



Risk Assessment Form

School name	<i>Horizon Community College</i>
Location	<i>Dodworth Road, Barnsley, S70 6PD</i>
Date of Assessment	<i>10th July 2020</i>
Manager / Event Leader responsible for the Basic Activity	<i>Claire Huddart</i>
Lead Risk Assessor for the Basic Activity (If applicable)	<i>Claire Huddart</i>

Activity/s covered by this risk assessment: Overview of the strategic approach to the return of all students to Horizon Community College on the 1st September 2020, following schools' closure due to the Covid-19 Pandemic. This risk assessment will be shared with all staff, the Trade Unions, the Trust, the local governing body and will be available on the College website for information to parents and the local community.

Minimising the Coronavirus Risks					
Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
Infection of staff and pupils and transmission of virus	Children and staff become infected	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.	Ensure that students, staff and other adults do not come into the college if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days. Anyone developing the common symptoms during the day will be sent home to reduce the risk and further drive down transmission of coronavirus (COVID-19). Government guidance will be followed, and all staff will be informed of the arrangements. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection	School Teams	July 2020 Ongoing
		Responds to any potential infections by engaging with the NHS Test and Trace process	If anyone in the College was to become unwell during the day with a new continuous cough, a high temperature or has a loss of, or change in their normal sense of taste or smell (anosmia), they will be sent home.	SGL	September 2020
				CLT	September 2020 – ongoing

		Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test	<p>Ensure all staff are aware of potential symptoms https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <p>Understand the NHS Test and Trace process and how to contact the local Public Health England health protection team. Ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into college if they have symptoms and must be sent home to self-isolate if they develop them during the day. All children can be tested including those under the age of 5. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p>	SGL	July/September
				SGL	Ongoing
				SGL	As required
		Schools should ask parents and staff to inform them immediately of the results	<p>Manage confirmed cases of coronavirus (COVID-19) amongst the College community.</p> <p>The college will contain any outbreak by following local health protection team advice.</p> <p>Staff and students who have completed a COVID-19 test will be asked to share the results of the test before being admitted back into the college</p>	CHT/DBN/ASD	As required
				HR in the case of staff	As required
				ASD/CCS in the case of students	As required
				HR – SGL/ALE	

		<p>Staff will be advised that if they test negative and if they feel well and no longer have symptoms similar in nature to those of coronavirus (COVID-19), they can stop self-isolating and return to work.</p> <p>If a staff member was to test positive for COVID-19, they will be advised to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms.</p>	<p>Monitored by HR – SGL/ALE</p>	<p>As required</p> <p>As required</p>
	Robust hand and respiratory hygiene	<p>Staff and students will be advised to clean hands thoroughly and more often than usual. Students will use hand sanitiser when they arrive at College, at break and lunchtime and when they are leaving or returning to their allocated area of the college. Hand sanitiser stations will be available throughout the college.</p> <p>Hand sanitiser will be available in all classrooms, offices and meeting rooms around the college and staff and students will be advised to use this on a regular basis.</p> <p>Students will use toilets within their identified area of the college. Amey (FM Provider) will regularly check the toilets to ensure a plentiful supply of soap and the area will be cleaned following breaks and lunchtime.</p> <p>Staff will be asked to remind students to ensure they wash their hands at regular intervals and if they are not able to leave the classroom to go to the toilet, then hand sanitiser must be used.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Each classroom, office, meeting room and area of the college will have an adequate supply of tissues.</p>	<p>All staff</p> <p>All staff</p> <p>Amey</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

			Amey will ensure that bins are available and regularly emptied.	Amey	Ongoing
		Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.	<p>Amey have an enhanced cleaning schedule in place that ensures more frequent cleaning of rooms, shared areas and toilet facilities.</p> <p>Cleaning of communal areas, handrails, touch points and corridors to take place throughout the day with increased frequency.</p> <p>Doors (excluding fire doors) will be propped open during the day to avoid any unnecessary touching.</p> <p>Amey will ensure that rooms, communal areas and corridors are deep cleaned at the end of each day.</p>	ACK/Amey	Ongoing from September 2020
		<p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <p>Put in place mechanisms to reduce contacts and maximise distancing between those in school wherever possible to minimise potential for contamination so far as reasonably practicable</p> <p>Put in place groupings to minimise contacts</p>	<p>The college was originally designed to operate within a 'Schools within Schools' model and therefore the college community can be organised into Year Group 'bubbles' with ease.</p> <p>Each year group is assigned to an identified area of the college as follows:</p> <ul style="list-style-type: none"> • Year 7 based in 9 Block • Year 8 based in 11 Block • Year 9 based in 10 Block • Year 10 based in 7 Block • Year 11 based in 8 Block <p>Government guidance confirms that specialist teaching areas can be used and therefore:</p> <ul style="list-style-type: none"> • Key Stage 4 students will leave their allocated block for some specialist lessons for example Science, Technology and PE 	CHT/DBN/ASD	September 2020

		<p>and reduce occasions where there can be contacts</p>	<ul style="list-style-type: none"> • Key Stage 3 students will only leave their allocated block for PE. • Students who require specialist interventions will attend Bridge where individual year groups have been allocated to reduce cross infection. Students to be instructed to wash their hands before entering or leaving Bridge using the toilet next to Bridge. <p>Students leaving their areas for specialist lessons must wash their hands or use the hand sanitiser stations upon leaving their block and then again when they return.</p> <p>The college has historically managed a staggered start and finish to the school day for students dependent upon their year group. These arrangements will continue in September subject to a change to the start and finish times for Year 11. This will ensure there is no crossover of students from different year groups.</p> <p>Each year group currently has a designated time for break and lunch time. However, some additional measures will be put in place to ensure that there is no crossover of students from different year groups. This will include dividing the heart space using barriers to ensure students remain within their allocated area.</p> <p>In order to avoid any crossover of students on corridors and stairways, each year group will have a designated route to and from their school.</p> <p>Students from Years 8 to 11 will be informed of the new arrangements on the first day back to college in September (Wednesday 2nd September), this will be by way of a series of videos that will be played during an extended tutor time.</p> <p>Students commencing in Year 7 will attend college on Tuesday 1st September for 2 hours, to receive induction into the college, the</p>		
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		<p>systems and procedures that are in place and to complete their transition from primary school.</p> <p>Government guidance confirms that teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the College timetable however where possible this will be minimised. Staff will practice good hand hygiene by either washing their hands or using hand sanitiser on entry to different classrooms.</p>		
	Put in place measures within the classroom to reduce chance of infection.	<p>Classrooms will be arranged so that all students will be facing the front of the classroom sitting in rows at rectangular desks. The teacher and other members of staff in the classroom will maintain a minimum distance of 1 metre plus or 2 metres where possible from the first row of students.</p> <p>In order to comply with this arrangement, the current configuration of desks in classrooms will be removed and new rectangular desks have been purchased and delivery is expected in time for the return of all students in September 2020.</p> <p>Adults in the classroom should ensure that they maintain social distancing of a minimum of 1 metre plus or 2 metres where possible away from each other.</p> <p>Students should also be encouraged not to touch staff or their peers so reducing the risk of cross infection.</p>	<p>ACK/Amey</p> <p>All staff</p> <p>All staff</p>	<p>September 2020</p> <p>September 2020</p> <p>September 2020</p>
	Put in measures elsewhere to reduce risk of infection	<p>The college will avoid large gatherings and assemblies will not be taking place in the theatre. Assemblies will be carried out in classrooms by way of videos prepared by the school teams.</p> <p>Students will continue to use the student entrance, where they will be met by members of the school team. Students will be directed to their block and allocated classroom immediately to</p>	<p>CCS</p> <p>CCS/Heads of School</p>	<p>September 2020</p> <p>September 2020</p>

		<p>reduce their contacts with others when they arrive at and leave the college.</p> <p>At the end of the day students will be directed by the duty team to leave the college site immediately or they will be directed to the appropriate school bus.</p> <p>The Strategic Lead - Catering will ensure that the dining room is cleaned at the end of each break and lunch time period before the next year group is allowed entry to the dining room.</p> <p>Each year group will have an allocated outdoor space. Students will be supervised by a Duty Team and Lunch time Supervisors to ensure that they do not leave their area.</p>	<p>CCS</p> <p>LGH</p> <p>CCS</p>	<p>September 2020</p> <p>September 2020</p> <p>September 2020</p>
	Measures for arriving and leaving school	<p>The college will continue to manage a staggered start and finish for students dependent upon their year group. There has been an amendment to the start and finish times for Year 11 to ensure there is a smooth start to the day.</p> <p>Parents will be informed of the arrangements for the school day and the requirement to leave the college site once they have dropped off their child by letter on Parent Mail before the end of the summer term. This information will also be placed on the college website for future reference.</p> <p>Visitors to the college, will report to reception, where Perspex screens have been fitted to ensure the safety of staff. Reception staff will take details of the visitor and sign them into college.</p> <p>Parents will only be invited into college for meetings where a suitable alternative cannot be found. Anyone arriving without an appointment will not be allowed into college. Parents will be asked to email or phone if they wish to speak to a member of staff.</p>	<p>CHT/DBN/ASD</p> <p>CHT</p> <p>DME/SHN</p> <p>DME/SHN/School Teams</p>	<p>September 2020</p> <p>July 2020</p> <p>September 2020</p> <p>September 2020</p>

		<p>If students arrive at college with a face covering, they will be asked to remove it at the entrance to college. If the face mask is single use, then this should be disposed off in an appropriate bag at the student entrance. If the face covering is reusable, students must be instructed not to touch the front of the face covering when removing them and then should store the face covering in a plastic bag within their school bag. Students must then wash their hands before heading to their classroom.</p> <p>A letter has been sent to parents of students on the SEND register to allow for any further issues with the transition to be addressed prior to September.</p> <p>A wellbeing section is being added to the parents/carers section of the website with advice about supporting successful changes to the routine after lockdown.</p>		
	Other considerations in reducing the risk of infection.	<p>SEND students will be supported by the SENCO and her team. Learning Support Assistants will continue to support students in the classroom and where necessary to assist them in moving around their designated area.</p> <p>Some SEND students will need to access Bridge and Wellbeing and therefore may need to move out of their allocated block. In this case students will be told to use the hand sanitiser stations before leaving and accessing different areas of the college.</p> <p>The college employs a team of Cover Supervisors to support teacher absence. However, in the rare event that the college require supply teachers, then the Cover Manager will communicate all the measures that are in place and ensure that the supply teacher understands all college systems and procedures in place to reduce the risk of infection across the organisation.</p>	SPD/JWR	September 2020
			DME/SHN	September 2020

			<p>Amey will manage any contractors that are required on the college site, ensuring that they are informed of all the college operating systems in relation to infection control and ensure that areas where contractors have been are deep cleaned.</p> <p>Students are fully aware of the equipment including pens, pencils, rulers and calculators etc. that they require for college. They will be advised not to share their own equipment with other students.</p> <p>Classroom based resources, such as books, can be used and shared within the year group bubble and arrangements will be made to clean books if required.</p> <p>Resources that are shared between classes or year group bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always in between use by year group bubbles. Equipment can be rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different year groups.</p> <p>Students will be asked to bring the standard set of equipment into college each day. Other than this essential equipment they will be advised to limit bringing unnecessary items into college.</p>	<p>ACK/Amey</p> <p>CCS</p> <p>Subject Leaders to request assistance from the SMSA Team</p> <p>Subject Leaders/Amey</p> <p>CCS</p>	<p>September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>September 2020</p>
		Where necessary, wear appropriate PPE.	<p>The majority of staff in college will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual student becomes ill with coronavirus (COVID-19) symptoms while at college, and only then if a distance of 2 metres cannot be maintained. • where a student already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	<p>DME/SHN</p> <p>SPD</p>	<p>September 2020</p> <p>September 2020</p>

			https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care		
		Manage confirmed cases amongst the school community and contain any outbreak by following local health protection team advice	<p>The college will take swift action when they become aware that a student or member of staff who has attended college has tested positive for coronavirus by contacting the local Health Protection Team.</p> <p>The college will take advice from the Health Protection Team and send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days. If the individual were to develop symptoms, they should then request a COVID-19 test.</p> <p>A template letter will be provided to the college by the Health Protection Team to send to parents and staff if required. The college will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p>	CHT	As required
				CHT	As required

School Operations

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
School Transport	Risk of infection and cross contamination	Liaise with any provider of transport to ensure appropriate measures are in place	<p>SEND Team Leaders will contact private providers of transport to ask for risk assessments and the arrangements in place for the safe transfer of students.</p> <p>Students arriving at college via home to school transport will follow the measures that have been put in place on arrival at college in relation to hygiene measures.</p>	SPD/Team Leaders	August 2020
Children not attending school	Children continue to fall behind educationally, become	Ensure parents are aware of the duty to secure that their child attends regularly at school where the child	School Teams will identify the small number of students who will still be unable to attend in line with public health advice because they are self-isolating.	School Teams/SEND Team	September 2020
				CCS/School Teams	July to September 2020
				SGL	July 2020

	socially isolated and may become at risk	<p>is a registered pupil at school and they are of compulsory school age;</p> <p>School will record attendance and follow up absence.</p> <p>School will issue sanctions where necessary</p> <p>Put in place appropriate initiative to promote attendance</p>	<p>Staff will be informed that shielding advice for all adults and children will pause on 1 August and therefore they will be expected to return to work in accordance with their contract of employment.</p> <p>Where students have EHCPs or additional medical needs, a risk assessment has been completed; updates have been ongoing and will continue to ensure risk assessments remain up to date.</p> <p>The college will offer immediate remote education for those students who cannot attend college because they are complying with clinical and/or public health advice.</p> <p>School Teams and the Safeguarding Team will support students, parents and households who may be reluctant or anxious about returning to college, through effective communication or in college well-being support.</p> <p>School Teams will communicate clear and consistent expectations around attendance at college to families throughout the summer ahead of the new school year.</p> <p>School teams will identify students who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. Including PP, vulnerable, previously PA or those who have been reluctant to engage during the pandemic.</p> <p>The School Teams and Lead for Attendance will work closely with Education Welfare Service as appropriate to ensure students return to college.</p>	<p>JWR/SPD</p> <p>AAO</p> <p>ASD/CCS</p> <p>CCS/School Teams</p> <p>CCS/School Teams</p> <p>CCS/ZHT</p>	<p>July to September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>July/August 2020</p> <p>July to September 2020</p> <p>September 2020</p>
Ability to deliver a full school offer due to a	School will not be able to open fully	The control measures put in place in the risk assessment should significantly mitigate	Individuals considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August if they maintain social	HR Team – SGL/ALE	As required

reduced workforce		risk of infection - including those who are extremely clinically vulnerable and clinically vulnerable	<p>distancing. Individual discussions will be held with appropriate staff and an individual risk assessment completed.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>The Human Resources Team will continue to complete risk assessments with those who are pregnant. Consideration will be given to the measures that could be put in place to minimise the risks wherever possible. Advice will be sought from the Occupational Health provider where necessary.</p> <p>The college is mindful that people with certain characteristics may be at a comparatively increased risk from coronavirus. In this case an individual risk assessment will be undertaken as required.</p>		
The well-being of staff is put at risk	Increased risk of staff absence and reduced well-being	<p>Provide opportunities for regular check in with staff</p> <p>Offer initial support from HCAT HR</p> <p>Provide more specialist counselling where possible</p>	<p>The risk assessment will be communicated to staff and the trade unions. Both parties will have an opportunity to respond with any comments or suggested amendments.</p> <p>The risk assessment will also be available on the college website for information for parents and the college community.</p> <p>The following link will be shared with staff and students in order to promote health and wellbeing. https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p> <p>The Human Resources Team will provide advice and support to staff on an individual basis. Referrals for specialist support from Occupational Health will also be arranged as required.</p>	<p>CHT</p> <p>JOR</p> <p>SGL</p> <p>SGL/ALE</p>	<p>July 2020</p> <p>July 2020</p> <p>July 2020</p> <p>July – ongoing as required</p>

Staff workforce, particularly ITT and ECT teachers are not suitably experienced	Children do not receive quality education and staff feel under supported	Ensure appropriate CPD and support is in place for ECT and ITT students and staff new to school.	<p>New staff and students to the college will complete an induction programme and support will be provided by the team responsible for early careers teachers and ITT students.</p> <p>Mentors are identified for ECT and ITT students and appropriate release time and CPD is in place.</p> <p>ITT students may be asked to support small groups, support online learning, deliver catch up lessons.</p>	DBN/SBN	September 2020
Staff having to quarantine following visits abroad	Reduced workforce	Identify those staff who may have booked to travel abroad.	<p>The college will consider the impact of any staff travelling abroad and the current government directive for individuals having to quarantine for 14 days upon their return to the UK.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</p> <p>Staff will need to be available to work in college from the start of the autumn term. CLT will discuss holiday arrangements with staff before the end of the summer term to inform planning for the autumn term.</p> <p>A policy is in place across the Trust to ensure consistency of approach in managing this situation.</p>	CHT	July 2020
The safeguarding of pupils is not effective	Children may be at risk of harm	Ensure safeguarding policy is fit for purpose	The Associate Principal has reviewed the safeguarding policy in line with KCSIE 2020.	ASD	July 2020
School catering services aren't available	Meals cannot be provided	Liaise with catering services to ensure that school meals can be provided	The provision of school meals will consist of food that is readily available which can quickly and effectively be served to students. This is will include a reduced menu and is likely to consist of 'grab and go' bags.	LGH	July 2020

			The biometric system for making payments will not be used and students will need to provide their names to the catering team so that charges can be made accordingly.		
Increased risk of infection on educational visits	Children and staff become infected	Educational visits are unlikely to happen during the autumn term	The college will not be arranging any educational trips or visits during the autumn term.		
Lack of extra curricular provision to support social development and also working parents	Wrap around care not provided	Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term	Breakfast will continue to be provided with a reduced menu. A minimal number of students will be allowed into the dining room at any one time. Hand sanitiser stations will be situated outside the canteen.	LGH	September 2020
Curriculum, behaviour and Pastoral Support					
Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
The curriculum does not support learners to catch up and keep up	Children do not close the gaps in their education that have been caused by the pandemic	Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. the curriculum remains broad and ambitious: all pupils continue to be	Prioritisation within subjects of the most important components for progression, development of Autumn term recovery curriculum to support all learners to close gaps and make progress. Students continue to access the same curriculum offer as pre-lockdown – KS4 students continue to study option subjects. Specialist teaching areas are available to support facilitation of the full curriculum. Consider how all subjects can contribute to the filling of gaps in core knowledge. The Reading and Numeracy strategies implemented to support the closing of gaps in English and Mathematics across the curriculum.	AAO/AWO	

		<p>taught a wide range of subjects</p> <p>remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.</p>	<p>Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.</p> <p>Curriculum planning will continue to be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, making effective use of regular formative assessment and AFL.</p> <p>Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown – Microsoft Teams to be used to support this approach.</p> <p>Relationships and health education (RHE) for secondary aged pupil schools and relationships will be delivered within the Academic year 2020-2021.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used.</p> <p>Blended learning approach to support students where required: resources for each lesson assigned to classes in Microsoft Teams so that students can work from home, accessing the same standard of bespoke support, and teacher feedback.</p> <p>Additional support using Microsoft Teams to be offered to students with SEND who struggled to access remote learning during lockdown (including parents where possible) to support access to remote learning strategy in the event of closure/partial closure.</p>		
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Children are affected by the pandemic socially and emotionally	Children social and emotional needs are not met	Provide additional support for those who are finding it difficult to re-adjust to school or reluctant to return	<p>Complete CPD on TIF</p> <p>Public Health England and NHS England are hosting a free webinar for school and college staff on 9 July to set out how to support returning pupils and students, and a recording will be available to access online afterwards</p> <p>https://www.eventbrite.co.uk/e/dfesupportingpupilandstudentmentalwellbeingtickets-110796856380</p> <p>Schools to provide more focused pastoral support where issues are identified</p> <p>some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks it needs to be identified how these are supported.</p>	ASD	September 2020
EHCP Pupils at greater risk		Review/Complete Individual risk assessments for all EHCP pupils and share with Class teachers Parents to ensure safety of EHCP pupils.	The SENCO and her team will continue to review risk assessments for appropriate students.	JWR/SPD	July 2020
Childrens behaviour is affected due to the pandemic	Learning is limited due to poor behaviour	Review and update behaviour policy with any new rules etc	<p>Revised Behaviour for Learning policy shared with Governors, staff, parents and pupils. This has taken the COVID situation into consideration and includes support for students.</p> <p>Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions particularly in relation to hygiene and safety rules.</p>	<p>CCS</p> <p>CCS/Head of School</p>	<p>July 2020</p> <p>July 2020</p>
Assessment and Accountability					

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
Pupils have missed a critical period of their education due to lockdown in the 2019/20 academic year.	Decline in outcomes	Accurate assessments are made using Teacher Judgement, Moderation and Challenge	<p>Ensure the curriculum remains ambitious and addresses the gaps in learning. Assessment if used effectively to track the position of pupils</p> <p>Curriculum is designed to meet the assessment criteria to ensure continued high standards in:</p> <p>GCSE and Vocational assessments in KS4. Summative assessments across all year groups. Completion and self-reflection on progress checks. Retrieval quizzes and do now to support knowledge retention and catch-up of prior learning required.</p>	AAO/AWO	July 2020
Contingency and Planning for Outbreaks					
Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
School needs to close due to outbreak	Localised Outbreak	Process followed should a localised outbreak occur	If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide on which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice. The college will follow advice provided by the relevant authority.	CHT	As required
Bubbles need to close due to outbreak	Individual Outbreaks	Minimise contact with individuals who are unwell by ensuring that those who have	If a child is awaiting collection, they will be removed to the medical triage room, where they will be isolated behind a closed door. This will be managed by the Medical Officers. If it is not	DME/Medical Team	As required

		<p>coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.</p> <p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and education settings must consider how to implement this. Settings must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p>	<p>possible to isolate the individual, they should be moved to an area which is at least 2 metres away from other people.</p> <p>If the student needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. Amey must be informed of the situation and asked to ensure a deep clean takes place before being used by anyone else.</p> <p>PPE must be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained.</p> <p>Staff who have been in contact with someone who is unwell should ensure that they wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser immediately.</p> <p>Amey will be informed that the area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.</p> <p>As described in this risk assessment.</p>	<p>Amey</p> <p>Medical Team</p> <p>All staff</p> <p>Amey</p>	<p>As required</p> <p>As required</p> <p>As required</p> <p>As Required</p>
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Children miss further learning	Remote education support	Ensure there is the capacity to offer immediate remote education.	<p>In the event of a bubble, local or national lockdown, the whole college virtual learning strategy supports live teaching of lessons following the same curriculum and timetable model for all students.</p> <p>Engage proactively with parents and carers to explain the support that their children are receiving, to discuss the plans for returning to settings and to consider how parents can support this and any additional help they might need.</p>	AAO/AWO	September 2020
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Head Teachers Assessment Acceptance Statement

I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified, and monitoring requirements are acted upon within the given time scales.

Head Teacher: Signature:	Date:
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<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>