLN/MSR                 </td> <td>3pm DNM, SBM, MMS (PD) MNN,</td> </tr> <tr> <td style="text-align: center;">Tuesday</td> <td>                     NNN to support                      3pm Sarah with AM                      3.15pm FJN (JG)                      LLN (AC)                 </td> <td>3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)</td> </tr> </tbody> </table>		Front	Back	Monday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm DNM, SBM, MMS (PD) MNN,	Tuesday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC)	3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)	Families, students and staff to be briefed on end time.	JWN	Aug 20	Completed August 20
	Front	Back																
Monday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm DNM, SBM, MMS (PD) MNN,																
Tuesday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC)	3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)																

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	JWN to speak with Ben Holt			
					Wednesday NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)			
					Thursday NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT:	3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)			

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete						
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="745 443 880 619"></td> <td data-bbox="880 443 1193 619">           NBC1 – BFR/NSY            NBC2 – MHD/LJT            NBC3 – AM (Sarah)            NBC4 – CTN?            NBC5 – LLN/MSR         </td> <td data-bbox="1193 443 1529 619"></td> </tr> <tr> <td data-bbox="745 619 880 1029">Friday</td> <td data-bbox="880 619 1193 1029">           NNN to support            3pm Sarah with AM            3.15pm FJN (JG)            LLN (AC)            3.30pm CMN, NKD,            ATN            TRANSPORT:            NBC1 – BFR/NSY            NBC2 – MHD/LJT            NBC3 – AM (Sarah)            NBC4 – CTN?            NBC5 – LLN/MSR         </td> <td data-bbox="1193 619 1529 1029">3pm JWN, SBM, MMS (PD) MNN, NSY (SJ)</td> </tr> </table> <p data-bbox="745 1029 1529 1141">Oldham Transport arranged NNN is working with Rochdale and Bury for a similar plan.</p>		NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR		Friday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm JWN, SBM, MMS (PD) MNN, NSY (SJ)				
	NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR														
Friday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm JWN, SBM, MMS (PD) MNN, NSY (SJ)													
Vehicle Management		3	3	9	<p>Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport.</p> <p>All supervising staff will wear high-vis jackets. - check that these have arrived</p>	Travel plan to be written.	JWN /DWO	Aug 20							

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Meet and greet		3	3	9	<p>We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people.</p> <p>Departure from Building: Lumenus/Activ8 to leave at 3pm (AM using lift – clean down after use) Digital to leave at 3.15pm (JG to access lift) Employability Pathway – 3.30pm</p>	<p>Communication via letter home.</p> <p>Rota of staff supervising arrival and departure of young people. Communicated to all staff prior September start</p>	<p>JWN</p> <p>NNN</p>	<p>Aug 20</p> <p>Sept 20</p>	
<b>First Aid</b>									
		4	4	16	<p>When approaching a casualty there is always a risk of cross contamination – especially when the first aider may have to get close to the casualty to assess what is wrong or to check their breathing.</p> <p>We recommend to our first aiders in line with First Aid training:</p> <p><b>Keep yourself safe</b></p> <p>1. In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</p>	First aiders to be briefed on protocol.	JWN/NNN	Sept 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>2. <i>The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. You can read their full advice on their website..</i></p> <p>3. <i>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</i></p> <ul style="list-style-type: none"> <li>a. <i>Wear gloves or cover hands when dealing with open wounds</i></li> <li>b. <i>Cover cuts and grazes on your hands with waterproof dressing</i></li> <li>c. <i>Dispose of all waste safely</i></li> <li>d. <i>Do not touch a wound with your bare hand</i></li> </ul> <p>4. <i>Do not touch any part of a dressing that will come in contact with a wound.</i></p> <p><b>Give early treatment</b> <i>The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.</i></p> <p><b>Keep yourself informed and updated</b> <i>As this is a new disease this is an ever changing situation and the government and NHS are continually updating their</i></p>	<p>Staff to record First Aid incidents on CPOMS therefore no need for paper copies to be used</p>	<p>JWN/NN N</p>		

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p><i>advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.</i></p> <ul style="list-style-type: none"> <li>a. <a href="#">Click here</a> to visit NHS 111</li> <li>b. <a href="#">Click here</a> to visit Gov.uk</li> <li>c. <a href="#">Click here</a> to visit Resuscitation Council</li> </ul>	<p>Staff to report incidents via reception. SLT to regularly check.</p> <p>First Aider allocated to each bubble: Bubble 1 – BFR/TMO Bubble 2 - MSR/FJN Bubble 3- MNN/SBM</p> <p>NNN to support all bubbles if needed</p>			
<b>Administering Medication</b>									
Administering Medication					NNN to administer all MEDs on site	NNN/JWN/KLD	Sept 20		
<b>Grouping Students - Bubbles</b>									



What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
<b>Group Design</b>									
Standard Group		3	3	9	<p>There will be 3 bubbles per floor in the college.            Ground Floor – Pre-Interns/BTG/FF            First Floor - all Digital groups            Second Floor – Lumenus/Active8</p> <p>The pupils will stay in their pathway groups for the days that they are in college. The Employability groups will stay at the college for the time being as each placement will need to be individually risk assessed.            Pupils/staff will need to stay on site to support at breaks and lunch to ensure staff/students are kept safe</p>	Communicated with staff/students		August 20	
Group eg. Discrete groups / specialised classes					N/A				
Staff deployment		4	4	12	<p>There will be static staff (TA's) that will stay with the Pathway groups.            Teaching staff however will need to move around the building to teach the different groups.            Cross site teaching for some staff will continue and these if on another site will spend a full day on that site.            Challenge will be that certain staff will be accessing 3 different sites during the week;</p> <p><b><u>Cross Bubble Teaching</u></b></p>	Protocols to be explained to staff – all staff will be informed that the first two weeks we will work on a static class approach.		August 20  1 <sup>st</sup> Sept	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete																
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Staff</td> <td>Bubbles crosses</td> </tr> <tr> <td>LPN</td> <td>B3, NBS, NBLC (need to know how many bubbles LPN will cross when at other sites?)</td> </tr> <tr> <td>CLE</td> <td>B3, NBS, NBLC (need to know how many bubbles CLE will cross when at other sites?)</td> </tr> <tr> <td>MHD</td> <td>B1,B2, B3 and NBS (need to know how many bubbles MHD will cross when at other sites?) MHD will require an individual RA.</td> </tr> <tr> <td>BHK</td> <td>B1,B2, B3</td> </tr> <tr> <td>CHY</td> <td>B1,B2, B3</td> </tr> <tr> <td>RSR</td> <td>B1,B2, B3</td> </tr> <tr> <td>LJT</td> <td>B2 and NBLC (need to know how many bubbles LPN will cross when at other sites?)</td> </tr> </table> <p>It has been agreed by the HOS from the 3 NB schools/colleges that we will have a static group model for the first two weeks back in September this will be reviewed depending on local guidance of lockdown measures. This will support staff and pupils. This is to continue to Half term and then we will reassess.</p>	Staff	Bubbles crosses	LPN	B3, NBS, NBLC (need to know how many bubbles LPN will cross when at other sites?)	CLE	B3, NBS, NBLC (need to know how many bubbles CLE will cross when at other sites?)	MHD	B1,B2, B3 and NBS (need to know how many bubbles MHD will cross when at other sites?) MHD will require an individual RA.	BHK	B1,B2, B3	CHY	B1,B2, B3	RSR	B1,B2, B3	LJT	B2 and NBLC (need to know how many bubbles LPN will cross when at other sites?)	AHN has shared guidance to support the curriculum content. JWN to share with staff			
Staff	Bubbles crosses																								
LPN	B3, NBS, NBLC (need to know how many bubbles LPN will cross when at other sites?)																								
CLE	B3, NBS, NBLC (need to know how many bubbles CLE will cross when at other sites?)																								
MHD	B1,B2, B3 and NBS (need to know how many bubbles MHD will cross when at other sites?) MHD will require an individual RA.																								
BHK	B1,B2, B3																								
CHY	B1,B2, B3																								
RSR	B1,B2, B3																								
LJT	B2 and NBLC (need to know how many bubbles LPN will cross when at other sites?)																								
Temporary supply staff																									
<b>Bubble containment</b>																									
Bubble structure eg. Key stage, year groups		3	3	9	There will be 3 bubbles per floor in the college. Ground Floor – All employability Pathways (FF/BTG/Pre Interns)	Protocols for movement in these bubbles		August 20																	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					First Floor - all Digital groups Second Floor – Lumenus/Activ8 Staff entering these bubbles: MHD/LAY/BHK/RSR	to be explained – staff to have this information to support pupils			
Related bubbles									
Placing vulnerable children		3	2	6	Personalised risk assessments will be in place where required.	JG AM Will need individual RA.			
Placing vulnerable adults		4	4	16	Groups have been carefully matched.  Mitigations etc have been explained to staff. Individual staff RA's will need to have taken place prior to opening TMO, MHD  TMO met with myself and BBS regarding concerns prior to pupils arriving on site. Meeting taken place and TMO given Visor to wear when with students.	Individual meeting taken place with staff where relevant.	JWN	SEPT 20	
Shared spaces		2	2	4	Shared spaces have been used to a minimum.  Clear protocols are in place for shared spaces that are unavoidable and particularly used by staff.				

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
<b>Equipment and resources</b>									
Individual equipment packs		2	2	4	Individual resource packs are allocated to pupils in line with what was used during the Hub model.				
Shared equipment & resources		3	3	9	<p>Strict washing and cleaning schedules are in place to ensure correct use of shared equipment.</p> <p>Staff have access to wipes for IT equipment in rooms</p>	Staff to clean down any shared equipment each day.	JWN/NN N	Sept 20	
Outdoor Learning		3	3	9	<p>Pupils should be given as much opportunity as possible to learn and have breaks outdoors. This has clear learning and well-being benefits but also has important benefits during the COVID-19 outbreak as:</p> <ol style="list-style-type: none"> <li>evidence indicates that the risk of infection is reduced outdoors</li> <li>evidence suggests that the virus does not survive long for long periods in sunlight.</li> </ol> <p>Social distancing is easier to observe and maintain outside</p> <p>ACTIV8 – plan to use the local community or parks to access outdoor learning.</p> <p>Lumenus – have managed to establish links with Oldham Theatre workshop and Oldham Coliseum – RA for these will be needed.</p>	<p>All groups to have scheduled learning outside, which may be different to the norm.</p> <p>Ensure that SLT have RA areas being used</p>	<p>HWN</p> <p>CLE/JW N</p>	<p>Aug 20</p> <p>Sept 20</p>	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>All groups now accessing local parks. Active8 now accessing MAHDLO- RA been completed.</p> <p>Acti 8 – Thursday am to access DofE activities. Pupils will be split across 2 buses – CLE and MNN to drive them Pupils to be socially distanced on the bus All pupils and staff to wear a face mask/covering while on the minibus. Staff to take hand gel/wipes for use when out.</p>	Currently we have access to two minibuses – review guidness if this was to change.			
Work Placements		4	4	16	<p>Students will have access to work placements if they are COVID secure buildings and New Bridge protocols can be followed.</p> <p>3 students are accessing DL Middleton for placement, All RA completed and families have given consent. Scope Ashton – have agreed 2 students – all RA protocol followed and consent from family.</p>	<p>Individual risk assessments to be carried out for all placements.</p> <p>RA's to be reviewed fortnightly along with college RA.</p>	DWO	Sept 20	
<b>Measures within the bubble</b>									
Maintaining distance		4	3	12	Guidance to be shared with staff and parents prior to opening regarding on the rules that will be followed by all	Guidance on maintaining	JWN	Aug/S ept 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					at the college. Staff guidance to be shared and reiterated during training days	social distancing shared with all			
Seating arrangements		3	3	9	Seating arrangements, desk areas, computers, games and activities etc. take account of appropriate distancing and minimise physical contact.  Desks and tables are positioned so that no-one is sitting face-to-face. If this is not possible then we will use screens	New chairs have been ordered which are wipeable.	JWN	Aug 20	Aug 20
Staff space		4	3	12	Staff will always use the same desk/table and chair. Where this is not possible the desk must be cleaned at the start and end of each occupancy by the occupant. Staff work rooms allocates within each bubble.	Wipes and cleaning equipment available in classrooms where more than one deliverer will be present throughout the day.  All staff to complete	Site manager  JWN	Sept 20  Aug 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						COSHH training.			
Behaviour expectations		3	3	9	<p>A behaviour policy is in place and this includes an addendum that covers COVID 19 recommendations.</p> <p>There is a policy and COVID 19 addendum regarding physical intervention that covers COVID 19 recommendations.</p> <p>Behaviour policy to be reviewed, agreed and shared.</p> <p>Behaviour plans being updated.</p>	Behaviour policy/plan to be sent home and signed by families.	NNN	Aug 20	
<b>New Schooling Offer</b>									
<b>Onsite curriculum</b>									
Subject delivery	Staff/pupils	3	3	9	<p>English, Maths, ICT and PSHCE taught to all groups</p> <p>Pathways sessions to carry on during Pathway times.</p> <p>Activ8 – to use local parks and Mahdlo for sessions.</p> <p>Lumenus – have still got access to Oldham Theatre workshop sessions – use the space at NBC</p> <p>Digital – no issues as their floor will be set up for this</p> <p>Pre Intern/FF/BTG all work placements will need to individually risk assessed. BTG separate hospital RA established and so will need to adhere to this.</p>	Staff are aware of their expectations of delivery of a broad and balanced curriculum. Ensure staff understand the protocol for	JWN/HWN	August/Sept 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					English, maths and ICT support from curriculum lead for maths and Advisors for senior job coaches	moving across sites if cross site teaching			
Specialist curriculum areas	Staff/pupils	4	4	16	Covered above CLE – PE will support LC and DofE at NBS LPN – Lumenus will support LC and NBS MHD – to also support NBS maths delivery LJT – to support LC with ICT LAY- to support with English RSR – supporting the teaching of PSHE, LS, Maths/English				
Educational Visits	Staff/pupils	4	4	16	Risk assessments to be created for all placements and external learning locations.	RA carried out by SLT	JWN/HWN	Sept 20	
Offsite education	Staff/pupils	4	4	16	Activ8/Lumenus - will be using areas in the community – to ensure that a full risk assessment is completed and approved before any external learning begins. <i>Activ8 – have accessed Madhlo (RA from Madhlo used and parental agreement sort)</i> Lumenus- Touchdown Dance on site offering a workshop – RA carried out – asked to follow strict protocols when on site. Cleaner to support cleaning all areas that they are in.		SLT	Sept 20	
<b>Remote Learning</b>									



What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Assigned staff		2	2	4	ATN/LPN/CLE/LJT				
Remote curriculum		2	2	4	<p>ATN – to support LC with employability aspects of the curriculum</p> <p>Key staff are expected to cross site teach. Need to ensure that staff and students not put at risk with cross site movement.</p> <p>Staff are sending home work for any student off due to COVID symptoms and awaiting test results. Students using ipad or work being dropped off at home.</p>	JWN/HWN to complete Remote Learning offer crib sheet.			
Virtual Learning					National guidance to be adhered to.	<p>Monitor and adhere to national guidance.</p> <p>Explore live streams of lessons</p> <p>Provision map model template to be shared with JWN/HWN RE</p>	JWN/JDE/HWN JDE	Ongoing	Ongoing

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						curriculum offer both on site and virtual.			
Meeting places		3	2	6	Staff area set up on each floor to support staff in ensuring that the virtual teaching/remote curriculum can be offered.				
<b>Premises</b>									
Circulation / movement		3	3	9	<p>We have implemented a clearly marked system where corridors are too narrow to allow for distancing. In areas of the building where a one-way system doesn't work, there will be clearly identified refuge areas.</p> <p>2m distancing markers will be applied.</p> <p>Some building areas may be closed off and not available for use until a change in national guidelines. These will be clearly marked with no entry signs.</p> <p>Fire Evacuation Plan to be completed for the building.</p> <p>Site manager to be recruited.</p>	Signage to go up in new building regarding bubbles and movement around the building.	JWN	Aug 20	
Lifts		4	3	12	Lifts will be assessed and markers will clearly show the accepted use of the lift or whether it has been taken out of action for the foreseeable future.	No use of lifts apart from	JWN	Aug 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						wheelchair users.  Signage to be created and put up.			
Stairs		4	3	12	Staircases are clearly marked to indicate the safe way to move up and down.	Signage to be created and put up.	Site manager	Aug 20	
Toilet areas		4	3	12	The use of allocated toilets is managed to allow social distancing, while ensuring everyone is as free as possible to use them. Toilets are allocated to each specific bubble.  There is a maximum of 1 person per toilet area. If a toilet area is entered where someone is present that person must exit and wait outside the outermost door.  Toilets will be cleaned on a regular scheduled basis by dedicated cleaning staff.	Signage to go up.  Cleaner rota to be in each bathroom to be signed hourly.	Site manager  Site Manager	Aug 20  Aug 20	
Staff room		3	3	9	Staff spaces have been allocated on for each bubble that maximise protection for all adults. Any provided equipment will be PAT tested and must be cleaned after each use. Wipes will be available and it will be the responsibility of the user to do this.		Site manager	Aug 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>Staff will bring their own crockery / drinking vessel etc. and take it home at the end of each day.</p> <p>The use of the site's knives, forks, plates, cutlery is prohibited and no-one should leave any in a dishwasher, as this puts others at risk.</p>	Signage to go up with guidance,	Site manager	Aug 20	
Printer rooms		3	3	9	<p>Document printing/copying/scanning should only be undertaken when absolutely necessary. The printer must be wiped before using and must be wiped after using. This is the responsibility of the user. Wipes will be available next to the machine.</p> <p>Printing to be sent to JWN and HWN for printing.</p>	Signage to go up and staff and students briefed on minimal use.	Site staff/NNN	Aug/Sep 20	
<b>Entrances &amp; Exits</b>									
Dealing with visitors		3	4	12	<p>Signage is in place to direct to the appropriate area.</p> <p>Screens are provided in open reception areas to protect all school staff.</p> <p>Visitor lanyards will be cleaned between use or stored for 72 hours before further use. Separate storage tubs will be used that are clearly marked.</p>		Site Manager	August 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>Pens for signing in will be wiped after every use by the visitor. Wipes will be provided and it will be the responsibility of the visitor to wipe the pen.</p> <p>Log visitor contact details via filemaker visitor button.\</p> <p>Plan to allow visiting companies to work with students. Risk Assessments to be checked and reviewed.</p> <p>QR Code to be added for visitors/guidance on the building.</p> <p>Protocols sheet to be shared with visitors prior and during visit.</p>		HWN/JWN	OCT 20	
Dealing with deliveries		3	3	9	Signage is in place to direct to the appropriate area.		Site manager	August 20	
Extended schools		2	2	4	Extended schools will not be provided at this time. This will be reviewed when bubbles guidance is changed.	Review this before opening early for breakfast club.	SLT	September 20	
<b>Admin</b>									
<b>Offices &amp; hubs</b>									
Seating / desk positioning		2	2	4	Desks/chairs have been positioned in line with current government guidance ie. 2 metres apart, screens if required, not facing each other.		Site manager	Aug 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Separation in open spaces		2	2	4	Clear indication of seating arrangements is in place. Signage is available around all seats etc.		Site manager	Aug 20	
Access arrangements		3	3	9	An instruction sheet is provided with building and circulation arrangements for external staff.		JWN	Aug 20	
Non classroom based staff expectations		2	2	4	Non-class based staff are working from home where possible. When guidance changes this will be re-assessed.	We will need admin staff on site due to the site being new. Screens need to be in place to ensure SMO safety.	Premises Team	Aug 20	
<b>Staff</b>									
<b>Staff Travel</b>									
Public Transport (bus/tram)		3	3	9	Face coverings are required at all times on public transport but these must not be used in school unless recommended in a risk assessment	Staff to be briefed.	JWN	Aug 20	
Car Sharing		3	3	9	We recommend face coverings at all times when car sharing but these must not be used in school unless recommended in a risk assessment	Staff to be briefed.	JWN	Aug 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Own transport		2	2	4	Guidance is in place for staff parking their cars.	Staff to be briefed/ Travel plan to be written.	JWN	Aug 20	
<b>Stakeholders</b>									
Governors					Ensure governors are involved and updated on the RA, policies and procedures on the site.  Copy of RA sent to NBC Governors and an invite sent to the next meeting	Invite chair of governors.one director from FF to fortnightly RA meeting	JWN	Ongoing	
Trustees					Ensure trustees are involved and updated on the RA, policies and procedures on the site.	Invite nominated trustee to fortnightly RA meeting.	JWN	Ongoing	
Others					Meeting held with DL Middleton in relation to College RA and DL RA. Staff meet with Managers at DL to complete the following: <b>Employer Check List</b> <ul style="list-style-type: none"> <li>Location of self-contained medical area with isolated toilet – To use the function room while it is not in use or the office, there isn't a medical area as a medical related</li> </ul>	Work placement hosts to be briefed on NB RA's.	JWN/HWN		

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>accident can happen anywhere. Staff do however ensure privacy with screens.</p> <ul style="list-style-type: none"> <li>• Location of PPE – PPE available back of house for kitchen work related tasks. Gloves and aprons available in the cleaning cupboard.</li> <li>• Hand sanitizer available on entrances and exits – Hand sanitisers available</li> <li>• Disposable paper towels in toilet areas – They can put Blueroll in place for the students.</li> <li>• Tissue supply in all rooms – Tissues available back of house and will be available in the function room for students..</li> <li>• Catch It, Bin It, Kill It posters – They have their own posters promoting good and safe hygiene (see picture below)</li> <li>• Regular cleaning check lists in shared areas – Yes they have their own COVID – cleaning check list that F&amp;B staff follow daily</li> <li>• Students to wear face masks – Personal choice for students to wear a face mask, I stressed that they need to wear one and that is fine.</li> <li>• Systems in place if case of COVID is suspected – DL will follow their own protocol, keep track of members and follow flow chart procedures, H&amp;S manager to send a DL Risk Assessment</li> <li>• Individual resource packs for students – Ziploc bags containing items the students need</li> <li>• Desks/tables positioned so no-one sitting face to face or use of screens – Screens in place at reception, the restaurant and in the office</li> </ul>				



What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<ul style="list-style-type: none"> <li>No students allowed in staff room - Students encouraged to use the function as a staff room, Job coach to ensure the students do not enter the staff room. Students to have their dinners in the function room and not the staff room or restaurant.</li> <li>Updated Behaviour Policy from New Bridge College – Students have signed a behaviour contract.</li> <li>Clearly marked systems on corridors –one way systems in place to use the front stairs to enter the gym, markers dotted on the floors encouraging social distancing.</li> <li>Clearly identified refuge areas – back of the Function room/Assembly point front of the car park</li> <li>2m distancing markers - In place all areas the building</li> <li>Fire evacuation plan – To ask the H&amp;S manager for a copy. To arrange a H&amp;S induction for students.</li> <li>Students not to use lifts – Job coach to ensure they don't use the lift</li> <li>Allocate toilets for students – Disabled toilets allocated on the first floor for the students.</li> <li>Copy of site risk assessment from placement provider – To ask H&amp;S manager for a copy</li> </ul> <p>This has then been discussed with families and parental consent had been sought.</p> <p>Lumenus will be using Touch Down dance to support the curriculum. RA undertaken with Touch Dance and protocols in place to follow: Touchdown risk assessment A session every Thursday</p>				

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<ul style="list-style-type: none"> <li>• No more than 2 practitioners each session</li> <li>• Arrive at reception at 9.15 with visors and sanitise hands on arrival</li> <li>• Shanaye to inform LPN of arrival</li> <li>• Member of Lumenus team to meet them</li> <li>• To be taken up front steps and member of staff to open all doors</li> <li>• Stairs to be cleaned immediately</li> <li>• Practitioners to remain at the front of the class at a 2-metre distance from the students</li> <li>• No shared sensory items allowed – this will be reviewed moving forward</li> <li>• Practitioners will be escorted downstairs and out of the building</li> <li>• Stairwells and surfaces to be cleaned after departure</li> <li>• If toilet on first floor used inform Shanaye to let the cleaner know</li> </ul>				
<b>Fire Evacuation Procedure</b>					Each bubble to have an allocated space at the fire assembly point.				
Fire evacuation					Fire Evacuation guidance in place and shared with staff – signage in place in the college. We need floor maps with evacuation route for each floor highlighted.	Fire Evacuation procedure to be shared with staff.	JWN	Ongoing	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>Additional Fire Warden – staff nominated pending training (iHasco completed by all staff) Awaiting John to check PEEP – update</p>	<p>Fire wardens to be briefed.  Evacuation Drill to be planned.</p>			
Fire assembly points					Each bubble to exit the building as quickly and as safely as possible.	Fire assembly point to be shared with staff.	JWN	Ongoing	