

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 College	Jaina Walton	27 th August 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

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

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					<p>methods for handwashing to NewTube and this is also available on the ipad.</p> <p>Pupils must be supported with effective handwashing. As a minimum we expect that handwashing will be undertaken:</p> <ol style="list-style-type: none"> 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>Disposable paper towels for drying hands are provided as this is recommended rather than electric hand dryers.</p> <p>Hand hygiene is critical before and after all direct contact with anyone, and after cleaning equipment and the environment.</p>	<p>All staff/students to watch hand washing video on first day back.</p> <p>Signage to go up relating to using hand towels.</p> <p>On site cleaner to check hand towels hourly in all bathrooms.</p>	<p>JWN</p> <p>JWN</p> <p>Site Manager</p>	<p>September 20</p> <p>August 20</p> <p>Daily</p>	<p>Sept 20</p> <p>DAILY</p>
Respiratory hygiene		3	4	12	<p>We will promote the “Catch it, bin it, kill it” procedure and work with students to ensure it is implemented as fully as possible.</p> <p>Supplies of tissues will be freely available and in all rooms.</p>	On site cleaner to check hourly.	JWN	Daily Aug 20	DAILY Sept 20

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

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					<p>Hard surfaces will be cleaned with warm soapy water or the normal cleaning products used.</p> <p>Particular attention will be given to clean ‘high-touch’ areas and surfaces. These areas will be cleaned at least once a day and more frequently in high-use areas based on local assessment by our facilities team, including bathrooms, railings, tables, toys, equipment door handles, push pads, taps and hand sanitiser dispensers.</p> <p>Additional full time cleaners have been allocated to all sites and cleaning schedules have been implemented. Cleaning staff will maintain social distancing from you, young people and each other at all times.</p> <p>All rubbish and waste will be disposed of in line with procedures laid down by our facilities team. It will be removed daily.</p> <p>All staff have access to cleaning materials for their room. ensure all have access and that they are locked away</p>				
Social distancing		4	3	12	<p>It is important that social distancing measures are in place.</p> <p>We have put in place the following advice-</p>	Staff briefing on social distancing.	JWN	Sept 20	Continually being reinforced to staff

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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> <ol style="list-style-type: none"> 1. <i>Where possible stay at least 2 metres away from everyone when you are not wearing PPE,</i> 2. <i>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> 3. <i>Try not to share transport with people from outside your house when travelling to and from work.</i> 4. <i>Try to avoid public transport, where possible.</i> 5. <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><i>Following this guidance as far as is possible will keep everyone safe and well including your family. These measures help ensure that the chain of infection is broken.”</i></p> <p>In our college, we recognise that it is not practicable to expect pupils to maintain consistent social distancing of two metres. Staff should however seek to ensure some distancing between pupils. This is based on medical</p>	<p>Staff workplaces to be cleaned down after use.</p> <p>Teacher works station to be at least 3m away from first student table</p> <p>Marked area for staff at front of room.</p> <p>Highlighted on Protocols document that will be sent to all staff and shared again on training day</p>	<p>JWN</p> <p>JWN</p> <p>JWN</p> <p>JWN</p>	<p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p> <p>Ongoing</p>	<p>and students</p>

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					<p>advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower.</p> <p>Cross bubble teaching is kept to a minimum and we have asked that these staff wear PPE – visors. NNN/HWN/JWN who can cross bubbles to wear visors when doing so DNM to be based on the first floor and not to have access to other floors.</p> <p>Due to the recent bubble closure, we are making it clear to the staffing team that the only group mixing from ground floor and first floor is the digital team. Staff to ensure they stay on their floor. All communication with others in the college to be done via TEAMS, phone calls or emails</p> <p>COVID Tier 4 restrictions – no cross bubble teaching to happen. English/ Maths/ ICT and PSHE to delivered virtually by MHD/LAY/RSR/BHK. Staff teams in groups to support learning. (see bubbles)</p>	<p>Continual reinforcement of social distancing protocols with staff. Staff meeting with all staff over TEAMS</p>			

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PPE, where appropriate		3	3	9	<p>There is generally no need to use personal protective equipment (PPE) when undertaking routine educational activities at any of our sites.</p> <p>The list below is a guide to when PPE may be required:</p> <ol style="list-style-type: none"> 1. Routine activities 2. No PPE is required when undertaking routine educational activities in bubbles. 3. Suspected coronavirus (COVID-19) <ol 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 person suspected of having COVID-19 has been. 1. Intimate care <ol style="list-style-type: none"> a. Gloves and aprons should be used when providing intimate care to a child or young person. This can 	<p>PPE plan to be put in place regarding use of lift.</p> <p>Staff to be briefed on PPE when using lift with students.</p> <p>Staff moving around Bubbles are wearing shields if needed</p> <p>Visitors to be given guidance on arrival and pre visit.</p>	<p>JWN/NNN</p> <p>JWN NNN</p> <p>.HWN</p>	<p>OCT 20</p>	<p>DONE</p>

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					<p>include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.</p> <p>b. Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.</p> <p>c. Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction</p> <p>Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</p> <p>If PPE is assessed as being necessary then this is not an option, it must be worn if recommended.</p> <p>The use of PPE within our sites is based on a clear assessment of risk, taking into account each individual setting and the needs of the individual young person. We already have risk assessment processes in place which will continue be used to identify the need for the use of PPE. Following any risk assessment, where the need for PPE has been identified, it will be readily available and provided.</p>	<p>Visors to be worn by cross bubble staff No external visitors to reassess until 18th Jan</p>	JWN		

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					<p>Face Masks – new guidance states that facemasks are to worn by all students and staff in Lockdown Areas when they are in communal areas. As we have organised the groups into separate bubbles and taken away the use of communal areas for both staff and students there is not a need to wear face coverings on site. Staff moving across bubbles may wish to wear masks and students may also feel safe in wearing them. This is a personal choice but face coverings will have to be provided by yourself and families for students.</p> <ul style="list-style-type: none"> • <i>From 1 September 2020, new advice will apply to the use of face coverings by staff and pupils in some schools, and learners in further education</i> • <i>In areas of <u>'national government intervention'</u>, the government will require adults and pupils to wear face coverings when moving around their school, such as in corridors and communal areas where social distancing is difficult to maintain</i> • <i>Nationwide, the government is not recommending face coverings are necessary in education settings generally</i> 				

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					<ul style="list-style-type: none"> However, secondary schools and colleges will have the discretion to require face coverings in communal areas where they can't safely manage social distancing (if they believe that it is right in their particular circumstances). 				
Engage with the NHS Test and Trace process		3	3	9	<p>We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department.</p> <p>Log visitors on filemaker. (JWN to brief admin team on this)</p> <p>If a staff member or student displays symptoms on any type, this must be reported through to LA.</p> <p>Staff/Students to download the App QR Code for College to be sort All staff informed of the Testing at QE – details sent from HR.</p> <p>No external visitors to visit site (LPN to liaise with these)</p>	<p>Follow protocol document.</p> <p>JWN</p>	Ongoing		

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Use of the COVID test kits available on site					<p>Ensure identified person(s) has watched the online webinar on how to administer the tests Protocols on the administration of the test has been created for both staff and students (who will get them) to be shared with governors/directors.</p> <p><u>COVID Protocols in relation to TEST use.</u></p> <p>The DFE alongside the DHSC have issues Schools and colleges with COVID 19 test kits.</p> <p>These test are for;</p> <ul style="list-style-type: none"> - Protection of pupils, students and staff by improving access to testing - Prevent and control outbreaks through early identification - Provide reassurance <p>Guidance states that these test should only be offered in exceptional circumstances to individuals (student/staff) who have;</p> <ul style="list-style-type: none"> - Developed symptoms while at college - We believe may have a barrier to accessing a test elsewhere - We believe that if we sent them home without a kit they would NOT receive a test. <p>If any of the college pupils are under the age of 18 then the test will need to be given to the parent/carer.</p> <p>We will not be conducting these tests on the college site as stated in the guidance shared by DFE and DHSC.</p>	<p>JWN/NNN</p> <p>Letter to go to governors/directors - Letters sent to FF directors by LDN NBC – has been sent out to all NBS governors as a joint protocol document</p>	<p>Ongoing</p> <p>JWN/LDN/SMO</p>	<p>Oct 20</p>	<p>DONE</p>

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					<p>Staff will need to give parents/carer clear guidance in how they need to use and administer the test. Parents/carers may also require further support in registering and sending off the test – this will be done through support from Nicola Nelson.</p>				
<p>Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community</p>		3	3	9	<p>We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department.</p> <p>Follow Oldham COVID-19 Resource Pack for Schools and Early Years version 0.8</p> <p>Log on the New Schooling offer RA</p> <p>Any student that should be self-isolating and breaches these rules need to inform HOS to report to Oldham</p> <p>The guidance from Public Health England (which was updated on 9th October) states:</p> <p>If you live in the same household as someone with COVID-19</p> <p>Stay at home for 14 days. The 14-day period starts from the day the first person in your house developed <u>symptoms</u> or, if they do not have symptoms, from the day their test was taken.</p>	<p>Staff to be briefed on protocols relating to outbreak in college on first day back.</p>	JWN	Sept 20	

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					<p>If you do not have symptoms of COVID-19 yourself you do not need a test. Only arrange a test if you develop COVID-19 symptoms.</p> <p>If you develop symptoms and your test result is positive, follow the same advice for people with COVID-19 to stay at home and self-isolate for 10 days from when your symptoms started, regardless of where you are in your 14-day period.</p> <p>Changes to Self Isolation guidance changed to 10 days</p>				
Contain any outbreak by following local health protection team advice		3	3	9	<p>Each site has an identified area for housing suspected coronavirus cases which includes an isolated toilet.</p> <p>Procedures will be followed if we suspect the virus is present and ensure the senior person on site is immediately made aware.</p>	<p>Room to be identified in new building. Staff and students to be briefed on protocol for isolation.</p> <p>Room identified near exit of building with toilet</p>	JWN	August 20/Sept 20	

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COVID 19 Prevention									
Ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting		4	3	12	<p>If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak. We will continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if</p>	Flow chart to be produced and shared with staff/families	DHL/JWN	Sept 20	

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					necessary, in line with routine public health outbreak control practice.				
If someone becomes unwell in the setting		4	4	16	<p>We have put stringent procedures in place that must be adhered to if a case of COVID-19 is suspected. This process is :</p> <ol style="list-style-type: none"> 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: <ol 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 f. ensure tests are arranged where necessary <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</p>	<p>Staff to be briefed on process and to sign to say that they have attended briefing.</p> <p>Brochure / Protocol document to be shared with all staff</p>	JWN	Sept 20	

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					transmission. This will involve identifying those exposed, any person who is at increased risk and provide tailored infection control advice.				
School Organisation									
Student Attendance									
Expectation of pupil attendance		1	1	1	<p>We will take responsibility to record attendance and follow up absence.</p> <p>Attendance down w/c 12th Oct due to more cases within student homes.</p> <p>W/C 2nd Nov 1 staff member off due to partner testing positive 1 off ill with flu symptoms advised to get a test 1 student recovering from COVID 19 1 student off due to testing positive over the half term with COVID 19.</p> <p>W/C 15th Nov 1 staff member tested positive Affected are 36 (all pre intern/BTG/Digital2 and FF) students 9 staff all due back in on 27th November</p>	NNN to oversee daily.	NNN	Sept 20	

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					<p>1 pupil off due to COVID symptoms 17/11/20 test came back 18/11 as negative</p> <p>W/C 4th Jan Parent survey sent out - Response as follows – we have 20 places requested. 15 pupils with Social Worker at present 6 of these have requested a place on site.</p>				
Local Lockdown									
Cross borough pupils re local lockdown					We will continue to follow local and national guidance	Tier 4 recommendations- GQN presently discussing with DFE and NHS via SEND National Steering Group.	GQN	Sept 20	

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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	<p>Site leaders will risk assess safety and social distancing during arrival and collection times of young people and social distancing regulations will also be in place in the school grounds</p> <p>Changes to Bubbles: Floor 3 – Lumenus/Activ8 Floor 2 - All Digital group put together in First Floor room. Floor 1 – all employability group together FF staff/students on one floor.</p> <p>If required, we will attempt to stagger arrival and departure times as well as lunchtimes and breaks to ensure that movement and concentration of staff and pupils is minimised.</p> <p>Lumenus/Activ8 arrival 8:30am (AM can have access to lift if needed) Digital (all) arrival 8.45am (JG will need to use the same lift – need to ensure all cleaned after AM use) Employability Pathway arrival 9am.</p>	<p>3 entrance points identified for bubbles. Staggered arrival times for Digital/Employability pathway and (students that need lift access) groups as they will be using the same entrance to allow for clean in between arrival.</p>	<p>JWN</p> <p>JWN</p>	<p>Aug 20</p> <p>Aug 20</p>	<p>Continually assessed by SLT</p>

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					<p>Staff Rota to support in place</p> <p>We have 14 pupils that will be using LA transport to get to and from College, these pupils who are being transported in larger minibuses will be mixing bubbles. We have worked with transport and all transport will drop off and pick up from outside Clean Plate Kitchen. I have assigned staff to each bus for drop off and pick up.</p> <p>JG – mum and JG very anxious – JWN has liaised with them for JG to use the back entrance at a time when no other bubble will be using it. (direct cleaner to clean area after use and lift)</p> <p>NBC1, 3 – arrival 8.30am departure 3pm NBC2 – arrival 8.45am departure 3.15pm NBC4, and 5 arrival 9am departure 3.30pm</p> <table border="1" data-bbox="752 1042 1529 1380"> <thead> <tr> <th></th> <th>Front</th> <th>Back</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>8:30am NNN/JWN 8.45am NNN, FJN (JG), MSR, LLN(AC) 9am NNN, TMO, MSN TRANSPORT: arrivals and departures from clean plate NBC1 – BFR/NSY (8.30) NBC2 – MHD/LJT(8.5) NBC3 – AM (Sarah) 8.30am</td> <td>8.30 am DNM, SBM, MMS (PD) MNN,</td> </tr> </tbody> </table>		Front	Back	Monday	8:30am NNN/JWN 8.45am NNN, FJN (JG), MSR, LLN(AC) 9am NNN, TMO, MSN TRANSPORT: arrivals and departures from clean plate NBC1 – BFR/NSY (8.30) NBC2 – MHD/LJT(8.5) NBC3 – AM (Sarah) 8.30am	8.30 am DNM, SBM, MMS (PD) MNN,	<p>2 bubbles now – Ground Floor and Floor 1 have become 1 bubble due to having to move JG to the bottom floor.</p> <p>Families and staff to be briefed on staggered arrival times. - this has been communicated with families and staff.</p> <p>Up to date information to be sent to all staffing once JWN has met with Chair of</p>			
	Front	Back													
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Vehicle Management		3	3	9	<p>Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport.</p> <p>All supervising staff will wear high-vis jackets.</p> <p>Address and parking arrangement need to be sorted Whitelist for parking – staff, transport and parents needed.</p> <p>Staff will be allocated to each transport bus to then support pupils getting to college. See above for detail</p>	<p>Travel plan needs writing for new college campus.</p> <p>Travel plan to be communicated to staff and families.</p>	JWN/D WO	Aug 20	DONE						

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					Taxi driver from Tameside tested positive so students self-isolated for 14 days	Drop off and pick up points in place	JWN/DWO	Aug 20	August 20 – see attached plan
Meet and greet		3	3	9	<p>We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people.</p> <p>Staff to man the entrance and exit points and support with the start and end of the day routine.</p>	<p>Staff to be rota'd to meet and greet students and to oversee social distancing protocols are adhered to.</p> <p>To be shared with staff via email and reiterated on training day</p>	JWN JWN	Aug 20 Aug/S ept 20	DONE
Break times									
Indoor break		3	3	9	Students to remain in bubble groups for break times. Smokers to be given set times to go out of the building for each bubble.	Students and staff to be briefed on	JWN	Aug 20	

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Outdoor break					NA																												
Wet break					NA																												
Outdoor equipment					NA																												
Lunch times																																	
Menu options		3	2	6	Students to order lunches from SPT kitchen or to bring in packed lunch from home.																												
Serving arrangements		3	3	9	Meals to be delivered to bubble entrance and collected by a member of staff from the bubble. Students to eat lunches within their bubble. Students are not permitted to leave the building at lunch time to go into Oldham to get own lunches – these need to be ordered or bought from home	Communication to go out to families RE staying in at lunch and lunch time protocols.	NNN	Aug 20	DONE																								

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					If unable to use SPT Kitchen meals for FSM pupils will be sort from Clean Plate Kitchen	Ongoing as and when needed																					
1:1 support		3	2	6	Rota to be in place to allow for staff breaks.		JWN	Aug 20	DONE																		
Supervision / Lunch duties		3	3	9	<p>Lunch to be shortened to one hour, split into two shifts of 30 minutes. Lunch time Rota created with SLT and Pastoral all involved.</p> <p>Bubble 1</p> <table border="1"> <thead> <tr> <th></th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td>12:25 – 1pm</td> <td>ATN/CMN /NKD/GTL ON LUNCH BFR/TMO /LAY/MSN ON DUTY</td> <td>BFR/TMO/LAY/MSN ON LUNCH ATN/CMN /NKD/GTL ON DUTY</td> <td>ATN/CMN/NKD/GTL ON LUNCH BFR/TMO/LAY/MSN ON DUTY</td> <td>BFR/TMO/LAY/MSN ON LUNCH ATN/CMN/NKD/GTL ON DUTY</td> <td>ATN/CMN/NKD/GTL ON LUNCH BFR/TMO/LAY/MSN ON DUTY</td> </tr> <tr> <td>1pm – 1:30pm</td> <td>ATN/CMN /NKD/GTL ON DUTY BFR/TMO /LAY/MSN ON LUNCH</td> <td>BFR/TMO/LAY/MSN ON DUTY ATN/CMN /NKD/GTL ON LUNCH</td> <td>ATN/CMN/NKD/GTL ON DUTY BFR/TMO/LAY/MSN ON LUNCH</td> <td>BFR/TMO/LAY/MSN ON DUTY ATN/CMN/NKD/GTL ON LUNCH</td> <td>ATN/CMN/NKD/GTL ON DUTY BFR/TMO/LAY/MSN ON LUNCH</td> </tr> </tbody> </table> <p>Bubble 2</p>		Monday	Tuesday	Wednesday	Thursday	Friday	12:25 – 1pm	ATN/CMN /NKD/GTL ON LUNCH BFR/TMO /LAY/MSN ON DUTY	BFR/TMO/LAY/MSN ON LUNCH ATN/CMN /NKD/GTL ON DUTY	ATN/CMN/NKD/GTL ON LUNCH BFR/TMO/LAY/MSN ON DUTY	BFR/TMO/LAY/MSN ON LUNCH ATN/CMN/NKD/GTL ON DUTY	ATN/CMN/NKD/GTL ON LUNCH BFR/TMO/LAY/MSN ON DUTY	1pm – 1:30pm	ATN/CMN /NKD/GTL ON DUTY BFR/TMO /LAY/MSN ON LUNCH	BFR/TMO/LAY/MSN ON DUTY ATN/CMN /NKD/GTL ON LUNCH	ATN/CMN/NKD/GTL ON DUTY BFR/TMO/LAY/MSN ON LUNCH	BFR/TMO/LAY/MSN ON DUTY ATN/CMN/NKD/GTL ON LUNCH	ATN/CMN/NKD/GTL ON DUTY BFR/TMO/LAY/MSN ON LUNCH	Staff rota to be created for each bubble to allow breaks for staff.	NNN	Aug 20	NO changes needed – ROTA WORKING
	Monday	Tuesday	Wednesday	Thursday	Friday																						
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Student Departure															
End Times – fixed / staggered		3	3	9	<p>All groups to have staggered end time. Groups can leave via dedicated entrance/exit at the same time.</p> <p>Departure from Building: Lumenus/Activ8 to leave at 3pm Digital to leave at 3.15pm Employability Pathway – 3.30pm</p> <p>Staff Rota to support in place</p> <table border="1" data-bbox="752 986 1523 1394"> <thead> <tr> <th></th> <th>Front</th> <th>Back</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN?</td> <td>3pm DNM, SBM, MMS (PD) MNN,</td> </tr> </tbody> </table>		Front	Back	Monday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN?	3pm DNM, SBM, MMS (PD) MNN,	Families, students and staff to be briefed on end time.	JWN	Aug 20	Completed August 20
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					<p>NBC5 – LLN/MSR</p> <p>Tuesday NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR</p> <p>Wednesday NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR</p> <p>Thursday NNN to support 3pm Sarah with AM</p>	3pm DNM, SBM, MMS (PD) MNN, NSY (SJ)	JWN to speak with Ben Holt		

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Vehicle Management		3	3	9	Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport.	Travel plan to be written.	JWN /DWO	Aug 20	October 2020						

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					All supervising staff will wear high-vis jackets. - check that these have arrived	Completed and sent to RRI to brand and go to governors for approval			
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. Departure from Building: Lumenus/Activ8 to leave at 3pm (AM using lift – clean down after use) Digital to leave at 3.15pm (JG to access lift) Employability Pathway – 3.30pm	Communication via letter home. Rota of staff supervising arrival and departure of young people. Communicated to all staff prior September start	JWN NNN	Aug 20 Sept 20	DONE
First Aid									
		4	4	16	When approaching a casualty there is always a risk of cross contamination – especially when the first aider may have to get close to the casualty to assess what is wrong or to check their breathing.	First aiders to be briefed on protocol.	JWN/NN N	Sept 20	Continuing to use the guidance and updating

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					<p>We recommend to our first aiders in line with First Aid training:</p> <p>Keep yourself safe</p> <ol style="list-style-type: none"> 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> 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> 3. <i>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</i> <ol 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> d. <i>Do not touch a wound with your bare hand</i> 4. <i>Do not touch any part of a dressing that will come in contact with a wound.</i> <p>Give early treatment</p>	<p>Staff to record First Aid</p>	<p>JWN/NN N</p>		<p>staff when needed.</p>

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					<p><i>The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.</i></p> <p>Keep yourself informed and updated <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 	<p>incidents on CPOMS therefore no need for paper copies to be used</p> <p>Staff to report incidents via reception. SLT to regularly check.</p> <p>First Aider allocated to each bubble: Bubble 1 – BFR/TMO Bubble 2 - MSR/FJN Bubble 3- MNN/SBM</p> <p>NNN to support all</p>			

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						bubbles if needed				
Administering Medication										
Administering Medication					NNN to administer all MEDs on site	NNN/JWN/KLD		Sept 20	Done	
Grouping Students - Bubbles										
Group Design										
Standard Group		3	3	9	<p>There will be 3 bubbles per floor in the college.</p> <p>Ground Floor – Pre-Interns/BTG/Digital 2</p> <p>First Floor – digital 1/FF</p> <p>Second Floor – Lumenus/Active8</p> <p>The pupils will stay in their pathway groups for the days that they are in college. The Employability groups will stay at the college for the time being as each placement will need to be individually risk assessed.</p> <p>Pupils/staff will need to stay on site to support at breaks and lunch to ensure staff/students are kept safe</p> <p>Plan B to be developed if Lift goes down.</p> <p>Changes made to the bubbles and groupings due to fire evacuation of pupil in wheelchair. For his safety – digital 2 and FF have changed rooms. We have now created a new bubble consisting of all on ground floor and floor 1. We are</p>	<p>Communicated with staff/students</p> <p>JG family spoken to regarding fire evacuation and PEEP in place. We have put a PEEP in place for AM and JN</p>		<p>August 20</p> <p>OCT 20</p>	<p>JWN/NNN</p>	COMPLETE

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					<p>still asking staff to ensure minimal movement between floors.</p> <p>Due to limited pupils wanting provision –This will help minimise movement of staff teams</p> <p>Changes to Bubbles: Floor 3 – Lumenus/Activ8 Floor 2 - All Digital group put together in First Floor room. Floor 1 – all employability group together FF staff/students on one floor</p>						
Group eg. Discrete groups / specialised classes					N/A						
Staff deployment		4	4	12	<p>There will be static staff (TA's) that will stay with the Pathway groups. Teaching staff however will need to move around the building to teach the different groups. Cross site teaching for some staff will continue and these if on another site will spend a full day on that site. Challenge will be that certain staff will be accessing 3 different sites during the week;</p> <p>Cross Bubble Teaching</p> <table border="1" data-bbox="745 1353 1529 1383"> <tr> <td data-bbox="745 1353 947 1383">Staff</td> <td data-bbox="947 1353 1529 1383">Bubbles crosses</td> </tr> </table>	Staff	Bubbles crosses	<p>Protocols to be explained to staff – all staff will be informed that the first two weeks we will work on a static class approach.</p>	<p>August 20</p> <p>1st Sept</p>		
Staff	Bubbles crosses										

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LPN	B3, NBS, NBLC (need to know how many bubbles LPN will cross when at other sites?)																						
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Temporary supply staff																							
Bubble containment																							

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Bubble structure eg. Key stage, year groups		3	3	9	<p>There will be 3 bubbles per floor in the college. Ground Floor – All employability Pathways (FF/BTG/Pre Interns) First Floor - all Digital groups Second Floor – Lumenus/Activ8 Staff entering these bubbles: MHD/LAY/BHK/RSR</p> <p>UPDATED BUBBLE ARRANGEMENT GROUND FLOOR AND FLOOR 1 – BUBBLE 1 2ND FLOOR – BUBBLE 2 Start and End of day have not changed.</p> <p>Plan B to be drawn up if lift goes down.</p> <p>No one will need to use the lift. Those with mobility issues are still able to use the stairs(JN/AM.) Lift is no longer used by students or staff</p> <p>Due to limited pupils wanting provision – changed grouping and bubbles. This will help minimise movement of staff teams Changes to Bubbles: Floor 3 – Lumenus/Activ8 Floor 2 - All Digital group put together in First Floor room.</p>	<p>Protocols for movement in these bubbles to be explained – staff to have this information to support pupils</p> <p>Due to JG and evacuation in an event of fire FF and Digital 2 have moved classrooms</p>	August 20	OCT 20	JWN/ HWN

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					Floor 1 – all employability group together FF staff/students on one floor				
Related bubbles									
Placing vulnerable children		3	2	6	<p>Personalised risk assessments will be in place where required.</p> <p>WC 3rd Nov – we had identified 3 students classed at CEV all were moved to staying safe at home. JG added to the list WC 9th Nov WC 16th Nov one student moved by to vulnerable so back on site</p> <p>2 x Students identified as being CEV</p>	JG AM Will need individual RA. PEEP in place for students with limited mobility	JWN/NN N	OCT 20	
Placing vulnerable adults		4	4	16	<p>Groups have been carefully matched.</p> <p>Mitigations etc have been explained to staff. Individual staff RA's will need to have taken place prior to opening TMO, MHD</p> <p>TMO met with myself and BBS regarding concerns prior to pupils arriving on site. Meeting taken place and TMO given Visor to wear when with students.</p>	Individual meeting taken place with staff where relevant.	JWN	SEPT 20	

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					<p>MHD and TMO were both sent shielding letters during the first national lockdown.</p> <p>If MHD were to work from home all maths teaching would have to be virtually done.</p> <p>TMO – this would leave Pre Intern group short staffed but we would be able to use other staff in the same bubble to support. May need to collapse groups.</p> <p>CEV staff to continue to work from home</p>				
Shared spaces		2	2	4	<p>Shared spaces have been used to a minimum.</p> <p>Clear protocols are in place for shared spaces that are unavoidable and particularly used by staff.</p>				
Equipment and resources									
Individual equipment packs		2	2	4	Individual resource packs are allocated to pupils in line with what was used during the Hub model.				
Shared equipment & resources		3	3	9	<p>Strict washing and cleaning schedules are in place to ensure correct use of shared equipment.</p> <p>Staff have access to wipes for IT equipment in rooms</p>	Staff to clean down any shared equipment each day.	JWN/NN N	Sept 20	done
Outdoor Learning		3	3	9	Pupils should be given as much opportunity as possible to learn and have breaks outdoors. This has clear learning and well-being benefits but also has important benefits during the COVID-19 outbreak as:	All groups to have scheduled learning	HWN	Aug 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>1. evidence indicates that the risk of infection is reduced outdoors</p> <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>ACTIV8 – plan to use the local community or parks to access outdoor learning.</p> <p>Lumenus – have managed to establish links with Oldham Theatre workshop and Oldham Coliseum – RA for these will be needed.</p> <p>All groups now accessing local parks.</p> <p>Active8 now accessing MAHDLO- RA been completed – this has closed due to lockdown</p> <p>Activ8 are now accessing facilities at AVRO Wednesday pm and Thursday pm RA carried out</p> <p>Activ8 – Thursday am to access DofE activities.</p> <p>Pupils will be split across 2 buses – CLE and MNN to drive them</p> <p>Pupils to be socially distanced on the bus</p>	<p>outside, which may be different to the norm.</p> <p>Ensure that SLT have RA areas being used</p> <p>Currently we have access to two minibuses – review guidance if this was to change.</p>	<p>CLE/JWN</p>	<p>Sept 20</p>	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>All pupils and staff to wear a face mask/covering while on the minibus. Staff to take hand gel/wipes for use when out.</p> <p>No groups to leave college – DofE put on hold, AVRO and no access to work placements (Reassess in 2 weeks) This is minimise the risk of catching the new variant and spreading when back in college – Reassess W/C 18th Jan</p>				
Work Placements		4	4	16	<p>Students will have access to work placements if they are COVID secure buildings and New Bridge protocols can be followed.</p> <p>3 students are accessing DL Middleton for placement, All RA completed and families have given consent. Scope Ashton – have agreed 2 students – all RA protocol followed and consent from family. Both placements will close as of 5th November</p> <p>1 student now on placement at NBS.</p> <p>New Placement at AVRO established. DNM and MSN carried out RA 12/11/20 in conjunction with AVRO RA - groups of students identified and families contacted</p>	<p>Individual risk assessments to be carried out for all placements.</p> <p>RA's to be reviewed fortnightly along with college RA.</p>	DWO	Sept 20	

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
					Work placements on hold until reassessed W/C 18 th Jan				
Measures within the bubble									
Maintaining distance		4	3	12	Guidance to be shared with staff and parents prior to opening regarding on the rules that will be followed by all at the college. Staff guidance to be shared and reiterated during training days Reinforce these measure to all those that are accessing the site. Explain the new ruling of tier 4 and what the implications are	Guidance on maintaining social distancing shared with all	JWN	Aug/S ept 20	ongoing
Seating arrangements		3	3	9	Seating arrangements, desk areas, computers, games and activities etc. take account of appropriate distancing and minimise physical contact. Desks and tables are positioned so that no-one is sitting face-to-face. If this is not possible then we will use screens	New chairs have been ordered which are wipeable.	JWN	Aug 20	Aug 20
Staff space		4	3	12	Staff will always use the same desk/table and chair. Where this is not possible the desk must be cleaned at the start and end of each occupancy by the occupant. Staff work rooms allocates within each bubble.	Wipes and cleaning equipment available in classrooms where more than one	Site manager	Sept 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						<p>deliverer will be present throughout the day.</p> <p>All staff to complete COSHH training.</p>	JWN	Aug 20	
Behaviour expectations		3	3	9	<p>A behaviour policy is in place and this includes an addendum that covers COVID 19 recommendations.</p> <p>There is a policy and COVID 19 addendum regarding physical intervention that covers COVID 19 recommendations.</p> <p>Behaviour policy to be reviewed, agreed and shared.</p> <p>Behaviour plans being updated.</p> <p>We are using student voice through the Smart School Council to help to shape our behaviour policy for the site. We are talking with our students to establish - What are our expectations, consequences and rewards.</p>	<p>Behaviour policy/plan to be sent home and signed by families.</p>	<p>NNN</p> <p>JWN/NNN</p>	<p>Aug 20</p> <p>OCT 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
					Behaviour expectation for all reiterated – for those independent travellers to ensure that safety measures are in place. E.g wearing of mask, washing of hands				
New Schooling Offer									
Onsite curriculum									
Subject delivery	Staff/pupils	3	3	9	<p>English, Maths, ICT and PSHCE taught to all groups Pathways sessions to carry on during Pathway times. Activ8 – to use local parks and Mahdlo for sessions. Lumenus – have still got access to Oldham Theatre workshop sessions – use the space at NBC Digital – no issues as their floor will be set up for this Pre Intern/FF/BTG all work placements will need to individually risk assessed. BTG separate hospital RA established and so will need to adhere to this.</p> <p>English, maths and ICT support from curriculum lead for maths and Advisors for senior job coaches</p> <p>W/C - 4th Jan Those accessing onsite face to face lessons – mental health and wellbeing a focus. Timetable can be followed for all - be that Eng/Maths/ICT/PSHE to be taught virtually. Staff working remotely to support the remote learning offer. Work to be available on Showbie and students are sent</p>	Staff are aware of their expectations of delivery of a broad and balanced curriculum. Ensure staff understand the protocol for moving across sites if cross site teaching	JWN/HWN	August/Sept 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					timetable of what lessons that need to access and times for those staying at home				
Specialist curriculum areas	Staff/pupils	4	4	16	Covered above CLE – PE will support LC and DofE at NBS LPN – Lumenus will support LC and NBS MHD – to also support NBS maths delivery LJT – to support LC with ICT LAY- to support with English RSR – supporting the teaching of PSHE, LS, Maths/English Key subjects taught to all learners taught virtually				
Educational Visits	Staff/pupils	4	4	16	Risk assessments to be created for all placements and external learning locations.	RA carried out by SLT	JWN/ H WN	Sept 20	
Offsite education	Staff/pupils	4	4	16	Activ8/Lumenus - will be using areas in the community – to ensure that a full risk assessment is completed and approved before any external learning begins. Activ8 – have accessed Madhlo (RA from Madhlo used and parental agreement sort) AVRO from 18/11 Lumenus- Touchdown Dance on site offering a workshop – RA carried out – asked to follow strict protocols when on site. Cleaner to support cleaning all areas that they are in.		SLT	Sept 20	

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
					Offsite community provision to be put on hold and reassessed W/C 18 th Jan				
Remote Learning									
Assigned staff		2	2	4	ATN/LPN/CLE/LJT				
Remote curriculum		2	2	4	<p>ATN – to support LC with employability aspects of the curriculum Key staff are expected to cross site teach. Need to ensure that staff and students not put at risk with cross site movement.</p> <p>Staff are sending home work for any student off due to COVID symptoms and awaiting test results. Students using ipad or work being dropped off at home.</p> <p>Staff are able to teach virtually when self-isolating at home</p> <p>Remote learning policy edited to meet needs of staff and learners at the NBC to be ratified by trustees</p> <p>Blended learning needs to be offered to those staying at home.</p>	<p>JWN/HWN to complete Remote Learning offer crib sheet.</p> <p>RBT to deliver showbie pro plus training Friday 16th October pm to all staff</p> <p>JWN/HWN/RBT</p>	RBT	Nov 20	

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Virtual Learning					National guidance to be adhered to.	<p>Monitor and adhere to national guidance.</p> <p>Explore live streams of lessons</p> <p>Provision map model template to be shared with JWN/HWN RE curriculum offer both on site and virtual.</p>	JWN/JDE/HWN JDE	Ongoing	Ongoing
Meeting places		3	2	6	Staff area set up on each floor to support staff in ensuring that the virtual teaching/remote curriculum can be offered.				
Premises									
Circulation / movement		3	3	9	We have implemented a clearly marked system where corridors are too narrow to allow for distancing. In areas of	Signage to go up in new building	JWN	Aug 20	

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					<p>the building where a one-way system doesn't work, there will be clearly identified refuge areas.</p> <p>2m distancing markers will be applied.</p> <p>Some building areas may be closed off and not available for use until a change in national guidelines. These will be clearly marked with no entry signs.</p> <p>Fire Evacuation Plan to be completed for the building.</p> <p>Site manager to be recruited.</p> <p>Fire Evac plan done PEEP's in place Fire Warden's identified and training booked for 20th Nov – cancelled now due to Lockdown Fire drill booked for 25th November, liaise with new H&S Bec and JFD officer regarding this</p>	regarding bubbles and movement around the building.	JFD	Aug 20	
Lifts		4	3	12	Lifts will be assessed and markers will clearly show the accepted use of the lift or whether it has been taken out of action for the foreseeable future.	No use of lifts apart from wheelchair users.	JWN	Aug 20	

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						Signage to be created and put up.			
Stairs		4	3	12	Staircases are clearly marked to indicate the safe way to move up and down.	Signage to be created and put up.	Site manager	Aug 20	
Toilet areas		4	3	12	<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>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>Toilets will be cleaned on a regular scheduled basis by dedicated cleaning staff.</p>	<p>Signage to go up.</p> <p>Cleaner rota to be in each bathroom to be signed hourly.</p>	<p>Site manager</p> <p>Site Manager</p>	<p>Aug 20</p> <p>Aug 20</p>	
Staff room		3	3	9	<p>Staff spaces have been allocated on for each bubble that maximise protection for all adults. Any provided equipment will be PAT tested and must be cleaned after each use. Wipes will be available and it will be the responsibility of the user to do this.</p> <p>Staff will bring their own crockery / drinking vessel etc. and take it home at the end of each day.</p>		Site manager	Aug 20	

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					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.	Signage to go up with guidance,	Site manager	Aug 20	
Printer rooms		3	3	9	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. Printing to be sent to JWN and HWN for printing.	Signage to go up and staff and students briefed on minimal use.	Site staff/NNN	Aug/Sept 20	
Entrances & Exits									
Dealing with visitors		3	4	12	Signage is in place to direct to the appropriate area. Screens are provided in open reception areas to protect all school staff. 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. Pens for signing in will be wiped after every use by the visitor. Wipes will be provided and it will be the responsibility of the visitor to wipe the pen.		Site Manager	August 20	

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					<p>Log visitor contact details via filemaker visitor button.\</p> <p>Plan to allow visiting companies to work with students. Risk Assessments to be checked and reviewed.</p> <p>QR Code to be added for visitors/guidance on the building.</p> <p>Protocols sheet to be shared with visitors prior and during visit.</p> <p>No external visitors on site</p>		HWN/JWN	OCT 20	
Dealing with deliveries		3	3	9	Signage is in place to direct to the appropriate area.		Site manager	August 20	
Extended schools		2	2	4	Extended schools will not be provided at this time. This will be reviewed when bubbles guidance is changed.	Review this before opening early for breakfast club.	SLT	September 20	
Admin									
Offices & hubs									
Seating / desk positioning		2	2	4	Desks/chairs have been positioned in line with current government guidance ie. 2 metres apart, screens if required, not facing each other.		Site manager	Aug 20	

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Separation in open spaces		2	2	4	Clear indication of seating arrangements is in place. Signage is available around all seats etc.		Site manager	Aug 20	
Access arrangements		3	3	9	An instruction sheet is provided with building and circulation arrangements for external staff.		JWN	Aug 20	
Non classroom based staff expectations		2	2	4	Non-class based staff are working from home where possible. When guidance changes this will be re-assessed.	We will need admin staff on site due to the site being new. Screens need to be in place to ensure SMO safety.	Premises Team	Aug 20	
Staff									
Staff Travel									
Public Transport (bus/tram)		3	3	9	Face coverings are required at all times on public transport but these must not be used in school unless recommended in a risk assessment	Staff to be briefed.	JWN	Aug 20	
Car Sharing		3	3	9	We recommend face coverings at all times when car sharing but these must not be used in school unless recommended in a risk assessment	Staff to be briefed.	JWN	Aug 20	

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Own transport		2	2	4	Guidance is in place for staff parking their cars.	Staff to be briefed/ Travel plan to be written.	JWN	Aug 20	
Stakeholders									
Governors					Ensure governors are involved and updated on the RA, policies and procedures on the site. Copy of RA sent to NBC Governors and an invite sent to the next meeting	Invite chair of governors.one director from FF to fortnightly RA meeting	JWN	Ongoing	
Trustees					Ensure trustees are involved and updated on the RA, policies and procedures on the site.	Invite nominated trustee to fortnightly RA meeting.	JWN	Ongoing	
Others					Meeting held with DL Middleton in relation to College RA and DL RA. Staff meet with Managers at DL to complete the following: Employer Check List <ul style="list-style-type: none"> Location of self-contained medical area with isolated toilet – To use the function room while it is not in use or the office, there isn't a medical area as a medical related 	Work placement hosts to be briefed on NB RA's.	JWN/HWN		

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					<p>accident can happen anywhere. Staff do however ensure privacy with screens.</p> <ul style="list-style-type: none"> • Location of PPE – PPE available back of house for kitchen work related tasks. Gloves and aprons available in the cleaning cupboard. • Hand sanitizer available on entrances and exits – Hand sanitisers available • Disposable paper towels in toilet areas – They can put Blueroll in place for the students. • Tissue supply in all rooms – Tissues available back of house and will be available in the function room for students.. • Catch It, Bin It, Kill It posters – They have their own posters promoting good and safe hygiene (see picture below) • Regular cleaning check lists in shared areas – Yes they have their own COVID – cleaning check list that F&B staff follow daily • Students to wear face masks – Personal choice for students to wear a face mask, I stressed that they need to wear one and that is fine. • Systems in place if case of COVID is suspected – DL will follow their own protocol, keep track of members and follow flow chart procedures, H&S manager to send a DL Risk Assessment • Individual resource packs for students – Ziploc bags containing items the students need • Desks/tables positioned so no-one sitting face to face or use of screens – Screens in place at reception, the restaurant and in the office 	<p>Work placements to be reviewed every 2 weeks</p>			

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					<ul style="list-style-type: none"> No students allowed in staff room - Students encouraged to use the function as a staff room, Job coach to ensure the students do not enter the staff room. Students to have their dinners in the function room and not the staff room or restaurant. Updated Behaviour Policy from New Bridge College – Students have signed a behaviour contract. Clearly marked systems on corridors –one way systems in place to use the front stairs to enter the gym, markers dotted on the floors encouraging social distancing. Clearly identified refuge areas – back of the Function room/Assembly point front of the car park 2m distancing markers - In place all areas the building Fire evacuation plan – To ask the H&S manager for a copy. To arrange a H&S induction for students. Students not to use lifts – Job coach to ensure they don't use the lift Allocate toilets for students – Disabled toilets allocated on the first floor for the students. Copy of site risk assessment from placement provider – To ask H&S manager for a copy <p>This has then been discussed with families and parental consent had been sought.</p> <p>Lumenus will be using Touch Down dance to support the curriculum. RA undertaken with Touch Dance and protocols in place to follow: Touchdown risk assessment A session every Thursday</p>				

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

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					<p>Additional Fire Warden – staff nominated pending training (iHasco completed by all staff) Awaiting John to check PEEP – update</p> <p>Fire Evac plan done PEEP's in place Fire Warden's identified and training booked for 20th Nov – cancelled now due to Lockdown Fire drill booked for 25th November - Liaise with Bec new H&S Manager please see Fire Drill report for detail Updated for 8th Jan – liaise with Becs</p>	<p>Fire wardens to be briefed.</p> <p>Evacuation Drill to be planned.</p> <p>Still waiting on JFD RE Fire Evacuation/ Fire Warden Training and update of JG's PEEP</p>			
Fire assembly points					<p>Each bubble to exit the building as quickly and as safely as possible. Maps of evacuation route on plan highlight quickest and safest route</p>	Fire assembly point to be shared with staff.	JWN	Ongoing	