

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..

Organisation / Site :	Assessment done by:	Date:
New Bridge Learning Centre	Dawn Allison	27 th August 2020 16 th September 2020 30 th September 2020
Task / Process Being Assessed:	Approved by:	Date:
COVID 19 – September 2020 - Full Return to School	Moira Thompson- on behalf of the Executive Team	27 th August 2020 16 th September 2020 30 th September 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
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Compulsory for all settings, all of the time

Minimising contact with unwell individuals	Staff / Young People	3	4	12	<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.</p> <p><i>Additional rooms have been identified within the IB (R17, door being put back on) & E-Base (R67) bubbles. E-Base staff to use room 87 as a staff space if required.</i></p> <p>PPE has also been made available for use by the supervising staff member and</p>	<p>Signage for the Isolation area</p> <p><i>Additional signs to be made</i></p> <p>Protocols to be shared with all staff & reinforced on training days</p> <p>Ensure staff complete relevant online training</p> <p><i>Static model reviewed fortnightly</i></p>	<p>SRY</p> <p>DAN</p> <p>DAN</p>	<p>4.09.20</p> <p>4.09.20</p>	<p>√</p> <p>√</p>
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					<p>training has taken place in the correct use of PPE.</p> <p>Our site has procedures in place to ensure that staff and students do not present with symptoms.</p> <p>As from 7th September the LC adopted a static model which meant students remained within their classes for all lessons / activities. Continued for another two weeks</p>		DAN	ongoing ongoing	

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Hand cleaning	Any one within the building	3	3	9	<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 methods for handwashing to NewTube and this is also available on the ipad.</p>	<p>Full assessment of the building to ensure hand sanitiser is available where required SRY to complete audit where no sinks</p> <p>Check position on permissions for hand sanitisers and if so arrange this with parents. Also check issues with Alcohol content for Muslim students – Hand sanitisers are able to be used as they are not ingested.</p>	<p>SRY</p> <p>KLD/SMH</p>	<p>15.07.20</p> <p>27.08.20</p> <p>2.09.20</p>	<p>√</p> <p>√</p> <p>√</p>

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					<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"> 1. on arrival at and when leaving the site 2. before and after handling food 3. before and after handling objects and equipment that may have been used by others 4. where there has been any physical contact 5. after people blow their nose, sneeze or cough. 	<p>JDT monitoring</p>		<p>31.07.20</p>	

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					<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>If staff or students are unable to use hand sanitizer due to health conditions they must wash their hands as required.</p> <p>Hand sanitizing routine on entry now in place for MB students</p>			ongoing	

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Respiratory hygiene		4	4	16	<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>Catch it, bin it, kill it posters will be in situ.</p> <p>Additional visors purchased for IB & E-Base bubbles to be used as required.</p>	<p>Check supply of tissues and identify any additional bins required</p> <p>Ensure posters in all rooms</p> <p>Do we need to laminate?</p>	<p>SRY & premises team</p> <p>SRY / Admin / Staff teams</p>	<p>27.08.20</p> <p>2.09.20</p>	<p>√</p> <p>√</p>

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					Visors in place for E-Base staff / IB staff as required Additional staff wearing face coverings within classes because of existing condition				
Enhanced cleaning (surfaces, detergents etc.)		3	3	9	Our building is cleaned regularly throughout the day and at the end of day. 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.	Protocols to be shared with all staff & reinforced on training days Identify where red/green tags are coming from? Is this something we need to make or are they being provided? Ensure efficient comms system in place around cleaning throughout the day	DAN SRY	4.09.20	√ √

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					<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>	<p>Staff & student Chairs to be labelled</p> <p>Communicate to classes that the desktop computers should not be used by pupils and sanitised between use by staff.</p> <p>Provide wipes to sanitise desktop computers in shared staff spaces</p> <p>Provide cleaning equipment to classrooms where pupils are eating their lunch IB & E-Base</p>	<p>SRY</p> <p>Class teams</p>	<p>31.8.20</p> <p>2.09.20</p>	<p>√</p> <p>√</p>

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					<p>1. Cleaners are aware of areas that need to be cleaned and can avoid recleaning areas that maybe haven't been used</p> <p>2. You have the confidence of knowing that much used areas have been made clean and safe ready for use.</p> <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</p>	<p>Look at cleaning café between sittings</p> <p>ongoing</p>	<p>DAN</p> <p>SRY</p> <p>SRY</p>	<p>4.09.20</p> <p>28.08.20</p> <p>4.09.20</p>	<p>√</p> <p>√</p> <p>√</p>

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					<p>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>SRY</p> <p>DAN / JBR</p>	<p>4.09.20</p>	<p>√</p>

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					<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>Protocols reinforced via staff briefings / comms</p>			4.09.20	
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>			4.09.20	√

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					<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 (https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing):</i></p> <p><i>If possible, stay at least 2 metres away from everyone when you are not wearing PPE,</i></p> <p><i>1. 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></p>	<p>Protocols to be shared with all staff & reinforced on training days</p> <p>Ensure markings within classrooms & signage in place <i>SDS floor markings to be completed</i></p> <p>Ensure social distancing protocols in place for cross site teaching</p>	<p>DAN</p> <p>SRY</p> <p>DAN</p>	<p>27.08.20</p> <p>18.09.20</p> <p>4.09.20</p>	<p>√</p> <p>√</p>

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					<p>2. <i>Try not to share transport with people from outside your house when travelling to and from work.</i></p> <p>3. <i>Try to avoid public transport, where possible.</i></p> <p>4. <i>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></p> <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>	ongoing			

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					<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 advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower.</p> <p>Protocols reinforced via staff briefings / comms</p>		DAN / JBR		
PPE, where appropriate		3	3	9	There is generally no need to use personal protective equipment (PPE) when	Protocols to be shared with all staff & reinforced on training days			

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					<ul style="list-style-type: none"> 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. 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. c. Gloves and aprons should be used when cleaning the areas where a 	Ensure staff complete relevant online training	<p>KLD/ SRY</p> <p>DAN</p>	17.09.20	<p>√</p> <p>√</p>

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					<p>person suspected of having COVID-19 has been.</p> <p>1. Intimate care</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</p>	<p>Communicate new guidance to staff / families</p>		<p>4.09.20</p>	

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					<p>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>		DAN	28.08.20	√

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					<p>If PPE is assessed as being necessary then this is not an option, it must be worn if recommended.</p> <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>				

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					<p>Visors ordered for bespoke groups E-Base & IB</p> <p>New Guidance on Masks 26th Aug 20 Face Masks – New government guidance states that facemasks are to be worn by all students and staff in Lockdown Areas when they are in communal areas of the college building.</p> <p>Therefore, we are recommending that Staff & students within the main body bubble only wear masks in communal</p>	<p>Explore exemption badges / cards</p>	<p>DAN</p>		

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					<p>areas where social distancing is difficult to maintain.</p> <p>As we have organised the IB & E-Base 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 within these bubbles.</p> <p>Staff & students are currently required to wear face coverings whilst on public transport. The following guidance is given for students on LA transport:</p>				

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					<p>It is now the law that children and young people aged 11 and over must wear a face covering on public transport. This law does not apply to dedicated school transport. However, we recommend that local authorities advise people aged 11 and over to wear a face covering when travelling on dedicated school transport to secondary school or college from the start of the autumn term. This does not apply to those who are exempt from wearing a face covering on public transport. For more detail, see 5. Minimising contact and mixing</p>				

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					<p>MB students / staff now wearing masks in communal areas</p> <p>KLD placed PPE grab packs in each classroom</p>				
Engage with the NHS Test and Trace process		2	2	4	<p>We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department. (Webinar slides)</p>	<p>As per protocols Obtain local numbers</p> <p>Encourage staff / families / those over 16 who have capacity to understand to download test and trace.</p> <p>QR code to be set up and placed on site for staff/visitors to check in.</p>		4.09.20	√

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COVID test kits available on site					<p>Tests available for those families for whom getting students to test Centre will be challenging i.e. E-Base / IB</p> <p>Tests not allowed to be taken in schools</p>	<p>Named staff members to watch online webinar CRN</p> <p>KLD organising tests to be sent up from NBS</p> <p>Inform staff that they can be tested at QE Hall</p>	<p>DAN</p> <p>KLD</p> <p>DAN</p>	<p>25.9.20</p> <p>30.09.20</p>	
Manage confirmed		4	3	12	We will ensure that we follow updated local information about confirmed cases	As per protocols	DAN	4.09.20	√

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cases of coronavirus (COVID-19) amongst the setting's community					<p>and we will continue to liaise with the local PHE department.</p> <ol style="list-style-type: none"> Oldham COVID-19 Resource Pack for Schools and Early Years version 2.0 Where an Education Setting become aware of a confirmed case, they should email the details to the following two contacts: Locality Contact Tracing Single Point of Contact (SPOC) – covid.trace@oldham.gov.uk Locality Education Lead – Helen.hampson@oldham.gov.uk 	<p>Obtain local numbers that are needed in case of confirmed cases</p> <p>Check protocols is up to date following latest guidance.</p>			

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					Log on the New schooling offer RA				
Contain any outbreak by following local health protection team advice		4	3	12	Each site has an identified area for housing suspected coronavirus cases which includes an isolated toilet. Procedures will be followed if we suspect the virus is present and ensure the senior person on site is immediately made aware.	Protocols to be shared with all staff & reinforced on training days Signage to be in place	DAN SRY	4.09.20 2.09.20	✓ ✓

COVID 19 Prevention

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
Ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting		3	3	9	<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</p>	<p>Protocols to be shared with families</p> <p>Protocols to be shared with all staff via comms & reinforced on training days</p> <p>As per protocols</p>	<p>DAN</p> <p>DAN</p>	<p>28.08.20</p> <p>4.09.20</p>	<p>√</p> <p>√</p>

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					<p>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> <p>In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit</p>	<p>Ongoing</p> <p>Daily monitoring by MLE / DAN</p> <p>Inform Exec on where tracker is located on TEAMS</p>	<p>DAN / JBR</p>		

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					<p>may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.</p> <p>Reinforce protocols via staff briefings / comms</p>				

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					'LC Live documentation' completed daily Tracking student illness / symptoms / actions / results / return dates				
If someone becomes unwell in the setting		3	4	12	We have put stringent procedures in place that must be adhered to if a case of COVID-19 is suspected. This process is : <ol style="list-style-type: none"> 1. Immediately move the suspected infected person to the designated area reserved for this scenario. 2. Get a message to the senior person on-site. 3. The senior person on site will: 	Protocols to be shared with all staff via comms & reinforced on training days As per protocols	DAN	Comms 28.08.20 Training day 4.09.20	√

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					<ul style="list-style-type: none"> a. set the process in place to notify parents/family etc and will arrange for the pick-up of the sick person. b. arrange for all areas used by the suspected person to be locked off for cleaning c. ensure premises staff are aware of areas where a clean down is required before re-opening d. complete a “COVID-19 Case” form: e. ensure track and trace is fulfilled where appropriate 	<p>Ongoing</p> <p>Share flowchart with staff and families.</p> <p>Share protocols relating to cases of gastroenteritis</p>			

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					<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> <p>Reinforce protocols via staff briefings / comms</p>		<p>DAN/ JBR</p> <p>DAN/DHL</p> <p>DAN</p>	<p>Sept 20</p>	

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					<p>Flowchart to be created by DHL outlining what to do in various scenarios relating to students and surrounding family gaining symptoms.</p> <p>Reviewing college protocols relating to cases of gastroenteritis</p> <p>Additional rooms (2) have been identified within the IB (R17, door being put back on) & E-Base (R67) bubbles. E-Base staff to use room 87 as a staff space if required.</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

School Organisation

Student Attendance

Expectation of pupil attendance		2	2	4	We will take responsibility to record attendance and follow up absence. MLE now lead on attendance & reporting daily stats	As current processes	Pastoral leads / JDT MLE/ JDT	ongoing	√
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Local Lockdowns

Cross borough pupils re local lockdown					In the event of a local lockdown previous protocols with scenario planning to be put	As per protocols			
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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 place. Follow the guidance from Oldham LA.				
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			
Student Arrival									
Start Times – fixed / staggered		3	3	9	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	Continue planning restructuring of the college day & communicate with all stakeholders	DAN	28.08.20	√

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>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 minimized. This is being worked through with transport.</p> <p>In order to safely implement the risk assessment process, New Bridge are going to have to be clear about the start time. Therefore, we are reaffirming the start time of 8.45. Staff will be collecting students meaning that neither Drivers nor</p>	<p>Staff to speak to families for further arrangements</p> <p>Create transport plan for site including initial arrival and departure times / arrangements</p> <p>Liaise with transport & agree travel plan</p> <p>Communicate plans with staff & families</p>	<p>Staff teams</p> <p>LHN</p> <p>LHN</p> <p>DAN</p>	<p>28.08.20 ongoing</p> <p>4.09.20</p>	<p>√</p> <p>√</p> <p>√</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>Escorts will be required to enter the buildings. This is being worked through with transport.</p> <p>All bubbles have separate entrances to ensure SD & no cross-bubble contact.</p> <p>LC Entrances are as follows:</p> <p>Main body Bubble There are two Main body entrances Families will use MB waiting area 1 & use the corresponding door</p>			<p>28.08.20</p> <p>28.08.20</p>	<p>√</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>Transport will use MB waiting area 2 & use the corresponding door</p> <p>IB Bubble There are three entrances linked to the Interactive Base (IB) bubbles. IB1 students will use IB1 door and IB waiting area 1. IB Communication 1 students will use IB Comms 1 door and IB waiting area 2. IB Communication 2 students will use IB Comms 2 door and IB waiting area 1.</p> <p>E-Base Bubble</p>	<p>Check any issues with all bubbles</p>	<p>DAN</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>There are two entrances linked to the Entitlement Base (E-Base) bubbles. E-Base 1 students use EB1 door and E-Base waiting area 1. E-Base 2 students use EB2 door and E-Base waiting area 2.</p> <p>8.45 & 3.10 onward times working without the need for staggering times, no issues with social distancing at present</p> <p>Prompt staff to be punctual for the arrival time of students</p>			18.09.20	

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
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>There are dedicated parking & waiting areas for each bubble. <i>(as above)</i></p> <p>Transport plan created & shared with all staff / transport</p>	<p>Create transport plan & map</p> <p>Communicate plans with staff & families</p> <p>Order High-vis jackets SRY chasing up</p> <p>Turning circle introduced at rear of building.</p>	<p>LHN</p> <p>DAN</p> <p>SRY</p>	<p>4.09.20</p> <p>Comms 28.08.20</p> <p>training 4.09.20</p>	<p>✓</p> <p>✓</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
								17.08.20	
Meet and greet		3	3	9	We will ensure that parents/Carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people.	Communicate transport plan to all stakeholders including re-instating 8:45am start time & 3.10 finish time	DAN	28.08.20	√

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
					Transport informed of reinforcement of 8.45 start & 3.10 option for staggered finish New main body class group floor markings in place in front courtyard (MB entrance 1) to designate family / taxi waiting areas.				
Staff Arrival		2	2	4	Staff arrive before students and enter the school via their assigned entrance. Staff will wash their hands on arrival and not move around the school beyond their Bubble environment.	Communicate protocols to staff & reinforce on training day	DAN	28.08.20 09.20	✓
Break times									

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
Indoor break		2	2	4	Breaks to be taken within classrooms / bubbles with staff teams on a rota to supervise. Key PCA team to support Break duty rota created & in place	Create staffing Rota	SWT	4.09.20	√
Outdoor spaces break / lessons		2	2	4	Designated outside spaces will be available for bubbles IB to ensure this is co-ordinated to avoid classes mixing	Create staffing and space rota for breaktime including a movement map Clear external main body spaces Purchase additional benches Check with JHP	DAN / SWT SRY JHP	4.09.20 28.08.20	

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>For main body spaces there will be rota for the outside spaces which can be used to assign additional outdoor learning.</p> <p>Currently MB break times are taken in class.</p> <p>There is a Rota in place for IB & MB classes to have 1 session a day in an allocated outside space. (E-Base have own gardens) Additional gardening slots / zones also allocated/</p>	<p>Ensure doors locked daily to carpark in IB area</p> <p>Clear E-base Gardens</p> <p>Develop a central timetable for the use of IB outside spaces</p> <p>Monitor all of above and adapt accordingly</p>	<p>SRY</p> <p>SRY/ TBN</p> <p>NJN</p> <p>DAN</p>	<p>02.09.20</p> <p>ongoing</p> <p>28.08.20</p>	<p>√</p> <p>√</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
								04.09.20	
								ongoing	
Wet break		2	2	4	Classes to remain within classrooms with staff on Rota	Create staffing Rota	SWT	4.09.20	
Outdoor equipment		2	2	4	Outside benches to be cleaned as required	Create timetable of cleaning requirements for all equipment / resources	SRY	4.09.20	√

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
					Sports equipment linked to bubbles to be available for activities Classes to access outside space for activities on Rota basis Gloves to be worn by all when using shared sports / gardening equipment then cleaned between use.	Check risk assessment for use of shared outdoor resources i.e. Footballs	TBN	4.09.20	✓
Lunch times									
Menu options		2	2	4	The kitchen will provide the usual three weekly menu All special requests and dietary requirements will be catered for. students who are eating their lunch in their	Check around: hot puddings? Only cold sweets will be available for the first couple of weeks. Will staff be able to order lunches?	DAN	28.08.20	✓

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
Serving arrangements		2	2	4	<p>There will be different protocols in place for the three LC bubbles:</p> <p>Main Body bubble. Students will eat lunch in the dining room seated in their class groups. There will be two sittings with a space between to allow capacity to ensure sanitisation of tables and chairs between sittings:</p> <p>1st sitting - year 12 group, year 13 & Nurture group (30/32 students plus staff)</p> <p>2nd sitting – Year 14 group & Employability group (22 students plus staff)</p>	<p>Ensure lunchtime cleaning rota</p> <p>Create staffing rota linked to bubbles to support with assisted feeding</p> <p>Liaise with Catering around purchase of two heated trolleys & safest way to deliver & collect of trolleys – 3 trolleys & plate divides for all students ordered</p>	<p>SRY</p> <p>SWT</p> <p>DAN</p>	<p>02.09.20</p> <p>4.09.20</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>Meals in the dining room will be served from the serving hatch. Classes / tables will be called up separately to minimise contact. Dirty plates will be collected on the table to minimise movement of pupils around the dining room.</p> <p>IB Bubble. (24 students) & E-Base Bubble (17/18 students). Students will have lunch within their classrooms. Trolleys will be used to transport plated meals to the bubbles linked to sittings as required.</p>	<p>Communicate detail to stakeholders including increase of 10p per meal</p> <p>DAN to speak to PCA's</p>	<p>DAN</p>	<p>29.07.20</p> <p>28.08.20</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>Kitchen staff will take trolleys to the classrooms & hand over to classroom staff to minimise contact. Staff from inside the class to deliver to students.</p> <p>LC staff taking & collecting trolley's from classrooms</p> <p>Staff lunches will be taken in allocated staff spaces</p>	<p>SWT to liaise with Cook around options / process for hot sweets</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>adhering to SD guidelines to provide staff with time out from their classroom environment.</p> <p>Staff member only mixing with staff from their own bubble</p> <p>PCA staff will eat lunch within the dining hall adhering to SD. This should allow 5 mins for cleaning before first sitting.</p> <p>A separate area at the far end to be made available</p>			18.09.20	

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 be able to order lunches at the start of the day. These will be delivered to IB & E-Base bubbles. Main body staff will collect from the kitchen.</p> <p>Hot sweets will not be available for the first 1 or two weeks.</p>				
1:1 support		4	4	16	Students with dysphasia and feeding and swallowing plans have been identified and assigned staffing in the rota.	Create staffing Rota with amendments following recruitment & training programme	SWT	04.09.20	√

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>latest guidance @ aerosol dispersion will be followed.</p> <p>Key students not attending for the first two weeks</p> <p>Communicate details with staff</p>	<p>KLD</p> <p>DAN</p>	<p>04.09.20</p>	<p>√</p>
Supervision / Lunch duties		3	3	9	All staff will be required to work a 30 min lunchtime duty including deliverers. We are proposing a change to the times of the	Agree the new arrangements with governors.	DAN / GLS	26.08.20	√

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>school day to give teachers an additional 30 min non-contact time at the end of the college day.</p> <p>Staff teams will support their own class within their own Bubble for activities.</p> <p>Additional support staff will be available on the corridors in Bubbles and on the outside areas. Groups are timetabled into spaces for two lunch sittings. They are either in their classroom, the dining room or their assigned outside space. Their staff will move with them into these areas. A</p>	<p>Communicate to staff</p> <p>Finalise detail of the rota</p> <p>Communicate arrangements to staff</p>	<p>DAN</p> <p>SWT</p>	<p>28.08.20</p> <p>04.09.20</p>	<p>√</p> <p>√</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>movement map will minimise contact of students and staff at lunchtime.</p> <p>Lunchtime supervision Rota now in place</p>				
Student Departure									
End Times – fixed / staggered		3	3	9	<p>In line with guidance we are altering the end of lessons in the afternoon to 3:10pm to enable a longer period for staggered collection times. Students are allocated specific exits from their Bubbles and staff will manage the movement of pupils to these. Colleagues will be on duty at the</p>	<p>Create transport plan for site including arrival and departure times</p> <p>Liaise with families / transport</p>	LHN/ DAN	28.08.20	√

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>exits to safeguard the process and sign pupils out of the building.</p> <p>Exits as on arrival</p> <p>Transport plan created & shared with all staff / transport. Designated MB waiting areas marked in MB1</p>				
Vehicle Management		3	3	9	Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport.	<p>Create transport plan & map</p> <p>Ensure staff fully aware of protocols</p> <p>Order High-vis jackets</p>	<p>LHN/ DAN</p> <p>DAN</p>	28.08.20	<p>√</p> <p>√</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 supervising staff will wear high-vis jackets.</p> <p>Transport plan created & shared with all staff / transport. Designated MB waiting areas marked in MB1</p>	<p>Turning circle to be marked at the back of the building</p>	<p>SRY</p> <p>SRY/ JBR</p>	<p>28.08.20</p> <p>17.08.20</p> <p>01.09.20</p>	<p>√</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
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>Transport plan created & shared with all staff / transport. Designated MB waiting areas marked in MB1</p>	<p>Communicate transport plan to all stakeholders including staggered collection times from 3:10pm</p>	LHN/ DAN	28.08.20	√
First Aid									
		3	3	9	<p>Each bubble will have dedicated first aiders & first aid boxes. When approaching a casualty there is always a risk of cross contamination –</p>	<p>Map out first aiders against Bubbles. ATR: IB CKN: Main body SFR : E-Base</p>	DAN	4.09.20	√

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>especially when the first aider may have to get close to the casualty to assess what is wrong or to check their breathing. We recommend to our first aiders in line with First Aid training:</p> <p>Keep yourself safe</p> <p>1. <i>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.</i></p>	<p>MLE & DAN additional first aiders if required</p> <p>Purchase additional first aid kits if required. Plan how these will be re-stocked and distributed. Purchase additional first aid books.</p>	KLD	28.08.20	√

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"> a. <i>Wear gloves or cover hands when dealing with open wounds</i> b. <i>Cover cuts and grazes on your hands with waterproof dressing</i> c. <i>Dispose of all waste safely</i> 	<p>Protocols to be finalised & shared</p>	<p>KLD</p>	<p>04.09.20</p>	<p>√</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>d. Do not touch a wound with your bare hand</p> <p>4. Do not touch any part of a dressing that will come in contact with a wound.</p> <p>Give early treatment 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.</p> <p>Keep yourself informed and updated</p>	<p>Incident book to be on reception and first aiders to report through to site admin via the phone.</p> <p>More first aid kits to be ordered so that each first aider has their own.</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>As this is a new disease this is an ever changing situation and the government and NHS are continually updating their 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"> a. Click here to visit NHS 111 b. Click here to visit Gov.uk c. Click here to visit Resuscitation Council 				
Administering Medication									

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
Administering Medication					<p>Medication Plan devised by KLD to minimize Bubble contact. The Meds support assistant (CMS), will bring Meds to the classroom where class staff will administer medication under guidance.</p> <p>Emergency medication will remain in the meds room. Each class will allocate a member of staff who will be responsible for collecting meds should the need arise.</p>	<p>All staff to complete online administration of medication training.</p> <p>TDD to complete refresher in medication management</p> <p>Staff classes to allocate staff member to collect emergency meds.</p>	<p>T&D</p> <p>KLD</p> <p>Staff teams</p>	<p>04.09.20</p> <p>04.09.20</p>	<p>√</p> <p>√</p> <p>√</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
								04.09.20	

Grouping Students - Bubbles

Group Design

Standard Group eg. Primary / secondary		3	3	9	<p>All main body and Pathway students will be taught in their class tutor group with teachers coming to them</p> <p>Main body bubble consisting of 5 classes. BLUE Year 12 (13 students & 3 staff) Year 13 (10 students & 2 staff)</p>	<p>Communicate bubbles to staff (same for all bubbles)</p> <p>Produce colour coded classroom signs indicating bubble <i>(not required)</i></p>	DAN	28.08.20	<p>√</p> <p>√</p>
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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>Year 14 (12 students & 3 staff) Employability Pathway (10 students & 2 staff) Nurture group (7/9 students & 3 staff)</p> <p>As from 7th September the LC adopted at static model which meant students remained within their classes for all lessons / activities. Continued for another two weeks agreed 16.09.20</p>	<p>Agreed static model to half term.</p>	<p>JDT / class teams</p>	<p>04.09.20</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
Group eg. Discrete groups / specialised classes		3	4	12	<p>All static group pupils (IB/E-Base) will be taught in their class tutor group (Pods). There will be limited number of cross site teaching with social distancing ensured.</p> <p>Interactive Base Bubble (IB) Bubble consisting of 3 classes YELLOW IB1 (8 students & 4 staff) IB Comms 1 (8 students & 4 staff) IB Comms 2 (8 students & 3 staff)</p> <p>Entitlement Base Bubble (E-Base) consisting of 2 classes PURPLE</p>	As above	As above		

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
					E-Base 1 (9/10 students & 6 staff) This group will be split for half the week with SJN leading group B) E- Base 2 (8 students & 4 staff)				
Staff deployment		3	3	9	Tutor group staff assigned to classes LC deliverers only delivering within their bubbles Pastoral leads Continued safeguarding support for their respective year groups including liaising with other agencies & attending CIN/ Core group/ MDT meetings	Timetable to be completed as it would normally run Being finalised Cross site teaching to be planned in line with latest guidance	JDE DAN/ JBR / JDE	2.09.20 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>Leads also have key areas of responsibility for all students.</p> <p>LHN – Transition / behaviour Will also support with behaviour across bubbles ensuring PPE / social distancing protocols</p> <p>SWT – Mental health & wellbeing, Interventions</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>Primarily supporting Main body students in group & individual work</p> <p>MLE – Social care, funding / assessment DSL.</p> <p>Primarily supporting more IB students</p> <p>ICT support across all bubbles with limited contact, ensuring social distancing protocols</p>	<p>KLD completing PCA rota & protocols</p> <p>Communicate to staff teams</p>	<p>KLD</p> <p>DAN</p>	<p>27.08.20</p> <p>28.08.20</p>	<p>√</p> <p>√</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>Admin support across all bubbles with limited contact, ensuring social distancing protocols</p> <p>SLT supporting across bubbles with limited contact, ensuring social distancing protocols & PPE as required</p> <p>PCA Team largely linked to bubbles however there is some crossover, full PPE & infection control protocols to be observed.</p>	<p>Complete weekly overview</p> <p>Email staff new staff PPA rota</p>	<p>DAN</p>	<p>Ongoing</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
					<p>Medication In order to limit contact, medication will be brought to the classroom & will be asking that it is administered by the class team under the guidance of the Medication support assistant. Please can you all ensure you complete the online administration of meds training before returning to college.</p> <p>Ensure no cross-class bubble movement for students / class teams.</p>	<p>PCA team completing daily student contact list</p>	<p>DAN</p>	<p>29.09.20</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>GTR / JWS / CSL covering Deliverer PPA & maintaining Social distancing. CSL unable to come to the LC due to pressures at NBS, LTL & CMD agreed to manage for first two weeks.</p> <p>WC 21.09.20. In preparation for JWS retirement & pressures to cover PPA on static model DAN had discussions with all Deliverers (inc union reps VPK / WBY) around static model & how to cover PPA on static model. 9/10 accepted reduction</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>from 4 to 3 cover periods & preference for static model.</p> <p>WC 28.09.20 GTR covering IB & MB, CSL covering E-Base.</p> <p>Additional cover to come from:</p> <ul style="list-style-type: none"> • TA3's covering where appropriate • SWT taking Intervention sessions for MB students. <p>Daily monitoring of student / PCA staff contact started.</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
Staff absence		4	4	16	<p>TA3 staff will be in place in all 3 bubbles / classes to cover deliverers if required. Bubble structures allow for cover between classes.</p> <p>Two TA'2 seconded to TA 3 for a year to ensure cover available in all areas</p> <p>Staff overview completed to highlight vulnerable staff, including those previously</p>	<p>Finalise plans for Pastoral Leads to take over cover supervisor role. Organise secondment where necessary</p> <p>DAN / HR to meet with staff where necessary</p> <p>Complete recruitment process</p> <p>Explore staff availability across the MAT</p>	<p>DAN/ SSH</p> <p>DAN / SSH</p> <p>DAN/ SSH</p>	<p>04.09.20</p> <p>04.09.20</p>	<p>√</p> <p>√</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>shielding. Measures in place to minimise contact.</p> <p>Recruitment process has resulted in some appointments however 5 Apprenticeship vacs still to be filled.</p> <p>In agreement with Woodspeen training a new role entitled 'Learning Support Assistant' which comes under Health & Social care has been advertised. This will work for staff working within the bespoke groups. Additional staff may be required if</p>	<p>Interviews taking place 01.10.20</p>	<p>DAN/SSH / BBS</p> <p>DAN / GQN</p> <p>DAN/ BBS</p>	<p>07.09.20</p> <p>ongoing</p> <p>Ongoing</p>	<p>√</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>positions are not filled. Particularly with E-Base.</p> <p>Apprentice process ongoing – 5 vacancies remaining</p> <p>3 job coaches currently covering E-Base (2) & IB (1)</p> <p>In response to the probability that Job coaches will remain at the LC for at least</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
					two terms, the process for two apprentices to be completed by 02.10.20				
Visiting staff, nurses, physio, SALT, professionals etc.		3	4	12	. Our protocols will be shared with any visitors such as physio's, SALT's, nurses so that they can adhere to our bubble system and we can track and trace their contact with students.	Communicate protocols to visiting staff and agree how they will work in school to minimise cross contamination of bubbles Develop clear appointment/ calendar process to enable room to be cleaned	DAN DAN / SRY	4.09.20 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
								04.09.20	
Bubble containment									
Bubble structure eg. Key stage, year groups		3	3	9	<p>The bubble structure is related to student needs, 1. Main Body, IB & E-Base. There are 3 bubbles in total which are also split geographically</p> <p>Staff within the static bubbles will form a team to be able to offer support / cover across the bubble</p>	<p>Communicate the bubble overview & protocols with all stakeholders. Protocols to be shared with all staff & reinforced on training days</p> <p>Safety of Cross site teaching to be reviewed weekly.</p>	DAN	4.09.20	√

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>Main body deliverers teaching across classes within main body bubble adhering to social distancing protocols</p> <p>Where cross site teaching is in place social distancing guidelines & hygiene measures will be observed.</p> <p>Majority of cross site teaching is within the main body bubble where social distancing is able to take place.</p> <p>Staff teaching within IB & E-Base: Protocols will be in place within the static</p>	<p>Static model to be reviewed fortnightly</p>	<p>DAN</p> <p>DAN / GLS / JWN</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>groups with class staff engaging with students directly where required.</p> <p>In collaboration with NBS & NBC we have adapted a static model with classes remaining within their own classroom for all lessons. This was in response to local Rates of infection & staff anxieties. This model:</p> <ul style="list-style-type: none"> • Reduces contact, enables clear track & trace • Reduce student & staff anxieties 			Every two weeks 28.09.20	

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
					<ul style="list-style-type: none"> Provides opportunity to build relationships & embed safety protocols Provide opportunity for embedding of 'Recovery Curriculum' <p>14.09.20 Agreed to extend for another 2 weeks in light of increased local infection rate & to reduce contact</p>				
Related Classes		3	3	9	There will be minimal shared contact between classes within individual bubbles. Students will have no contact with students from other bubbles.	Communicate the bubble overview & protocols with all stakeholders.	DAN	4.09.20	√

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>Support staff will remain within their bubbles at all times. IB & E-Base deliverers will not teach outside of their allocated bubbles Main body deliverers will adhere to social distancing whilst teaching classes within the main body bubble.</p> <p>All bubbles will be clearly labelled, and colour coded. Students will remain within their bubbles at all times with the exception of personal care support where PCA staff will be</p>	<p>Protocols to be shared with all staff & reinforced on training days</p> <p>Signage created and distributed for bubbles.</p> <p>PCA timetable to be completed & shared</p>	JDT/ SRY	4.09.20	√

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>taking students through the halls to the bathrooms. There will be a timetable of movement shared with all staff to ensure main body students are not out of their classrooms at this time.</p> <p>14.09.20 Static model in place</p>		KLD	27.08.20	√
Placing vulnerable children		4	4	16	<p>Personalised risk assessments will be in place where required.</p> <p>Bubble structure / geography / curriculum ensures minimal contact with staff from outside their bubble. Teachers coming in</p>	<p>Liaise with KLD for students with complex health needs</p> <p>Map out staff contact risk</p>	DAN / KLD	27.08.20	√

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>require AGPs (aerosol generating procedures) to be carried out. Staff to offer support virtually. Visits will not be made to homes at present.</p> <p>This will be reviewed fortnightly.</p> <p>Ongoing consultation process between relevant agencies GQN/ KLD leading RE children/young people with AGP</p>	<p>RA completed</p>	<p>KLD</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
					<p>Staff swap with NBS for 2 weeks transition to share knowledge of complex student returning to LC 22.09.20</p> <p>Individual student risk assessments completed for those students with underlying health conditions resulting in displaying covid symptoms on a regular basis to enable them to be in college. RA's in place for KW - Gastro condition (yr13), LB - persistent cough (yr12)</p>			28.09.20	

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
Placing vulnerable adults		4	4	16	<p>The risk assessment covers both staff & students & considers those people who were in the extremely clinically vulnerable or clinically vulnerable categories. Staff to speak to DAN / HR if additional discussions required.</p> <p>Groups have been carefully matched.</p> <p>Where required, vulnerable staff are limited to 1 class / bubble with no contact with students from other bubbles.</p>	Go through details of individual staffing risks with HR & ensure no movement outside of bubbles where required.	DAN/ SSH	27.08.20	√

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
					Mitigations etc have been explained to staff.				
Shared spaces		3	4	12	<p>Shared spaces have been used to a minimum.</p> <p>There are no shared student spaces within the IB & E-Base bubbles. All classes have individual student support space. Toilets linked to bubbles to be cleaned throughout the day</p> <p>Main body shared spaces.:</p>	<p>Protocols around shared spaces to be shared with all staff & reinforced on training days</p> <p>Develop Timetable showing cleaning requirements of shared main body spaces to be created & shared</p> <p>Work through food tech kitchen rota, timetabling with JDE</p>	<p>DAN</p> <p>DAN / SRY</p>	<p>4.09.20</p> <p>4.09.20</p>	<p>√</p> <p>√</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"> Main Hall & small hall to be used for option & PE, only chairs to be wiped in between use. Foot tech kitchen. Lessons to be planned every morning to allow deep cleaning before the next day. Hortus room. Only to be used on Tue & Wed mornings for options allowing time for deep cleaning. Art Room Only to be used on Tue & Wed mornings for options allowing time for deep cleaning. 	Develop a clear system of communication with SRY to alert when an area needs cleaning	JBR DAN / SRY	4.09.20	√ √

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
					<ul style="list-style-type: none"> • Student support room. Red / Green tags to indicate when space is unavailable / requires cleaning (Only chairs within room) • Dining Room. Two sittings with gap between will enable cleaning. Reduced numbers will make this easier. <p>Clear protocols are in place for shared spaces that are unavoidable and particularly used by staff.</p>			4.09.20	

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>The LC will be adopting a primary / static model for the first two weeks of term, This will greatly reduce contact between classes and hopefully will provide the opportunity for us all to settle into a very new situation & hopefully help both staff & students feel more secure as we all return. This model will be reviewed to determine what we will do for the next two weeks and so on.</p> <p>Assisted bathrooms: clear protocols in place adhering to infection control & covid guidelines</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>Staff shared spaces: Each bubble has a designated staff space with places for staff to sit / work. Hygiene protocols to be in place & cleaning equipment to enable staff to wipe down table / chair in between use.</p> <p>Toilets linked to bubbles to be cleaned throughout the day</p>				

Equipment and resources

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
Individual equipment packs		3	3	9	<p>Individual resource packs are allocated to pupils.</p> <p>Where students require sensory equipment, this has been carefully chosen so that it can be easily sanitised. Sensory equipment and resources will not be shared between students and they will be given individual portions to explore.</p> <p>All storage equipment is wipeable</p>	<p>Class staff to produce & allocate resources pack</p> <p>Staff to ensure subject packs present within each bubble for Maths / Eng / Employability Living skills</p> <p>Produce and distribute a guidance document to relevant staff about the use of Covid safe sensory resources.</p>	<p>Tutors</p> <p>WBV/ VPK AKE/ SRN ATN RSR</p> <p>NJN</p>	<p>4.09.20</p> <p>18.09.20</p> <p>4.09.20</p>	<p>√</p> <p>√</p> <p>√</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>Acheeva beds and standers will be stored in specific locations accessible by bubbles. One member of staff from the pod will be responsible for collecting and returning these. They should be maintained in a strict order and placement. They will be sanitised after use in the pod and returned to the central location.</p> <p>All Acheeva beds, soft rolls & positioning pads are wipeable. Cleaning protocols have been completed and placed on all equipment</p>	<p>Co-ordinate the organisation of Acheeva and standers prior to September and communicate protocols to staff. Ensure cleaning resources are in place to sanitise beds and standers</p> <p>TBN/ DAN regular H&S checks of all areas</p> <p>Ensure wipes in place</p>	<p>SRY / KLD</p>	<p>04.09.20</p>	<p>√</p> <p>√</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>Protocols shared via staff briefings & comms</p>		<p>SRY</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>Reinforced requirement for individual student packs, no shared resources</p> <p>Regular Health & safety checks being completed</p> <p>Advice reinforced to all staff to clean keyboards with wipes</p>				
Shared equipment & resources		3	3	9	Strict washing and cleaning schedules are in place to ensure correct use of shared equipment.	<p>Monitor weekly – evaluate as required</p> <p>Source & order mats</p>	NJN		√

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
					IB: beanbags removed & stored. New floor mats to be ordered for therapeutic & lying out purposes			4.09.20	
+Outdoor Learning		3	3	9	<p>Students 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"> evidence indicates that the risk of infection is reduced outdoors 	<p>Develop a central timetable for the use of main body outside spaces</p> <p>Develop a central timetable for the use of IB outside spaces</p> <p>Clear external main body spaces</p> <p>Purchase additional benches</p>	<p>DAN</p> <p>NJN</p>	<p>4.09.20</p> <p>4.09.20</p>	<p>√</p> <p>√</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>2. evidence suggests that the virus does not survive long for long periods in sunlight.</p> <p>Social distancing is easier to observe and maintain outside</p> <p>All bubbles have a dedicated outside space which can be accessed. A rota to be in place where required.</p> <p>IB to ensure this is co-ordinated to avoid classes mixing</p>	<p>Ensure doors locked daily to carpark in IB area (<i>prob not required – monitor</i>)</p> <p>Mark no parking boxed area in front of IB door (<i>Coned</i>)</p> <p>Clear E-base Gardens</p>	<p>SRY</p> <p>JHP</p> <p>SRY</p> <p>SRY</p>	<p>27.08.20</p> <p>4.09.20</p> <p>ongoing</p>	<p>√</p> <p>√</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>For main body spaces there will be a central timetable for the outside spaces which can be used to assign additional outdoor learning. Options will have timetabled slots. Groups can request a slot in this timetable which will be managed centrally by SLT to ensure time is allocated fairly. Movement of students can be safely managed using this system.</p>		SRY/ TBN	<p>27.08.20</p> <p>27.08.20</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
					Weekly Rota in place for use of IB & MB spaces ensuring all classes have 1 outdoor session in a designated area, Daily gardening slots / zones also in place				
Measures within the bubble									
Maintaining distance		4	4	16	Movement in the bubbles during the day will be limited. All lessons will be delivered in the classrooms and teachers will travel to the classrooms. The only movement will be at lunchtime where the number of main body classes moving is limited to five.	Protocols to be shared with all staff & reinforced on training days & shared with all stakeholders	DAN	4.09.20	√

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>this will need reinforcing within recovery curriculum.</p> <p>Risk assessments will determine where students will struggle to socially distance & where additional measures may be required i.e. use of PPE</p>			4.09.20	
Seating arrangements		3	4	12	<p>Seating arrangements, desk areas, computers, games and activities etc. take account of appropriate distancing and minimise physical contact.</p>	<p>Ensure visiting staff / visitors aware of protocols</p> <p>Principles of classroom environment provided to classroom staff and premises.</p>	<p>DAN</p> <p>DAN</p>	4.09.20	<p>√</p> <p>√</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>Fabric screens removed from E-Base 1. new desks with divides ordered</p> <p>Desks and tables are positioned so that no-one is sitting face-to-face. If this is not possible then we will use screens.</p> <p>All fabric classroom & comfy chairs have been removed from classrooms. Posture chairs ordered. Students will have their own chair.</p> <p>Staff will have their own chair, where there are visiting teachers' chairs will be cleaned</p>	<p>Adaptations made to all classrooms to arrange desks and create a teaching space for visiting staff.</p> <p>Plastic posture chairs & vinyl chairs ordered for all classrooms</p> <p>Ensure cleaning materials in all rooms</p> <p>All staff / Student chairs to be labelled</p>	<p>Premises team</p> <p>JHP / SRY</p>	<p>4.09.20</p> <p>27.08.20</p>	<p>√</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
					at the start & end of each occupancy by the occupant		SRY Class team	27.08.20 4.09.20 4.09.20	√ √ √

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
Staff space		3	3	9	<p>Classroom Staff will use the same desk/table and chair within their classroom at all times. Where this is not possible the desk must be cleaned at the start and end of each occupancy by the occupant.</p> <p>Designated staff spaces Each bubble has a designated staff space Main body – Staff room 60 IB – Room 19 E-Base – Room 67</p>	<p>Map out staff contact risk</p> <p>Produce & share timetable with staff space usage i.e. PPA / leadership time</p> <p>Ensure cleaning resources in place</p> <p>Produce & share lunchtime timetable of staff spaces. Identify additional spaces where required.</p>	<p>DAN</p> <p>JBR / DAN</p> <p>SRY</p>	<p>20.09.20</p> <p>04.09.20</p> <p>04.09.20</p>	<p>√</p> <p>√</p> <p>√</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>These areas will have desks which must be cleaned at the start and end of each occupancy by the occupant. Fabric chairs have been removed.</p> <p>Lunches must be taken within allocated staff spaces within bubbles, adhering to SD guidelines. We will explore additional spaces if required. The PCA team will eat lunch within the dining hall adhering to SD guidelines. This will provide the</p>	<p>Rota for shared staff places to be put in place to ensure maximum numbers not exceeded.</p>	<p>DAN</p> <p>DAN</p>	<p>04.09.20</p>	<p>√</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>opportunity for important time away from your classroom / working environment.</p> <p>Room identified for visiting staff (Room 39) Cleaned after use</p>				
Behaviour expectations		4	4	16	<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>	Share these policies with stakeholders	LHN	04.09.20	√

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
					Expectations reinforced on individual basis				
New Schooling Offer									
Onsite curriculum									
Subject delivery		3	4	12	<p>'The Recovery curriculum' will be the focus for the start of term. Classes may remain class based for the first week to allow time to embed new protocols / processes & timetable</p> <p>Targeted sessions will take place as required with students withdrawn for group & individual work.</p>	<p>Protocols to be shared with all staff & reinforced on training days & shared with all stakeholders</p> <p>Timetable to be completed & shared with staff</p> <p>September curriculum proposals for the first week to be shared with NBS & Media</p>	DAN		√

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>IB & E-Base classes will remain within their classroom for all their lessons, apart from Outdoor Education.</p> <p>E-Base Tutors will teach all lessons including English, Maths, ICT Learning for Life, Communication & Pathway time</p> <p>Teachers joining the group but adhering to social distancing GTR: Outdoor Ed, MTN: Music (AGE?)</p>	<p>to ensure co-ordination around cross site teaching.</p> <p>AHN to share recovery curriculum documents with DAN and DWO</p> <p>DAN to share with staff</p>	<p>JDE/ DAN</p> <p>DAN/ GTR / JWN</p>	<p>4.09.20</p> <p>17.07.201st draft</p>	<p>√</p> <p>√</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>IB Tutors will teach all lessons including English, Maths, ICT Learning for Life, Music, Food tech & Pathway time</p> <p>Teachers joining the group but adhering to social distancing GTR: Outdoor Ed, HSY: Art</p>	<p>Options program to be agreed / completed</p> <p>DofE space to be identified & prepared</p> <p>Music resources to be shared between IB & main body. Identify where instruments need purchasing</p> <p>Identify room for Art option</p>	DAN	<p>25.08.20</p> <p>28.09.20</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>Option choices for IB students as follows: Music, Sensory Science, Sherborne, Dance & drama wellbeing.</p> <p>Main body Classes will remain within their classrooms for the majority of their lessons with teachers moving between classes.</p> <p><u>Core subjects taught with the classroom:</u> English, Maths, Living Skills, Learning for Life taught by LC staff within the main body bubble.</p>	<p>Bus to be allocated to LC</p> <p>Communicate to all staff & reinforce in training</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>Employability, & ICT (taught on iPads) taught by cross site teaching All students will access PE within their form classes, this will take place in the main hall or outside. All students will access Food Tech in their classes with lessons timetabled every morning to enable time for deep cleaning.</p> <p><u>Options program.</u> It is proposed that this would involve students mixing classes however not breaching the main body bubble. This has</p>		<p>DAN / JDE GTR / SRY SNT DAN</p>	<p>11.09.20 4.09.20 4.09.20</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><i>(Cleaning & infection control protocols to be followed for all of the above)</i></p> <p>Music – ILS or Small hall Performing Arts – ILS or small hall Art – Room to be identified Gallery</p> <p>DELIVERED BY LC STAFF Horticulture – Hortus Room DIY / Decorating – Hortus Room</p> <p>Assembly will be delivered virtually</p>	JBR meeting with BGP / JTR & AHN	JBR / LHN		

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>A Bus will be based at the LC for when trips can go out.</p> <p>As from 25.09.20</p> <p>In light of the current local position on infection rates within Oldham & Feedback from some staff we are suggesting that staff remain with their tutor groups and we run a primary / static model for the first two weeks of term. This will greatly reduce contact between classes and hopefully will provide the opportunity for us all to settle into a very new situation & hopefully help</p>		JBR		

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>both staff & students feel more secure as we all return. This model will be reviewed to determine what we will do for the next two weeks and so on.</p> <p>14.09.20 Static model to continue for two weeks then reviewed</p> <p>Revised Options programme finalised: Main Body: DofE, Sport, GCSE Art, Forest Skills, Leisure Art, DIY, Horticulture, Health & Wellbeing, Music, Dance & Drama,</p>			28.09.20	

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>Movement, Food Industry, History, Community Spirit</p> <p>IB:</p> <p>Sport / Movement, Sherborne, Mindfulness / Yoga, Orienteering, Science, Music, Gardening</p> <p>Continued Focus on Recovery Curriculum</p> <p>LC Maths & English deliverers supporting MB deliverers.</p> <p>Leads providing support / SOW</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
					Cross site teaching finalised & included within current budgets				
Specialist curriculum areas		3	3	9	<p>There will be limited specialist teaching spaces available so core subjects Maths, Eng, ICT, Employability & Living skills will be delivered in an adapted version within the classroom.</p> <p>The resources for specialist areas will either be provided in individual classes or brought to the groups by the visiting staff. Consideration will be given to providing</p>	<p>Class teachers to organise general equipment pack for students to be used in different subjects</p> <p>Organise subject packs for Maths & English</p>	<p>Class tutors</p> <p>VPK/ WBY & AKE/SRN ATN, RSR</p>	4.09.20	

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>sets of resources to minimise cross contamination.</p> <p>The ICT suite will not be available all ICT to be taught via iPads</p> <p>For Options program please see above</p> <p>Hydro/Rebound therapies will not be able to take place in September. The Hydro team will be site based & linked to NBS - KES / JSS & NBLC – MBY. The team will be linked to the IB bubble & will develop a</p>	<p>Hydro team to complete relevant training where possible.</p> <p>Resources to be ordered</p>	<p>NJN</p>	<p>4.09.20</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>range on floor & chair-based therapies for students i.e.</p> <ul style="list-style-type: none"> <i>Intensive interaction (speech and language could offer training)</i> <i>Story massage (can be self-taught)</i> <i>Mindfulness (already trained)</i> <i>Reflexology</i> <i>Music therapy (MTN could support)</i> <i>Dance therapy (SPM or LPN could support)</i> <i>Body awareness/ proprioceptive massage (using massage balls)</i> <i>Yoga for the special child</i> 	<p>Two weekly timetable to be completed</p>	<p>SWT</p>	<p>02.10.20</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
					SWT to introduce intervention sessions for main body class groups based around 'Bound forward' PENN resilience. This will also offer some cover for deliver PPA				
Educational Visits		2	2	4	Staff will follow the internal protocols for Educational Visits. These will be individually risk assessed. All Visits currently on hold due to covid 19.	Establish the protocols for use of the school minibus fleet – is this available from September and what protocols are in place? SWT to inform Calvert	ACL / GTR SWT	Sep 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
					Decision made to postpone March Calvert Residential however agreed to explore alternatives for the summer term			25.09.20	
Offsite education		2	2	4	We will respond to individual cases of offsite education working with the authority to provide appropriate access to provision whilst maintaining Covid-safe practices.	Develop a strategy for offsite education	DAN	ongoing	
Remote Learning									
Assigned staff		2	2	4	Remote learning will be provided by teaching staff for the pupils that they teach.	See below			

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
Virtual Learning					Monitor national guidance.	<p>Monitor and explore the streaming of lessons via showbie.</p> <p>Monitor and adhere to national guidance relating to virtual learning.</p> <p>To MAP out Virtual Learning Offer and to signpost where that information is.</p>	<p>JDE</p> <p>DAN/JBR</p>	<p>Ongoing</p> <p>Ongoing</p>	
Remote curriculum		3	3	9	The remote curriculum will mirror where possible the schemes of work that would be taught in school. Specialist Areas will develop appropriate schemes of work to deliver using remote methods	<p>Develop remote learning schemes of work for specialist areas?</p> <p>Develop adapted schemes of work for static groups</p>	<p>Advisors / Leads</p> <p>AHN / LNM / RBT</p>	<p>Sep 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
						Pastoral team coordinating work to be sent home.	NJN / LTL DAN		
Meeting places		2	2	4	All meetings will take place virtually using Teams with external agencies.	Identify rooms to be used & ensure IT support	DAN / CGG	4.09.20	

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
					Meeting room / Room 26 / far end of Dining Hall				
Premises									
Circulation / movement		3	4	12	<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>Produce & display map of LC highlighting all bubbles, dedicated spaces & circulation guidelines. Share with all stakeholders,</p> <p>Produce movement plan & share with all stakeholders</p> <p>Check all Corridors marked on floor & signage in place</p>	DAN	29.09.20	

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>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>All soft furnishing has been removed & will be replaced where required. There will be no seating within the reception area. This will ensure cleaning</p>	Red/ green tags in place where required	<p>SRY / Premises team</p> <p>SRY</p>	04.09.20	
Safety of classrooms /		3	3	9	<p>General All soft furnishings have been removed including:</p>	Ensure furniture will be delivered over the summer	SRY / Premises team		

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
learning spaces etc					<ul style="list-style-type: none"> • Class chairs & comfy chairs ordered for all classrooms / learning spaces with wipeable posture class chairs & vinyl chairs. • New desks ordered where required to ensure social distancing guidelines can be adhered to. • Fabric display boards to be covered • Soft toys / sensory toys removed & replaced where possible 	<p>Ensure all fabric boards covered</p> <p>Explore how files / folders can be used / stored</p> <p>Order workstations</p> <p>Order workstations</p>	<p>Class teams</p> <p>DAN/ Premises team</p> <p>JHP</p> <p>JHP</p>	<p>27.08.20</p> <p>4.09.20</p> <p>27.08.20</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>Specific Classroom structural alterations: ICT suite. Central desk to be removed to allow space for new desks & chairs.</p> <p>Additional Classroom alterations: E-Base: Divider boards removed & new & 3 workstations ordered for both rooms IB: Dividers to be replaced</p>			<p>17.07.20</p> <p>17.07.20</p>	
Stairs				n/a	NO STAIRS	N/A			

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
Toilet areas		3	4	12	<p>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.</p> <p>Main Body There are two men's & ladies' toilets. 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.</p> <p>IB</p>	<p>Plan how this can be managed, will require students being escorted, impact on curriculum. Try to reinforce toilets to be used at break times however will need to look at supervision / staffing.</p>	Pastoral Leads	04.09.20	

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>1 men's & 1 ladies' toilet. IB staff will escort & support students as required.</p> <p>Toilets will be cleaned on a regular scheduled basis by dedicated cleaning staff.</p>				
Staff room		3	3	9	<p>Staff spaces have been allocated 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.</p> <p>Designated staff spaces</p>	<p>Protocols to be shared with all staff & reinforced on training days</p> <p>Map out staff contact risk</p> <p>Produce & share timetable with staff space usage i.e. PPA / leadership time</p>	<p>DAN</p> <p>DAN</p>	<p>04.09.20</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>Each bubble has a designated staff space Main body – Staff room 48 IB – Room 10 E-Base – Room 55</p> <p>These areas will have desks which must be cleaned at the start and end of each occupancy by the occupant. Fabric chairs have been removed.</p> <p>Staff will bring their own crockery / drinking vessel etc. and take it home at the end of each day.</p>	<p>Ensure cleaning resources in place</p>	<p>JBR</p> <p>SRY</p>	<p>29.07.20</p> <p>04.09.20</p> <p>04.09.20</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
					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.				
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>As there are only two LC printers & 3 bubbles, we will look at linking E-base / IB</p>	<p>Corridor printer could be moved to IB staff room</p> <p>Explore options to support for Jill were required</p> <p>E-Base to only use photocopier at set times.</p>	<p>SRY/ CCG</p> <p>DAN / WWN</p> <p>Pastoral leads</p>	<p>4.09.20</p> <p>29.07.20</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
					with main body classes for if photocopying required. Also link to Admin although restricted as only one member of admin team on site.			4.09.20	
Entrances & Exits									
Dealing with visitors		3	4	12	Signage is in place to direct to the appropriate area.	Check signage is in place & bins provided for wipes	SRY	3.09.20	

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>Screens are provided in open reception areas to protect all school staff.</p> <p>All seating has been removed from the reception area</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> <p>Pens for signing in will be wiped after every use by the visitor. Wipes will be</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
					provided, and it will be the responsibility of the visitor to wipe the pen.				
Dealing with deliveries		3	4	12	Signage is in place to direct to the appropriate area.	Check signage is in place	SRY	03.09.20	
Extended schools					<p>Extended schools will not be provided at this time. This will be reviewed when bubbles guidance is changed.</p> <p>Decision agreed to cancel October half term holiday club to ensure no cross-</p>	<p>Communicate to families</p> <p>Communicate to families</p>	<p>DAN</p> <p>DAN</p>	<p>July 20</p> <p>02.10.20</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
					bubble contact, GGN informed families within blog 26.09.10				
Admin									
Offices & hubs									
Seating / desk positioning		3	3	9	Desks/chairs have been positioned in line with current government guidance ie. 2 metres apart, screens if required, not facing each other.	Audit and order chairs for Offices	SRY/ premises team	29.07.20	
Separation in open spaces		2	2	4	Clear indication of seating arrangements is in place. Signage is available around all seats etc.	Ensure signage produced in place	SRY / JHP	2.09.20	

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
Access arrangements		2	3	6	An instruction sheet is provided with building and circulation arrangements for external staff.	Communication of protocols to external staff	JDT	2.09.20	
Non classroom based staff expectations		3	3	9	Non-class-based staff are working from home where possible. When guidance changes this will be re-assessed.	HR			
Staff									
Staff Travel									

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
Public Transport (bus/tram)		3	4	12	Face coverings are required at all times on public transport but these must not be used in school unless recommended in a risk assessment	Protocols to be shared with all staff & reinforced on training days & communicated to all stakeholders	DAN JDP	4.09.20	
Car Sharing		3	4	12	We recommend face coverings at all times when car sharing but these must not be used in school unless following guidance. Current LA guidance recommends no car sharing with people from outside your household.	Protocols to be shared with all staff & reinforced on training days	DAN	4.09.20	

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.	Communicate to staff	DAN	28.08.20	
Stakeholders									
Governors					Ensure governors are involved and updated on the RA, policies and procedures on the site.	Invite chair of governors to fortnightly RA meetings.			
Trustees					Ensure trustees are involved and updated on the RA, policies and procedures on the site.	Invite nominated trustee to fortnightly RA meetings.			

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
Local Authority/DFE /RSC					<p>Ensure that LA are informed with students or staff with symptoms</p> <p>Ensure DFE receive daily attendance.</p> <p>GQN to continue to update RSC on current situation on our schools.</p>	<p>DAN</p> <p>Admin staff</p> <p>GQN</p>	Ongoing	Ongoing	
Others					Identify any other stakeholders who need to be informed of the RA, policies and procedures on the site				

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
Fire Evacuation Procedure									
Fire evacuation					<p>Each bubble to exit the building as quickly and as safely as possible. Each bubble has designated fire door exits shown on the LC floor plan</p> <p>Assessment has been agreed with Senior Leaders and all staff will have the evacuation carefully explained on Training</p>	<p>Exits / floor plan shared with staff on training day</p> <p>Fire drill to be arranged</p>	<p>DAN</p> <p>DAN</p>	<p>04.09.20</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>days. Fire Drill practice will need to be arranged.</p> <p>Then as per normal procedure for Fire evacuation. This will need to be displayed in each bubble.</p>				
Fire assembly points					<p>Each bubble to have an allocated space at the fire assembly point.</p> <p>The muster point for all bubbles will be at the front of the building with areas clearly</p>	<p>Fire muster points for bubbles to be marked out & signage in place</p> <p>Outside dividers to be purchased</p> <p>Share new fire drill protocols with staff in training day & share with all stakeholders,</p>	<p>SRY</p> <p>SRY</p>	<p>04.09.20</p> <p>04.09.20</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>marked. There will be additional dividers which will be put in place by a fire warden to ensure Students do not move out of their designated bubble area.</p> <p>Students will exit the building from different doors. Main body: Main entrance 1, MB doors 1,2 & 3 E-Base: External classroom doors</p>	<p>Protocols shared with students & displayed in all rooms.</p> <p>Fire Drill to be planned for the Autumn term</p> <p>Ensure all signage in place, include colour coded signs</p>	<p>DAN</p> <p>Staff teams</p> <p>DAN /</p>	<p>Sep 20</p> <p>1st week back</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
					IB: External Classroom doors, where this is not possible, or where quicker exit required, IB fire door 4.		TBN	Half term	

