

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 School	Deborah Birch-Hall	16/07/20 15 th July 2020
Task / Process Being Assessed:	Approved by:	Date:
COVID 19 – September 2020 - Full Return to School - Updated January 2021	Graham Quinn on behalf of the executive team	27/08/2020

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	

Green Text– wc 28/09/2020

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	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>Our site has procedures in place to ensure that staff and students do not present with symptoms.</p> <p>Flowchart to be developed to outline processes.</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.</p> <p>Our site has procedures in place to ensure that staff and students do not present with symptoms.</p>	<p>Signage for the Isolation area Updated with additional Signage Check PPE training complete & available in isolation areas Flow chart to be circulated to staff further signage Check PPE training complete</p>	<p>JHP KBY DHL DHL DHL</p>	<p>23/9/20 16/9/20 1/9/20 27/7/20</p>	<p>15/9/20 29/09/20 15/9/20 21/9/20 15/9/20</p>

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Hand cleaning	Anyone within the building	3	4	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 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. after people blow their nose, sneeze or cough. 5. After the toilet <p>Paper towels will be provided where a hand dryer is not available e.g., in classrooms with sinks</p> <p>Hand hygiene is critical before and after all direct contact with anyone, and after cleaning equipment and the environment.</p>	<p>Full assessment of the building to ensure hand sanitiser is available where required Inform JHP of classrooms with no sinks that require hand sanitiser</p> <p>Check if we need permissions for hand sanitiser use and if so, arrange this with parents</p> <p>Further notifications to go out on Parent App to gather full list of permissions</p>	<p>DHL& JHP</p> <p>KLD</p> <p>RSK/JLM</p>	<p>17/7/20</p> <p>2/9/20</p> <p>3/9/20</p> <p>12/10/20</p>	<p>15/9/20</p> <p>15/9/20</p> <p>15/9/20</p>

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Respiratory hygiene	Poor hygiene Anyone within the building may catch and spread the virus	3	4	12	We will promote the “Catch it, bin it, kill it” procedure and work with students to ensure it is implemented as fully as possible. Supplies of tissues will be freely available and in all rooms. Catch it, bin it, kill it posters will be in situ.	Check supply of tissues and identify any additional bins required	JHP	27/7/20	15/9/20
Enhanced cleaning (surfaces, detergents etc.)	Anyone in the building may catch and spread virus if cleaning is inadequate	3	4	1	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. The first person to enter a room should leave the tag on the door but turn the sign around to show red 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. Once the area has been cleaned the cleaner will turn the tag to green. This ensures that: 1. Cleaners are aware of areas that need to be cleaned and can avoid recleaning areas that maybe haven’t been used	Identify where red/green tags are coming from? Is this something we need to make or are they being provided? Communicate this system to staff in briefing Further Reminders provided especially for Isolation rooms Communicate to both Digi Pathways that pupils must be allocated 1:1 computers and labelled with their names. Communicate to individual pods that the desktop computers should not be used by pupils and sanitised between use by staff.	KBY DHL KBY/ DHL DHL DHL	27/7/20 2/9/20 29/9/20 2/9/20	15/9/20 15/9/20 29/9/20 5/9/20

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					<p>2. You have the confidence of knowing that much used areas have been made clean and safe ready for use. 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>Cleaning equipment will be provided to those classrooms where pupils will be eating their lunch Staff from these rooms will be asked to wipe the tables after lunch</p>	<p>Provide wipes to sanitise desktop computers in shared staff spaces Provide cleaning equipment to classrooms where pupils are eating their lunch Communicate to Digi Pathways that pupils must be allocated 1computers</p>	<p>JHP JHP DHL</p>	<p>2/9/20 27/7/20</p>	<p>15/9/20 15/9/20 15/9/20</p>

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Social distancing	Staff/pupils/ Parents/visitors inside and outside school building at risk if social distancing not adhered to	3	4	12	<p>It is important that social distancing measures are maintained by staff outside school.</p> <p>We have put in place the following advice-</p> <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</i> <i>(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 whenever possible</i> 2. <i>Try not to share transport with people from outside your house when travelling to and from work.</i> 3. <i>Try to avoid public transport, where possible.</i> 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><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>Signage in place to support this.</p> <p>Ensure that this is re-assigned using appropriate and secure fixing methods</p> <p>Every form teacher to be issued with principles around classroom set up to adhere to guidance. This will include an area to be marked where visiting staff should teach from. Time will be allocated prior to the term starting and on training days to ensure that this is in place</p>	<p>Site Team DHL</p> <p>GLS</p>	<p>34/9/20</p>	<p>15/9/20</p> <p>7/10/20</p>

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					<p>Guidance for 2 m and 1 m will not be in place within our school on our return in September. This is based on medical advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower. However, it is important that we continue to practice social distancing by avoiding close contact. Whilst it is understood that this will not always be possible, in combination with other Covid-safe measures, it will support us in minimising the risk of transmission whilst still allowing us to continue providing education and care.</p> <p>Direct Contact is: Face to face contact with a confirmed case for any length of time, within 1m, including:</p> <ul style="list-style-type: none"> • being coughed on, • a face to face conversation, • unprotected physical contact (skin to skin) or • travel in a small vehicle with a case. • <i>This also includes any exposure within 1 metre for 1 minute or longer</i> <p>Proximity contact is</p>	<p>COVID 19 app to be promoted through blogs this week.</p> <p>Reminders about contact, track and trace e-mailed to staff and updated in Protocols document</p>	DHL		11/10/20

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					<p><i>Extended close contact (between 1 and 2 metres) for more than 15 minutes, with a confirmed case.</i></p> <p>(Wearing a face covering can help to reduce the spread of the virus but it does not exclude you from these definitions. It would still be classed as contact or proximity contact even if you were wearing a face covering)</p> <p>There are staff in school in classroom settings where it is difficult to maintain 1 or 2 metre distancing and therefore close and proximity contact is likely to occur. In the event of a positive Covid case we would be able to easily track and trace these staff and pupils.</p> <p>Outside of the classroom setting all teaching and non-teaching staff have a responsibility to ensure that they do not place themselves in a situation where they would be identified as a contact. Where this does occur, we need to be able to track and trace this in the event of a staff member or a pupil testing positive. To help staff remember who they have had contact with they will be asked to complete a record of this.</p> <p>Specific measures will be in place to support social distancing which are outlined further in the risk assessment include:</p>				

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					<ul style="list-style-type: none"> • Grouping pupils into bubbles • Allocating key staff to specific bubbles • Small adaptations to classrooms: <ul style="list-style-type: none"> • seating pupils' side by side facing the front • moving furniture to create more space • marking out defined spaces to provide visual cues • Limiting interaction between pods <ul style="list-style-type: none"> • No assemblies • Staggered breaks and lunchtimes • Limiting movement around school to avoid creating busy corridors • Clear routines for arrival and departure of pupils to and from school • Limiting use of shared spaces such as the theatre or hall • Increasing space available for staff for PPA and breaks 				
National Lockdown Restrictions					<p>National Lockdown – Stay at Home in place from 5th January 2021. We will follow national restrictions and remind all staff to do so. https://www.gov.uk/guidance/national-lockdown-stay-at-home</p>	Include National Lockdown restrictions in Protocols document & communicate to staff			

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					<p>The new restrictions apply to all of England From Tuesday 5th January 2021, you must:</p> <p>Stay at home: You must stay at home. The single most important action we can all take is to stay at home to protect the NHS and save lives. You should follow this guidance immediately. The law will be updated to reflect these new rules.</p> <p>When you can leave home You must not leave or be outside of your home except where you have a 'reasonable excuse'. This will be put in law. The police can act against you if you leave home without a 'reasonable excuse' and issue you with a fine (Fixed Penalty Notice). You can be given a Fixed Penalty Notice of £200 for the first offence, doubling for further offences up to a maximum of £6,400. A 'reasonable excuse' includes:</p> <ul style="list-style-type: none"> • Work - you can only leave home for work purposes where it is unreasonable for you to do your job from home, including but not limited to people who work within critical national infrastructure, construction or manufacturing that require in-person attendance 				

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					<ul style="list-style-type: none"> • Volunteering - you can also leave home to provide voluntary or charitable services. • Essential activities - you can leave home to buy things at shops or obtain services. You may also leave your home to do these things on behalf of a disabled or vulnerable person or someone self-isolating. • Education and childcare - You can only leave home for education, registered childcare, and supervised activities for children where they are eligible to attend. Access to education and children's activities for school-aged pupils is restricted. See further information on education and childcare. People can continue existing arrangements for contact between parents and children where they live apart. This includes childcare bubbles. • Meeting others and care - You can leave home to visit people in your support bubble (if you are legally permitted to form one), to provide informal childcare for children under 14 as part of a childcare bubble (for example, to enable parents to work, and not to enable social contact between adults), to provide care for 				

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					<p>disabled or vulnerable people, to provide emergency assistance, to attend a support group (of up to 15 people), or for respite care where that care is being provided to a vulnerable person or a person with a disability or is a short break in respect of a looked-after child.</p> <ul style="list-style-type: none"> • Exercise - You can continue to exercise alone, with one other person or with your household or support bubble. This should be limited to once per day, and you should not travel outside your local area. You should maintain social distancing. See exercising and meeting other people. • Medical reasons - You can leave home for a medical reason, including to get a COVID-19 test, for medical appointments and emergencies. • Harm and compassionate visits - you can leave home to be with someone who is giving birth, to avoid injury or illness or to escape risk of harm (such as domestic abuse). You can also leave home to visit someone who is dying or someone in a care home (if permitted under <u>care home guidance</u>), hospice, or hospital, or to accompany them to a medical appointment. 				

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					<ul style="list-style-type: none"> Animal welfare reasons – you can leave home for animal welfare reasons, such as to attend veterinary services for advice or treatment. Communal worship and life events - You can leave home to attend or visit a place of worship for communal worship, a funeral or event related to a death, a burial ground or a remembrance garden, or to attend a wedding ceremony. You should follow the guidance on the safe use of places of worship and must not mingle with anyone outside of your household or support bubble when attending a place of worship. Weddings, funerals and religious, belief-based or commemorative events linked to someone’s death are all subject to limits on the numbers that can attend, and weddings and civil ceremonies may only take place in exceptional circumstances. <p>There are further reasonable excuses. For example, you may leave home to fulfil legal obligations or to carry out activities related to buying, selling, letting or renting a residential property, or where it is reasonably necessary for voting in an election or referendum.</p>				

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					<p>International travel You can only travel internationally – or within the UK – where you first have a legally permitted reason to leave home. In addition, you should consider the public health advice in the country you are visiting.</p> <p>Staying away from home overnight You cannot leave your home or the place where you are living for holidays or overnight stays unless you have a reasonable excuse for doing so. This means that holidays in the UK and abroad are not allowed.</p> <p>Clinically Vulnerable Over this period, we are advising the clinically extremely vulnerable to work from home. If you cannot work from home, you are advised not to go to work and may be eligible for the Coronavirus Job Retention Scheme (CJRS), Statutory Sick Pay (SSP), Employment Support Allowance (ESA) or Universal Credit</p>				
PPE, where appropriate	Staff vulnerable to transmission	3	4	12	<p>There is generally no need to use personal protective equipment (PPE) when undertaking routine educational activities on site.</p> <p>The list below is a guide to when PPE may be required:</p>	Identify PPE requirements for personal care and medical intervention.	KLD & JHP	17/8/20	15/9/20

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					<p>1. Routine activities No PPE is required when undertaking routine educational activities in bubbles. School would promote the use of clear masks in the classroom and will provide these to any members of staff who wish to wear these in class.</p> <p>2. Suspected coronavirus (COVID-19)</p> <p>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.</p> <p>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.</p> <p>c. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.</p> <p>3. 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</p>	<p>Check we have appropriate level of supplies</p> <p>Ensure personalised risk assessments/ health plans are up to date</p>			

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					<p>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>4. Administration of Meds</p> <p>a. Gloves, aprons and a fluid-resistant surgical mask should be worn when administering meds to pupils</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.</p> <p>5. Assisting pupils with Feeding and Swallowing support</p> <p>a. Gloves, aprons and a fluid-resistant surgical mask should be worn when supporting pupils with their feeding and swallowing needs</p>				

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					<p>c. 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.</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>Face coverings are beneficial where there is a risk of close social contact with people and where social distancing and other measures cannot be maintained, for example, in the classroom, dining room, corridors, transport duties, on public transport. Changing habits,</p>				

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					<p>cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</p> <p>They are not a replacement for far more effective measures such as social distancing and hand hygiene.</p> <p>Some of our young people or staff may not be able to handle face coverings and the wearing of them may inadvertently increase the risk of transmission.</p> <p>The impact of wearing a face mask for any deaf people could also be a detriment as communication for many of them relies in part on being able to see someone's face clearly.</p> <p>Where staff have a medical condition, which prevents the wearing of a mask, they should make SLT aware of this.</p>				

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					<p>A member of staff may request to wear a face mask/visor due to a specific medical condition and in discussion with Head of Site and HR. Individual risk assessments will be recorded . This will be a temporary measure only for the duration of the individuals' temporary medical condition.</p> <p>In areas where local restrictions are in place, face coverings should be worn by adults in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors unless they are exempt.</p> <p>Based on current evidence provided by the Government and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, the Government view is that face coverings will not be necessary in the classroom even where social distancing is not possible. Opaque Face coverings would have a negative impact on teaching and their use in the classroom should be avoided, consequently school promotes the use of transparent face masks in classroom.</p> <p>Where a face covering is required staff should know to use face coverings properly and to</p>				

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					<p>wash their hands before putting them on and taking them off.</p> <p>Staff with face coverings are advised to: -</p> <ul style="list-style-type: none"> • wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands • change face covering if it becomes damp or if you've touched it • continue to wash your hands regularly • change and wash your face covering daily • if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste • practise social distancing wherever possible 				
Engage with the NHS Test and Trace process	Everyone on site	3	4	12	We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department.	AD QE Hall guidance to protocols document	DHL	7/10/20	

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					Any young person or member of staff sent home with symptoms will be reported through to the local authority.				
Promote use of the NHS Covid 19 App	Everyone on site – pupils, staff, parents, visitors	2	2	4	<p>The NHS COVID-19 APP https://covid19.nhs.uk/pdf/introducing-the-app.pdf is available to download for anyone aged 16 or over and will be promoted to staff and parents. School will continue to engage with NHS test and Trace along-side the app being used.</p> <p>All school staff made aware of the features of the app and the processes to follow within school in regard to the app and any notifications received by themselves or a parent.</p> <ul style="list-style-type: none"> • Trace – alerts the individual if they were in close contact with a confirmed case • Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter • Check in – allows the individual to check in to locations via the app and official NHS QR codes • Symptoms – allows the individual to check symptoms against government guidance and to get advice • Test – allows the individual to order a free test and to receive results and advice via the app 	<p>Inform staff about the features of the app and the processes to follow within school in regard to the app and any notification received by themselves or a parent.</p> <p>Add to school protocols</p>	DHL		

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					<ul style="list-style-type: none"> • Isolate – provides an isolation ‘companion’, which counts down how many days they have left to isolate and provides links to useful advice • Bluetooth must be enabled for the app to work • If an individual tests positive for COVID-19, the app will ask them to allow others they have been in contact with to be alerted. • The tracing function can be paused • A reminder can be set to switch the app back on • The app does not work if the phone is switched off • The use of the app does not replace the procedures which the school follows in the case of the setting being notified of a student or staff member testing positive for covid. Escalation processes remain the same. • The use of the app does not replace the requirement for social distancing • Individuals must still report a positive case to the school setting • Staff members receiving a notification via the app must still notify SLT at the school setting before leaving to self - isolate <p>Under 16's</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"> The app is available to over 16's but it may happen that a younger student has downloaded the app. In this instance if they inform you of a notification you should follow your usual procedures				
COVID test kits available for school to provide	Staff and students as identified in the protocols	2	2	4	Ensure SLT (or identified members) of staff have watched the online webinar on how to administer the tests. Policies and protocols on how the test will be used	Develop local protocols relating to distribution of testing kits- to be agreed by governors & shared with stakeholders	GLS	16/9/20	14/11/20
Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community	Everyone on site	4	3	12	We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department. Oldham COVID-19 Resource Pack for Schools and Early Years version 2.0	Obtain local numbers that are needed in case of confirmed cases Share action list in the event of a positive case and share with relevant staff.	JLM DHL	3/9/20 2/9/20	15/9/20 21/10/20
Contain any outbreak by following local health protection team advice	Everyone on site	3	4	12	Each site has an identified area for housing suspected coronavirus cases which includes an isolated toilet.	Signage for Isolation Rooms	JHP	3/9/20	15/9/20

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
					Procedures will be followed if we suspect the virus is present and ensure the senior person on site is immediately made aware.				

COVID 19 Prevention

If someone becomes unwell in the setting	Everyone on site	3	4	12	<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 				
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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>f. ensure tests are arranged where necessary</p> <p>If a member of staff has helped someone with symptoms they do not need to go home unless they develop symptoms themselves or the child tests positive. Staff hygiene is essential.</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>If there is a confirmed case of Covid-19 in school, the rest of the group who have been in close contact will be sent home with an advisory letter and advised to isolate for 14 days. If a child tests negative, they can return to school.</p> <p>If a member of a child/staff's family has Covid 19 symptoms they must isolate for 14 days</p>				

School Organisation

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Student Attendance									
Expectation of pupil attendance	All pupils	1	1	1	We will take responsibility to record attendance and follow up absence.	A robust plan will be developed for children with aerosol generated conditions. Individual risk assessments will be in place.			
Local Lockdown									
Cross borough staff re local lockdown		2	2	4	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	16/6/20	Ongoing.
Student Arrival									
Start Times – fixed / staggered	Everyone on site/transport personnel	2	2	4	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 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. A movement plan has been completed for	Create transport plan for site including arrival and departure times	KBY KBY	17/08/20 16/10/20	15/9/20

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>lunchtime to ensure that there is no mixing of pupils on corridors.</p> <p>Updated 13/10/20 A new transport plan has been written for the beginning of the day to improve our ability to record contact for staff and pupils at this time.</p>	The new plan will be communicated to all Stakeholders, including transport and escorts. The new plan will be implemented once clear communication is complete.			02/12/20
Vehicle Management	Everyone on site/transport personnel	2	2	4	<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>Create transport plan for site to include staffing</p> <p>Order additional high - vis jackets if required</p> <p>Assessment by traffic network management on school entrances – 5/9/20 JHP organised.</p>	<p>KBY</p> <p>JHP</p>	17/8/20	15/9/20
Meet and greet	Staff	2	2	4	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	KBY	24/8/20	15/9/20

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 Arrival	Staff	2	2	4	Staff arrive before pupils 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	KBY	03/09/20	15/9/20
Break times									
Indoor break	Staff & pupils	2	2	4	All pupils will remain in their class Pods and within their Bubble at breaktime. There is a staffing rota to ensure that all staff receive their allocated breaks. All full-time staff will complete 3 break duties. Part time staff will complete duties proportional to their working week. Support teams are allocated to Bubbles to provide cover for breaks to minimise cross contamination.	Communicate protocols to staff	KBY	24/8/20	15/9/20
Outdoor break	Staff & Pupils	2	2	4	Bubbles have been allocated an outside playground. Additional playground space has been created by using the top car park outside the school. This is assigned on a rota basis. Pupils can only access this outside space during their agreed slot. Support staff will provide cover for the outside spaces. A movement map will minimise any groups mixing on the corridors at breaktime. Areas will be clearly coned off to ensure that no mixing of learning pods takes place if there are more than one out at any time.	Create staffing and space rota for breaktime including a movement map. Communicate the change of use of the car park to all stakeholders and ensure that staff are assigned to managing this in September.	KBY	3/9/20	15/9/20

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>Consider what measures are necessary to safeguard pupils on the front playground from cars.</p> <p>Create staffing and space rota for breaktime including a movement map.</p> <p>Communication with all stakeholders about the use of the car park for playspace.</p> <p>Consider plan for pupils who require access to outside space more regularly for self-as it supports behaviour regulation. - are there alternatives/exceptions</p>	MBI	3/9/20	
Wet break	Staff & Pupils	2	2	4	Any Pods that have been allocated time on the outdoor playgrounds would remain in their individual classroom. Cover identified for the outdoor playgrounds would support on the corridors outside these groups.	Brief staff on this	KBY	4/9/20	15/9/20

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
Outdoor equipment	Staff & Pupils	1	1	1	There will be no shared outdoor equipment at this time.				
Lunch times									
Menu options	Staff & Pupils	2	2	4	The kitchen will provide the usual three weekly menu except for hot puddings. All special requests and dietary requirements will be catered for. Pupils who are eating their lunch in their classroom will need to order their lunch in the morning. These pupils will not be able to change their request at lunchtime. At this time the kitchen will not be providing breakfast or breaktime snacks. Staff will be unable to order lunches from the kitchen and will have to provide their own lunch.	Communicate plan to stakeholders	KBY	3/9/20	15/9/20
Serving arrangements	Staff, pupils, kitchen staff	2	2	4	A detailed plan has been drawn up for serving arrangements. There will be three sittings for pupils with an identified space for eating their lunch. No more than 5 groups will access the dining room at any one time, which allows capacity to ensure sanitisation of tables and chairs between sittings. Meals in the dining room will be served from the serving hatch. Classes will be called up separately to minimise contact. Dirty plates will be collected	Ensure all the resources are available to deliver this system. Communicate detail to stakeholders	KBY	24/8/20	15/9/20

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>on the table to minimise movement of pupils around the dining room. Other groups will eat their lunch in their classroom. The kitchen staff will deliver these lunches on trolleys and return to collect the dirty plates. Kitchen staff will be assigned to specific Bubbles to minimise contact and they will deliver meals to the door. Staff from inside the class will deliver these to pupils.</p> <p>Updated: 7/10/20 The arrangements in the dining room have been revised further to minimise the risk of contact and contamination. There will be two sittings instead of three and there will be fewer groups on each sitting. This will ensure that groups can be spread further apart (at least 2 metres) There will be a strict daily seating plan for pupils and staff which must be adhered to and there will be minimum movement of staff in the dining room. Midday supervisors will only sanitise tables in-between sittings. Pupils will not move to a single waste table; one has been identified for each table. The kitchen staff are no longer delivering the lunches to classes, so an alternative system has been implemented using school staff.</p>	<p>Communicate new dining plan to all relevant stakeholders</p>	<p>DHL</p>	<p>15/10/20</p>	<p>15/10/20</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
					Update: 04-01-2020. All pupils will eat lunches in their classrooms. The dinner hall will no longer be used.				
1:1 support	Staff & pupils	3	4	12	Pupils with dysphasia and feeding and swallowing plans have been identified and assigned staffing in the rota.	Finalise the detail of the rota Communicate rota to staff	KBY	3/9/20	15/9/20
Supervision / Lunch duties	Staff & Pupils	3	4	12	<p>All staff will be required to work a lunchtime duty. We are proposing a change to the times of lunch to two, half hour sittings. Staff will support their own Pod within their own Bubble. Additional support staff will be available on the corridors in Bubbles and on the outside playgrounds. Groups are timetabled into spaces for the three pupil lunch sittings. They are either in their classroom, the dining room or their assigned playground. Their staff will move with them into these areas. A movement map will minimise contact of pupils and staff at lunchtime.</p> <p>Updated: 4/11/2020 Following a consultation with staff it has been agreed that teachers will continue to do a lunchtime duty for the rest of the Autumn Term. This will be reviewed at Christmas.</p>	<p>Agree the new arrangements with teachers, unions etc.</p> <p>Finalise detail of the rota Communicate arrangements to stakeholders</p> <p>Order walkie talkies to support with lunchtime management</p> <p>Agree a system for lunchtime cover Consult with a working party of teachers to explore alternatives to</p>	<p>GLS & DAN</p> <p>KBY</p> <p>KBY</p> <p>DHL & GLS</p>	<p>3/9/20</p>	<p>15/9/20</p> <p>4/11/20</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
						them supervising at lunchtime.			
Student Departure									
End Times – fixed / staggered		2	2	4	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. Pupils are allocated specific exits from their Bubbles and staff will manage the movement of pupils to these. Colleagues will be on duty at the exits to safeguard the process and sign pupils out of the building.	Create transport plan for site including arrival and departure times Audit the exit doors and ensure staff are following protocols	KBY	17/8/20	15/9/20
Vehicle Management		2	2	4	Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport. All supervising staff will wear high-vis jackets.	Create transport plan for site to include staffing Order additional high vis jackets if required	KBY	17/8/20	15/9/20
Meet and greet		2	2	4	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 staggered collection times from 3:10pm	KBY	17/8/20	15/9/20
First Aid									
	Everyone on Site	3	4	12	First Aiders are assigned to specific Bubbles. They will only respond to casualties in these	Map out first aiders against Bubbles. If	ATR & KLD	4/9/20	

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					<p>Bubbles. They are assigned their own First Aid Kit which they will keep maintained and stocked. They will also have their own First Aid book to record incidents and provide a record to casualties. First aiders will report any casualties that they have administered First Aid to using CPoms. All First Aiders will adhere to good, Covid safe practices:</p> <p>When approaching a casualty there is always a risk of cross contamination – especially when the first aider may have to get close to the casualty to assess what is wrong or to check their breathing.</p> <p>We recommend to our first aiders in line with First Aid training:</p> <p>Keep yourself safe</p> <ol style="list-style-type: none"> <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> <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>required, train additional first aiders to have at least one per Bubble.</p> <p>Finalise detail of training following extension of training and assign interim first aiders.</p> <p>Purchase additional first aid kits if required.</p> <p>Incident book to be in main reception. Staff to phone through to report incidents. (Staff to be briefed on this process).</p>	KLD	16/9/20	16/9/20

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					<p>3. Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</p> <ul style="list-style-type: none"> a. Wear gloves or cover hands when dealing with open wounds b. Cover cuts and grazes on your hands with waterproof dressing c. Dispose of all waste safely d. Do not touch a wound with your bare hand <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 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.</p>				

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					<p>a. Click here to visit NHS 111</p> <p>b. Click here to visit Gov.uk</p> <p>c. Click here to visit Resuscitation Council</p>				
Administration of Medication									
Administration of Medication	Meds Team and selected pupils & staff	3	2	6	<p>Access to the medical room and movement around school must be kept to a minimum. Medication for students will be delivered to classrooms by Lisa Connolly. Lisa will wait at the classroom door. Staff in the classroom will administer the medication and log this on the recording sheets which will be kept in a folder in the classroom. Recording sheets will be collected and stored centrally weekly. Medication for groups where one or more pupil requires them will be delivered in a locked bag at an agreed time and collected at an agreed time to allow staff in the room to administer this. Relevant staff should complete the Administration of medication training to ensure that they can competently administer meds to pupils. Staff must wear the appropriate PPE equipment:</p> <ul style="list-style-type: none"> Gloves, aprons and a fluid-resistant surgical mask should be worn when administering meds to pupils 	Medication Plan devised to minimise Bubble contact	KLD & LCY	3/9/20	15/9/20

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					<ul style="list-style-type: none"> 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. <p>In the event of an emergency if Lisa or SLT cannot be reached staff can access the medical room for epilepsy medication or inhalers. If inhalers are required for a lesson during the day the delivery and collection of these should be agreed in advance with the medical team.</p>				
Grouping Students - Bubbles									
Group Design									
Standard Group eg. Primary / secondary	Everyone on site	2	2	4	All main body and Pathway pupils will be taught in their class tutor group (Pods). These groups have been arranged into larger bubbles according to the geography of the school.				
Group eg. Discrete groups / specialised classes	Everyone on site	2	2	4	All static group pupils (IB/AB/Comms) will be taught in their class tutor group (Pods). These groups have been arranged into larger bubbles according to the geography of the school.				
Staff deployment	Everyone on site	3	4	12	Tutor group staff have been assigned to pods. Pastoral Staff, SLT and those staff without tutor groups have been assigned to bubbles.	Assign Pastoral and SLT to Bubbles Cover within bubbles	DHL	27/08/20	15/9/20

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Bubble structure eg. Key stage, year groups	Staff & pupils	2	2	4	The bubble structure is related to the geography of the school building with pods grouped together according to proximity to one another rather than year group or key stage. There are 8 bubbles in total.	Communicate the bubble overview with all stakeholders. Plan how IB1 will be supported given that all other IB groups are in bubble 2	DHL NJN	4/9/20	15/9/20
Related bubbles	Staff & pupils	2	2	4	There will be minimal shared contact between bubbles. All bubbles will be clearly labelled, and colour coded. Pupils and staff will all be issued with coloured lanyards. Staff will continue to wear their New Bridge lanyard for Safeguarding purposes. The colours of the bubble lanyards will not conflict with the Safeguarding system. This will ensure that they are aware of their own bubble and staff can clearly identify which bubble pupils belong to when they are moving on corridors.	Signage created and distributed for bubbles. Lanyards purchased for staff and pupils. System Communicated to staff and pupils.	DHL, Site Team, RSK, JLM	4/9/20	
Placing vulnerable children		3	4	12	Personalised risk assessments will be in place where required.	Confirm who will be conducting personalised risk assessments of pupils. Direct them to be completed	GLS	27/8/20	
Placing vulnerable adults		3	4	12	Groups have been carefully matched. Mitigations etc have been explained to staff.	Conduct personalised risk assessments for staff	HR	27/8/20	

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
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		3	4	12	<p>Individual resource packs are allocated to pupils. Where pupils require sensory equipment, this has been carefully chosen so that it can be easily sanitised. Sensory equipment and resources will not be shared between pupils and they will be given individual portions to explore.</p> <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>Produce and distribute a guidance document to relevant staff about the use of Covid safe sensory resources. 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>NJN</p> <p>JHP</p>	3/9/20	15/9/20

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
Shared equipment & resources		3	4	12	Strict washing and cleaning schedules are in place to ensure correct use of shared equipment.				
Outdoor Learning		2	2	4	<p>Pupils should be given as much opportunity as possible to learn and have breaks outdoors. This has clear learning and well-being benefits but also has important benefits during the COVID-19 outbreak as:</p> <ol style="list-style-type: none"> evidence indicates that the risk of infection is reduced outdoors evidence suggests that the virus does not survive long for long periods in sunlight. <p>Social distancing is easier to observe and maintain outside. There will be a central timetable for the outside playgrounds which can be used to assign additional outdoor learning. Groups can request a slot in this timetable which will be managed centrally by SLT to ensure time is allocated fairly. Movement of pupils can be safely managed using this system.</p>	Develop a central timetable for the use of playgrounds	DHL	3/9/20	15/9/20
Measures within the bubble									

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Maintaining distance		3	3	9	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 break and lunchtime where the number of pods moving is limited to three.				
Ventilation		1	2	2	Windows will be opened regularly to ensure good ventilation in classrooms.				
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	Principles of classroom environment provided to classroom staff and premises. Adaptations made to all classrooms to arrange desks and create a teaching space for visiting staff. All soft chairs removed from classrooms.	DHL Premises Team	31/7/20 3/9/20	15/9/20
Staff space		3	3	9	Staff will use the same desk/table and chair at all times. Where this is not possible the desk must be cleaned at the start and end of each occupancy by the occupant. Communication with other staff in school will be via electronic means where possible.	Remove all fabric office chairs and audit the number of staff chairs required for non-teaching staff. If required order additional chairs	Site Team	3/9/20	15/9/20

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
					There will not be shared use of kettles, toasters, microwaves.	Confirm arrangements for T&D and WVN – working from home? Communicate staff spaces to colleagues	RRI DHL	27/7/20 27/7/20	
Behaviour expectations		4	3	12	A behaviour policy is in place and this includes an addendum that covers COVID 19 recommendations. There is a policy and COVID 19 addendum regarding physical intervention that covers COVID 19 recommendations.	Share these policies with stakeholders	MBI	4/9/20	15/9/20
Curriculum									
Onsite curriculum									
Subject delivery		3	4	12	Pupils will follow a recovery curriculum initially with their form tutor for at least the first week full time. Following this, they will be taught all the subjects from their timetable by the staff who would normally deliver them. Options will not be able to run as normal and an alternative Enrichment system will replace this. Pathway groups will have to be taught in full groups and	Consider feedback from Leads to run a full Primary Model for the first half term. Provide and distribute recovery Curriculum Resources	GLS, DHL, AHN AHN	31/8/20 2/9/20	

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					<p>not according to ability, so Leads will need to consider small group teaching strategies and the use of technology to support teaching and learning to these groups.</p> <p>Pupils will follow a recovery curriculum initially with their form tutor for at least the first week full time. Following this, they will be taught all the subjects from their timetable by the staff who would normally deliver them. Options will not be able to run as normal and an alternative Enrichment system will replace this. Pathway groups will have to be taught in full groups and not according to ability, so Leads will need to consider small group teaching strategies and the use of technology to support teaching and learning to these groups.</p> <p>Updated Sept 15/9/20: Pupils will follow a recovery curriculum for the first two weeks taught by their form tutor in a static model. Academic subjects will be gradually introduced when the tutor judges' pupils are ready for this. In order to maintain the integrity of the bubbles and support minimal contact the static model will continue until half term in agreement with form tutors. The curriculum will consist of English, Math's, ICT, PE, Science, Dance & Drama, Learning</p>	<p>Develop an Enrichment system for Options. Consider the impact of the new measures on accreditation – DofE, WJEC Art etc.</p>			

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					<p>for Life and Pathway subjects for KS4 pupils. The Curriculum Leads for each area are providing resources and support to ensure the quality of content and delivery. The new timetable includes CCT - Cross Curricular Topic. The idea behind this is that humanities, music and art will be covered and delivered in a similar way to Super Learning. A different theme will be set each week. The form tutor has complete ownership of CCT and can tailor the sessions to suit their form. Hopefully, this shared topic will serve to recreate the sense of community that has been lost a little due to the bubbles. Work completed can be shared in assembly and the weekly blog.</p>				
Cover					<p>A cover timetable for teachers in the static model is provided using the teachers who do not have a tutor group. Cover protocols have been updated to include increased hand sanitising before any class cover movement.</p>	<p>Develop a model for cover for absence which minimizes risk and cross bubble contact</p>	DHL	12/10/20	5/11/20
Specialist curriculum areas		3	4	12	<p>There will be no specialist teaching spaces available so these subjects will be delivered in an adapted version. Where possible PE will be delivered outside. The resources for specialist areas will either be provided in individual pods or brought to the groups by the visiting staff.</p>	<p>Develop adapted schemes of work for Specialist areas with relevant staff. Ensure resources are in place to deliver these</p>	AHN	2/9/20	15/9/20

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					Consideration will be given to providing sets of resources to minimise cross contamination.				
Educational Visits		1	1	1	Staff will follow the internal protocols for Educational Visits. These will be individually risk assessed. Updated 02/12/20 RSH to develop EV Covid safe protocols with VTR for educational visits to resume. Updated 7-12-2020 – EV TA Completed	Establish the protocols for use of the school minibus fleet – is this available from September and what protocols are in place? Communicate protocols to stakeholders	AHN RSH	2/9/20 09/12/20	15/9/20
Offsite education		4	3	12	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	GLS	2/9/20	
Remote Learning									
Assigned staff		5	2	10	Remote learning will be provided by teaching staff for the pupils that they teach. In the event of a class self-isolating the form tutor will provide remote learning for their group using the Parent App.	Complete an overview of learning to include remote and blended model	DHL/AHN	13/10/20	
Remote curriculum		5	2	10	The remote curriculum will mirror where possible the schemes of work that would be taught in school. Specialist Areas will develop	Develop remote learning schemes of	AHN	2/9/20	

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					appropriate schemes of work to deliver using remote methods	work for specialist areas?			
National Guidance					To monitor national guidance relating to virtual/remote learning offer.	To explore options relating to virtual learning via live streamed lessons through Showbie.	JDE	Ongoing	Ongoing
Meeting places		1	1	1	All meetings will take place virtually using Teams or Zoom with external agencies.				
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>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>	Check all signage is in place and communicate movement plans to staff & pupils	Site Team DHL	2/9/20	15/9/20
Lifts					Lifts will be assessed, and markers will clearly show the accepted use of the lift or whether it	Conduct individual risk assessments for	DHL	2/9/20	

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					has been taken out of action for the foreseeable future.	wheelchair users accessing the first floor			
Stairs		2	2	4	Staircases are clearly marked to indicate the safe way to move up and down.	Signage put up and system communicated to staff and pupils			
Toilet areas		2	2	4	<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>	Plan how we are going to manage this guidance. All pupils will need to be escorted to the toilet which has implications for curriculum delivery and pupil contact.	DHL & AHN	2/9/20	15/9/20
Staff room		2	2	4	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.	Communicate break out spaces to staff. Consider where bubble 5 will go now that E10 is not available. Create staff spaces in identified classrooms	DHL DHL, VTR	2/9/20 09/12/20	15/9/20

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					<p>Staff will bring their own crockery / drinking vessel etc. and take it home at the end of each day.</p> <p>The use of the site's knives, forks, plates, cutlery is prohibited, and no-one should leave any in a dishwasher, as this puts others at risk.</p> <p>All staff have been assigned their own break out space within their bubble.</p>	To review the shared staff spaces which are now being used to ensure that they are conducive to staff well-being			
Printer rooms		2	2	4	<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. Printers are allocated to bubbles. Staff can only use the printer allocated to them. Only one person at a time can be in the printer spaces. If the printer space is occupied staff should return later or wait at a safe distance. There can be no more than one person waiting for the printer at any one time. Under no circumstance should pupils be sent to the printer or accompany staff to the printer. Priority should be given by ICT support teams to any printers that are out of order.</p>	<p>Assign printers to bubbles. Communicate these protocols to staff. Ensure we have a sufficient stock of wipes and identify cleaners to check these are available on their rounds</p>	DHL	2/9/20	15/9/20
Entrances & Exits									

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Dealing with visitors		2	2	4	<p>Signage is in place to direct to the appropriate area.</p> <p>Screens are provided in open reception areas to protect all school staff.</p> <p>Visitor lanyards will be cleaned between use or stored for 72 hours before further use. Separate storage tubs will be used that are clearly marked.</p> <p>Pens for signing in will be wiped after every use by the visitor. Wipes will be provided, and it will be the responsibility of the visitor to wipe the pen.</p>	Check signage is in place & bins provided for wipes	Site team	3/9/20	15/9/20
Dealing with deliveries		2	2	4	<p>Signage is in place to direct to the appropriate area.</p> <p>Any delivery driver entering the site will be asked to wear a mask and sanitise before entering</p>	Check signage is in place	Site team	3/9/20	15/9/20
Communication with parents		2	2	4	<p>Parents, visitors and the general public are not allowed in school.</p> <p>Contact with parents will be remote where possible via phone/video link, email.</p> <p>Staff are advised to only physically meet with parents if consistent with government advice</p>	Communicate protocols to parents	JLM. RSK	3/9/20	15/9/20

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					Staff will not touch or shake hands with parents				
Extended schools		1	1	1	Extended schools will not be provided at this time. This will be reviewed when bubbles guidance is changed.				
Admin									
Offices & hubs									
Seating / desk positioning	Admin Team	3	4	12	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	Site Team	3/9/20	15/9/20
Separation in open spaces	Selected teams	3	4	12	Clear indication of seating arrangements is in place. Signage is available around all seats etc.				
Access arrangements	Premises & Staff	3	4	12	An instruction sheet is provided with building and circulation arrangements for external staff.	Communication of protocols to external staff	JLM/RSK	3/9/20	15/9/20
Non classroom-based staff expectations	Home based staff	3	4	12	Non-class-based staff are working from home where possible. When guidance changes this will be re-assessed.				
Staff									
Staff Travel									

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Public Transport (bus/tram)		2	2	4	Face coverings are required at all times on public transport, but these must not be used in school unless recommended in a risk assessment				
Car Sharing		2	2	4	We recommend face coverings at all times when car sharing but these must not be used in school unless recommended in a risk assessment				
Own transport		2	2	4	Guidance is in place for staff parking their cars.				
Stakeholders									
Governors					Ensure governors are involved and updated on the RA, policies and procedures on the site.	Schedule fortnightly meeting with chair of govs to brief on progress/risk assessment. Chair of govs to be invited to RA update meetings.	GLS GLS	Ongoing Ongoing	Ongoing Ongoing
Trustees					Ensure trustees are involved and updated on the RA, policies and procedures on the site.	Schedule fortnightly meeting with nominated Trustee for school to	GLS	Ongoing Ongoing	Ongoing Ongoing

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						brief on progress/risk assessment. Nominated trustee rep to be invited to RA update meetings.	GLS		
Local Authority /DFE					To complete relevant returns to LA/DEF/RSC.	To submit daily returns to DEF. To report all suspected cases to identified email address. To update RSC on school's position.	Admin Team Admin Team/ld identified member of SLT	Ongoing	Ongoing
Others					Identify any other stakeholders who need to be informed of the RA, policies and procedures on the site				
Fire Evacuation Procedure									
Fire evacuation	Everyone on site				Each bubble to exit the building as quickly and as safely as possible.	Staff to be briefed on evac procedure/fire wardens Plan fire drill	DHL/KBY KBY, GLS, VTR DHL	14/9/20 13/11/20	

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						Plan a meeting to review the outcome of recent fire drills			
Fire assembly points	Everyone on site				Each bubble to have an allocated space at the fire assembly point.	Staff to be briefed on fire assembly points.	DHL/KBY	14/9/20	