



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 are sent home to reduce the risk and further drive down transmission of coronavirus (COVID-19). Government guidance is followed, and all staff have been 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
			Staff in the College who 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), will be sent home.	CLT	September 2020 – ongoing

		<p>engaging with the NHS Test and Trace process</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test</p>	<p>Staff have been made aware of potential symptoms https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <p>The Principal understands the NHS Test and Trace process and how to contact the local Public Health England health protection team. Staff members and parents/carers have been made aware 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 know that they must not come into college if they have symptoms and will 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>The Principal and her team are managing confirmed cases of coronavirus (COVID-19) amongst the College community and reporting in accordance with the government guidance and Public Health England systems and procedures.</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/PSY</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 are 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>Staff members who test positive for COVID-19, are 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/PSY 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 continually 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 are advised to use this on a regular basis.</p> <p>Students use toilets within their identified area of the college. Amey (FM Provider) regularly check the toilets to ensure a plentiful supply of soap and the areas are cleaned following breaks and lunchtime.</p>	<p>All staff</p> <p>All staff</p> <p>Amey</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

		<p>Staff remind students to wash their hands at regular intervals throughout the day 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 has an adequate supply of tissues.</p> <p>Amey ensures that bins are available and regularly emptied.</p>	<p>All staff</p> <p>All staff</p> <p>Amey</p>	<p>Ongoing</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) are propped open where possible during the day to avoid any unnecessary touching.</p> <p>Amey 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</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>CHT/DBN/ASD</p>	<p>September 2020</p>

		<p>minimise potential for contamination so far as reasonably practicable</p> <p>Put in place groupings to minimise contacts and reduce occasions where there can be contacts</p>	<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 • 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 are instructed to wash their hands before entering or leaving Bridge using the toilet next to Bridge. <p>Students leaving their areas for specialist lessons 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 continued from September subject to a change to the start and finish times for Year 11. This ensures 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 have also been 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 was by way of a series of videos that were 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 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 are facing the front of the classroom sitting in rows at rectangular desks. The teacher and other members of staff in the classroom can 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 were removed during the summer and new rectangular desks were 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 ensure that they maintain social distancing of a minimum of 1 metre plus or 2 metres where possible away from each other.</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>	

		<p>Students are also encouraged not to touch staff or their peers so reducing the risk of cross infection.</p> <p>The operation of practical drama lessons has been risk assessed to ensure the safety of staff and students. The floor of the drama studio has been marked using tape indicating where students stand to enable social distancing measures to be in place. Students wear clear face shields during rehearsals and work independently.</p> <p>Students undertaking Dance perform the practical aspects of the course in the theatre in line with guidance from 'One Dance UK'. Each student has a 2 metres square box to perform in to ensure social distancing can take place. All students are from the same bubble and alternate between sitting in an appropriate seat and performing on the stage in their allocated space. The floor of the theatre is cleaned between uses and students sanitise hands on a regular basis.</p> <p>Students undertaking Hospitality and Catering can complete practical tasks as detailed in the curriculum with additional measures in place. Students will be split into 2 groups to reduce the number of students cooking at the same time. Where possible students will work within an identified area, with access to their own oven and sink. Students will be facing to the front of the classroom. The classroom and all equipment will be deep cleaned before and after use. Students have been asked to provide their own ingredients to minimise transition between staff and students. Hand washing will take place at regular intervals and antibacterial spray and wipes will be available. Students are also given a clean apron to wear throughout the practical task.</p>	MFH	
			JHT	
			SLD	
	Put in measures elsewhere to reduce risk of infection	The college is avoiding large gatherings and assemblies are not taking place in the theatre. Assemblies are carried out in classrooms by way of videos prepared by the school teams.	CCS	September 2020

			<p>Students continue to use the student entrance, where they are met by members of the school team. Students can obtain breakfast in the canteen if they so wish and then go to their classroom reducing their contacts with others when they arrive at and leave the college.</p>	CCS/Heads of School	September 2020
			<p>At the end of the day students are directed by the duty team to leave the college site immediately or they will be directed to the appropriate school bus if applicable.</p>	CCS	September 2020
			<p>The Strategic Lead - Catering ensures 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>	LGH	September 2020
			<p>The staff working in the kitchen and whilst serving staff and students will wear face coverings. Visitors to the kitchen are kept to a minimum. However, any staff entering the kitchen also wear a face covering. Signage is placed at the entrance to the kitchen to remind staff of the arrangements.</p>	LGH	October 2020
			<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 are reviewed on a regular basis.</p>	LGH	Ongoing
			<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>	CCS	September 2020
			<p>Two water filling stations are in use for students to fill water bottles only. Students are not allowed to drink from the water filling station. They will be directed to sanitising their hands before and after filling their water bottle. Students have been informed by staff, and there are posters above each station, with a sanitising station next to them.</p>	Duty Teams	September 2020

		<p>Staff 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 and staff in using the resource room wear face coverings and maintain social distancing.</p> <p>All meetings are held with social distancing measures in place or, if this is not possible, these meetings are held via Microsoft Teams.</p> <p>Staff in office environments ensure where possible that they can maintain social distance from each other. Staff also 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 wear face coverings on entry to the room.</p> <p>Any member of staff who is handling cash must ensure that they wear disposable gloves. Gloves are removed after the transaction is complete and/or changed at regular intervals to ensure there is no cross contamination.</p>	<p>All staff</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 continues to manage a staggered start and finish for students dependent upon their year group. An amendment to the start and finish times for Year 11 is in place 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>CHT/DBN/ASD</p> <p>CHT</p>	<p>September 2020</p> <p>July 2020</p>

		<p>Parents were 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 is placed on the college website for future reference.</p>	DME/SHN/School Teams	September 2020
		<p>Perspex screens have been fitted to reception and student reception to ensure the safety of staff.</p>	DME/SHN	September 2020
		<p>To reduce the risk of transmission, external visitors, parents, and carers are not able to access the college at the current time.</p>		
		<p>Interventions by MIND and Mindspace are taking place virtually or by telephone.</p>	ASD	Ongoing
		<p>The Education Welfare Service (EWS) can access the college as Horizon Community College is the only school they are working at, so there is no risk of transmission from other schools. Education Welfare Officers are conducting doorstep visits only. In the event of a safeguarding concern where they deem it necessary to enter the house, they will self-isolate away from the college accessing remote working for 14 days.</p>	CCS	November 2020
		<p>Students arrive at college wearing a face covering, they are 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>	Heads of School/CCS	September 2020
		<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>	ASD/CCS	September 2020
	Other considerations in reducing the risk of infection.	<p>SEND students are supported by the SENCO and her team. Learning Support Assistants 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 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 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 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.</p>	<p>SPD/JWR</p> <p>DME/SHN</p> <p>ACK/Amey</p> <p>CCS</p>	<p>September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>September 2020</p>

			<p>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 are cleaned frequently and meticulously and always in between use by year group bubbles. Equipment is 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 bring the standard set of equipment into college each day. Other than this essential equipment they have been advised to limit bringing unnecessary items into college.</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>
		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 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 in the first instance</p>	<p>DME/SHN</p> <p>SPD</p> <p>All staff</p>	<p>September 2020</p> <p>September 2020</p> <p>Ongoing</p>

			https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care		
		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 contain any outbreak by following local health protection team advice	<p>The college takes 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 takes advice from the Health Protection Team and will 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 have been advised to request a COVID-19 test.</p> <p>A template letter has been 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>	<p>CHT</p> <p>CHT</p>	<p>As required</p> <p>As required</p>
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	SEND Team Leaders have contacted private providers of transport to ask for risk assessments and the arrangements in place for the safe transfer of students.	SPD/Team Leaders	August 2020

			Students arriving at college via home to school transport follow the measures that have been put in place on arrival at college in relation to hygiene measures.	School Teams/SEND Team	September 2020
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;	School Teams have identified the small number of students who will still be unable to attend in line with public health advice because they are self-isolating.	CCS/School Teams	July to September 2020 July 2020
		School will record attendance and follow up absence.	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.	SGL	
		School will issue sanctions where necessary	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.	JWR/SPD	July to September 2020
		Put in place appropriate initiative to promote attendance	The college offers immediate remote education via Microsoft Teams for those students who cannot attend college because they are complying with clinical and/or public health advice.	AAO/PSY	September 2020
			All staff have been trained to use Microsoft Teams and students have also been trained during half term 1.	AAO	September 2020
			School Teams and the Safeguarding Team support students, parents and households who may be reluctant or anxious about returning to college, through effective communication or in college well-being support.	ASD/CCS	September 2020
			School Teams have communicated clear and consistent expectations around attendance at college to families throughout the summer ahead of the new school year.	CCS/School Teams	July/August 2020
			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	CCS/School Teams	July to September 2020

			<p>developed 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>	CCS/ZHT	September 2020
Ability to deliver a full school offer due to a reduced workforce	School will not be able to open fully	The control measures put in place in the risk assessment should significantly mitigate risk of infection - including those who are extremely clinically vulnerable and clinically vulnerable	<p>Individuals considered to be clinically extremely vulnerable 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.</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 continue to complete risk assessments with those who are pregnant. Consideration will be given to additional measures that could be put in place to minimise the risks wherever possible. Advice is 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>	HR Team – SGL/ALE	As required
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>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>CHT</p> <p>SGL/JOR</p>	<p>July 2020</p> <p>July 2020</p>

		Provide more specialist counselling where possible	<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 provide advice and support to staff on an individual basis. Referrals for specialist support from Occupational Health will also be arranged as required.</p>	SGL/ALE SGL SGL/ALE	September 2020 September 2020 July – ongoing as required
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. Mentors have been 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 or 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 should be available to work following each school holiday. Due to the current situation staff are asked to carefully consider any holiday plans involving trips abroad for the academic year 2020/2021. Staff who have considered the most up to date government advice and assessed the risks relating to the</p>	CHT HR Team	July 2020 Ongoing

			<p>possibility of having to quarantine upon their return to the UK and still decide to go abroad should inform Human Resources prior to departure for further advice.</p> <p>A policy is in place across the Trust to ensure consistency of approach in managing this situation.</p>		
The safeguarding of pupils is not effective	Children may be at risk of harm	Ensure safeguarding policy is fit for purpose	There is a HCAT safeguarding policy in place (September 2020) 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	<p>The provision of school meals consists of food that is readily available which can quickly and effectively be served to staff and students. A weekly menu includes a range of options including hot and cold choices.</p> <p>To enable the use of the biometric system, staff and students sanitise their hands before and after payments are made. Hand sanitiser is available next to the device.</p>	<p>LGH</p> <p>All staff</p>	<p>July 2020</p> <p>Ongoing</p>
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 continues to be provided with a reduced menu. A minimal number of students are 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	<p>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.</p> <p>the curriculum remains broad and ambitious: all pupils continue to be 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>There is a recovery plan in each subject area to support all learners to close gaps and make progress.</p> <p>Students continue to access a full curriculum offer as pre-lockdown – KS4 students continue to study option subjects.</p> <p>Specialist teaching areas are available to support facilitation of the full curriculum.</p> <p>The Reading and Numeracy strategies are being implemented to support the closing of gaps in English and Mathematics across the curriculum.</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 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 is 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>	AAO/AWO	

			<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 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>Associate Principal (ASD) and Vice Principal – Standards (CCS) completed CPD on the Trauma Informed Approach.</p> <p>Public Health England and NHS England hosted a free webinar for school and college staff on 9 July to set out how to support returning staff and students, and a recording was available to access online afterwards</p> <p>https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380</p> <p>Student Wellbeing staff provide more focused pastoral support where issues are identified</p> <p>Some students returned to college having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks.</p>	<p>ASD</p> <p>PSY</p> <p>School Teams</p>	<p>September 2020</p> <p>September 2020</p>

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 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	A revised Behaviour for Learning policy has been shared with Governors, staff, parents and students. This has taken the COVID situation into consideration and includes support for students.	CCS	July 2020
			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.	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

		Safe management of mock examinations	<p>Mock examinations will be held in the Sports Hall, PE Activity Hall, Bridge and room 8.01 to ensure that examination tables can be spaced at least 1.2 metres apart to enable students to social distance whilst completing their exam.</p> <p>Students will be allocated a specific desk and they will sit in the same place for each exam that they take. Students will also have their own pencil cases and any equipment required which will remain on their allocated desk throughout the exam period.</p> <p>Students will enter the exam room wearing a mask and will be asked to sanitise their hands upon entry and leaving the room.</p>		
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 someone in their household who does, do not attend the setting.	<p>If a child is awaiting collection, they are removed to the medical triage room, where they are isolated behind a closed door. This is managed by the Medical Officers. If it is not possible to isolate the individual, they will 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 will use a separate bathroom if possible. Amey are informed of the situation and asked to ensure a deep clean takes place before being used by anyone else.</p>	DME/Medical Team Amey	As required As required

		<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>PPE is 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 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>Medical Team</p> <p>All staff</p> <p>Amey</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 immediate remote education.	In the event of a bubble, local or national lockdown, the whole college virtual learning strategy via Microsoft Teams will see teaching of lessons following the same curriculum and timetable model for all students.	AAO/AWO	September 2020

			The college has engaged 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.		
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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: 11th November 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>