



Risk Assessment Form

School name	<i>Horizon Community College</i>
Location	<i>Dodworth Road, Barnsley, S70 6PD</i>
Date of Assessment	<i>1st September 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 10 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
				SGL	September 2020
				CLT	September 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.		

		<p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test</p>	<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 students 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). • The college has a small supply of testing kits for emergency use only. These are kept by the HR team. <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> <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>SGL</p> <p>SGL</p> <p>SGL</p> <p>CHT/DBN/ASD</p>	<p>July/September</p> <p>Ongoing</p> <p>As required</p> <p>Ongoing</p> <p>As required</p>
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		<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> <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 10 days from the onset of their symptoms.</p>	<p>HR in the case of staff ASD/CCS in the case of students</p> <p>HR – SGL/ALE</p> <p>Monitored by HR – SGL/ALE</p>	<p>As required</p> <p>As required</p> <p>As required</p>
	Robust hand and respiratory hygiene	<p>Staff and students are being advised to clean hands thoroughly and more often than usual. Students are encouraged to 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 are positioned at the student entrance and are available throughout the college.</p> <p>Hand sanitiser is 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>All staff</p> <p>All staff</p> <p>Amey</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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>Amey will ensure that bins are available and regularly emptied.</p>	<p>All staff</p> <p>Amey</p>	<p>Ongoing</p> <p>Ongoing</p>
		<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p>	<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 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>	<p>ACK/Amey</p>	<p>Ongoing from September 2020</p>
		<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>The college was originally designed to operate within a 'Schools within Schools' model and therefore the college community is 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>	<p>CHT/DBN/ASD</p>	<p>September 2020</p>

		<p>Put in place groupings to minimise contacts and reduce occasions where there can be contacts</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 • 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 either outside the college or upon entrance to the college.</p> <p>Each year group currently has a designated time for break and lunch time to reduce contact between students. However, additional measures will be put in place to ensure that there is no crossover of students from different year groups. This includes 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 has a designated route to and from their school.</p>		
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		<p>Students from Years 8 to 11 have been 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 attended college on Tuesday 1st September for 2 hours, to receive induction into the college, the 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 must 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 are 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 previous configuration of desks in classrooms has been removed and new rectangular desks have been purchased. Classrooms are set up for all students to face the front of the room in accordance with current Government guidance.</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 is avoiding 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 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 if applicable.</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>The staff working in the kitchen and whilst serving staff and students will wear face coverings. Visitors to the kitchen should be kept to a minimum. However, any staff entering the kitchen must also wear a face covering. Signage will be placed at the entrance to the kitchen to remind staff of the arrangements.</p> <p>The Strategic Lead – Catering has developed a set of working safely practices for kitchen staff and an induction session has taken place. These instructions will be reviewed on a regular basis.</p> <p>Each year group has an allocated outdoor space. Students are supervised by a Duty Team and Lunch time Supervisors to ensure that they do not leave their area.</p> <p>Two water filling stations will be in use for students to fill water bottles only. Students are not allowed to drink from the water filing station. They will be directed to sanitising their hands before</p>	<p>CCS</p> <p>CCS/Heads of School</p> <p>CCS</p> <p>LGH</p> <p>LGH</p> <p>LGH</p> <p>CCS</p> <p>Duty Teams</p>	<p>September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>October 2020</p> <p>Ongoing</p> <p>September 2020</p> <p>September 2020</p>
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		<p>and after filling their water bottle. Students have been informed by parents and staff, and there are posters above each station, with a sanitising station next to them.</p> <p>Staff are asked to wear face coverings when they are not teaching but are in a shared space (for example, the staff resource rooms). Staff are also asked to ensure social distancing is consistently observed in all shared spaces.</p> <p>There should be no more than 3 people to be in the staff resource rooms at any one time.</p> <p>All meetings to be held with social distancing in place or, if this is not possible, these are to be held via Microsoft Teams.</p> <p>Staff in office environments must ensure where possible that they are able to social distance from each other. Staff are also asked to wear face coverings if there are more than 3 people based in the office or they are unable to social distance effectively.</p> <p>Visitors to office bases/staff resource rooms must wear face coverings on entry to the room.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>October 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>Students enter college through a designated gate allowing separation of students arriving at college.</p> <p>Parents have been 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</p>	<p>CHT/DBN/ASD</p> <p>CHT</p> <p>DME/SHN/School Teams</p>	<p>September 2020</p> <p>July 2020</p> <p>September 2020</p>

		<p>the summer term. This information is 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>Students should arrive at college with a face covering, they will be asked to keep their face covering on whilst they are in the communal areas of the college and walking between classes. *However, in accordance with current Government guidance they will be asked to remove their face covering upon entry to the classroom. Replacement face coverings are available if required by the student.</p> <p>*Some students will be allowed to wear masks in the classroom dependent upon their personal circumstances. Any requests from parents should be discussed with Heads of School and the Vice Principal, Standards.</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 (Parents and Carers Advice Zone on the Parents Hub of the college website) has been added to the parents/carers section of the website with advice about supporting successful changes to the routine after lockdown.</p>	<p>DME/SHN</p> <p>School Teams</p> <p>Heads of School/CCS</p>	<p>September 2020</p> <p>September 2020</p> <p>September 2020</p>
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		<p>Other considerations in reducing the risk of infection.</p>	<p>SEND students are 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> <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 have been advised not to share their own equipment with other students.</p> <p>Classroom based resources, such as textbooks 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</p>	<p>SPD/JWR</p> <p>DME/SHN</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>September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>September 2020</p>
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			<p>unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different year groups.</p> <p>Students have been 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>	CCS	September 2020
		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>All staff in college must wear face coverings whilst in communal areas including the, Heart Space, Dining Room, on corridors and stairways and when moving between classes. Any exemptions from this must be discussed with HR.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>	<p>DME/SHN</p> <p>SPD</p> <p>All staff</p>	<p>September 2020</p> <p>September 2020</p> <p>Ongoing</p>
		Put in place measures to reduce the risk of infection during Briefings and Inset	Staff have been advised to wear a face covering when attending Briefing and/or INSET. All seating within the Theatre faces forward and seating arrangements have been risk assessed to ensure social distancing can be achieved. Hand sanitisers and spare face coverings are available on entry to the Theatre.	All staff	As required
		Manage confirmed cases amongst the school community and	The college will take swift action when they become aware that a student or member of staff who has attended college has tested	CHT	As required

		contain any outbreak by following local health protection team advice	<p>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
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>	<p>SPD/Team Leaders</p> <p>School Teams/SEND Team</p>	<p>August 2020</p> <p>September 2020</p>
Children not attending school	Children continue to fall behind educationally, become socially isolated and may become at risk	Ensure parents are aware of the duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;	<p>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.</p> <p>Staff have been 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>CCS/School Teams</p> <p>SGL</p>	<p>July to September 2020</p> <p>July 2020</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>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 via Microsoft Teams for those students who cannot attend college because they are complying with clinical and/or public health advice.</p> <p>All staff have been trained to use Microsoft Teams and students will be trained during half term 1.</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 have communicated clear and consistent expectations around attendance at college to families throughout the summer ahead of the new school year.</p> <p>School teams have identified students (Student Survey and individual face to face tutor meetings) 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 are working closely with the Education Welfare Service as appropriate to ensure students return to college.</p>	<p>JWR/SPD</p> <p>AAO</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>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 risk of infection -	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 distancing. Individual discussions will be held with appropriate staff and a risk assessment completed.	HR Team – SGL/ALE	As required

reduced workforce		including those who are extremely clinically vulnerable and clinically vulnerable	<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 has been communicated to staff and the trade unions. Both parties have had an opportunity to respond with any comments or suggested amendments.</p> <p>The risk assessment is also available on the college website for information for parents and the college community.</p> <p>The HR Team have completed a video for staff covering wellbeing advice and support.</p> <p>The following link has been 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/ALE</p> <p>SGL</p> <p>SGL/ALE</p>	<p>July 2020</p> <p>July 2020</p> <p>September 2020</p> <p>September 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 complete an induction programme and support is 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 have discussed 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 is reviewing 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

			To enable the use of the biometric system, staff and students will need to sanitise their hands before and after payments are made. Hand sanitiser is available next to the device.	All staff	Ongoing
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	There is a recovery plan in each subject area to support all learners to close gaps and make progress. Students continue to access a full curriculum offer as pre-lockdown – KS4 students continue to study option subjects. Specialist teaching areas are available to support facilitation of the full curriculum. The Reading and Numeracy strategies are being implemented to support the closing of gaps in English and Mathematics across the curriculum. Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address	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>significant gaps in students' knowledge with the aim of returning to the college's normal curriculum content by no later than summer term 2021.</p> <p>Curriculum planning will continue to be informed by an assessment of students' 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 students, 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 students, 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 can be used.</p> <p>There will be a blended learning approach to support students where required: resources for each lesson are being 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>	SPD	
Children are affected by	Children social and emotional	Provide additional support for those who	Associate Principal (ASD) and Vice Principal – Standards (CCS) completed CPD on the Trauma Informed Approach.	ASD	September 2020

the pandemic socially and emotionally	needs are not met	are finding it difficult to re-adjust to school or reluctant to return	<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 staff and students, and a recording will be available to access online afterwards</p> <p>https://www.eventbrite.co.uk/e/dfе-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380</p> <p>Schools to provide more focused pastoral support where issues are identified</p> <p>Some students 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</p>	PSY	
				School Teams	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
Children's 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 students. 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>	CCS	July 2020
				CCS/Head of School	July 2020

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 coronavirus (COVID-19) symptoms, or 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 possible to isolate the individual, they should be moved to an area which is at least 2 metres away from other people.	DME/Medical Team	As required

		<p>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>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>
Children miss further learning	Remote education support	Ensure there is the capacity to offer	In the event of a bubble, local or national lockdown, the whole college virtual learning strategy via Microsoft Teams will see	AAO/AWO	September 2020

		<p>immediate remote education.</p>	<p>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>		
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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: 6 th October 2020

<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>