



Risk Assessment Form

School name	<i>Horizon Community College</i>
Location	<i>Dodworth Road, Barnsley, S70 6PD</i>
Date of Initial 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.

A further review of the risk assessment has been undertaken due to the national lockdown and closure of schools to most students with effect from 4th January 2021. As advised by the Government, the College has implemented an onsite Coronavirus testing facility for staff and students. A risk assessment has been undertaken and is included in this document.

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 September 2020 - ongoing

		<p>Responds to any potential infections by 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 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 and asked to arrange a PCR test.</p> <p>Staff have been made aware of the 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. • If staff have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) they may continue to attend College if they agree to undertake a Coronavirus Lateral Flow test at the onsite Testing Centre and if this is positive they should go home and arrange to take a PCR test. If the test result is negative, they can stay in college but must undertake a test each morning for 7 days. If the member of staff does not consent to take a test each day for 7 days' then they must isolate at home for 10 days from the day after contact with the person who has tested positive. • The college has a supply of PCR testing kits for staff and students should they test positive using the lateral flow device. 	<p>SGL</p> <p>CHT</p> <p>SGL</p> <p>SHN and Testing Team</p>	<p>September 2020 – ongoing</p> <p>July/September - ongoing</p> <p>As required</p> <p>January 2021 - ongoing</p>
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		Implementation of the college testing programme	<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>In accordance with Government directive the college has implemented a local testing facility. This has been set up in the Activity Hall, the team administering the tests have been trained appropriately and staff have been asked for their consent to testing. Students are also been given the opportunity to partake in the Coronavirus testing programme and parents have been sent the appropriate consent form and Privacy Notice. A separate risk assessment has been implemented for the testing programme and is available on the college website.</p>	SHN/Testing Team	Ongoing
		Schools should ask parents and staff to inform them immediately of the results	<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>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>	AAO	Ongoing
				HR in the case of staff AAO in the case of students	As required As required
				HR – SGL/ALE	As required

		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.	Monitored by HR – SGL/ALE	As required
	Robust hand and respiratory hygiene	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.	All staff	Ongoing
		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.	All staff	Ongoing
		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.	Amey	Ongoing
		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.	All staff	Ongoing
		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.	All staff	Ongoing
		Amey ensures that bins are available and regularly emptied.	Amey	Ongoing
	Introduce enhanced cleaning, including cleaning frequently	Amey have an enhanced cleaning schedule in place that ensures more frequent cleaning of rooms, shared areas and toilet facilities.	ACK/Amey	Ongoing from September 2020

		<p>touched surfaces often, using standard products such as detergents and bleach.</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>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 and reduce occasions where there can be contacts</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>When in college 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 • 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>CHT/DBN/ASD</p>	<p>September 2020 - ongoing</p>

			<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> <p>Students from Years 8 to 11 were 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</p>		
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		<p>possible this will be minimised. Staff practise good hand hygiene by either washing their hands or using hand sanitiser on entry to different classrooms.</p> <p><u>January 2021</u> Lockdown 3 has been announced by the Prime Minister from 5th January 2021 to be reviewed at February half term. The college has therefore invited only vulnerable students and children of keyworkers to return to college for onsite provision.</p> <p>Teaching staff are delivering live lessons and have been allocated their own consistent classroom wherever possible within their designated area. This allows teachers to work independently so that contact with other staff is at a minimum but technical, subject and wellbeing support is available close at hand.</p> <p>Students working in college are supervised in bubbles by cover supervisors and/or Learning Support Assistants. They are accessing the lessons from a computer within school.</p>	CHT/Principal's Team	January 2021
	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 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 - ongoing</p> <p>September 2020 - ongoing</p> <p>September 2020 – ongoing</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 coverings 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 are split into 2 groups to reduce the number of students cooking at the same time. Where possible students work within an identified area, with access to their own oven and sink. Students are facing the front of the classroom. The classroom and all equipment is deep cleaned before and after use. Students have been asked to provide their own ingredients to minimise transition between staff and students. Hand washing takes place at regular intervals and antibacterial spray and wipes are available. Students are also given a clean apron to wear throughout the practical task.</p>	<p>MFH</p> <p>JHT</p> <p>SLD</p>	<p>November 2020 - ongoing</p> <p>November 2020 – ongoing</p> <p>November 2020 - Ongoing</p>
	Put in measures elsewhere to reduce risk of infection	<p>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.</p>	<p>CCS</p>	<p>September 2020 - ongoing</p>

		<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 - ongoing
		<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 - ongoing
		<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 - ongoing
		<p>The staff working in the kitchen and whilst serving staff and students 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 - ongoing
		<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 - ongoing
		<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 are 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 - ongoing

		<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>Staff are also encouraged to wear face coverings during lessons when appropriate to do so.</p> <p>There should be no more than the agreed number of people in the staff resource rooms at any one time (3 or 4 depending on the size of the room) and staff using the resource rooms must 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 - ongoing</p> <p>November 2020 – ongoing</p> <p>October 2020 - ongoing</p>
	Measures for arriving and leaving school	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.	CHT/DBN/ASD	September 2020 - ongoing

		<p>During Lockdown 3 (January 2021) students working in college will enter college through the student entrance and follow the same checking and hygiene procedures as implemented in September 2020.</p> <p>Students enter college through a designated gate allowing separation of students arriving at college.</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> <p>Perspex screens have been fitted to reception and student reception to ensure the safety of staff.</p> <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> <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> <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.</p>	<p>School Teams</p> <p>School Teams</p> <p>DME/SHN/School Teams</p> <p>DME/SHN</p> <p>ASD</p> <p>CCS</p> <p>Heads of School/CCS</p>	<p>January 2021</p> <p>September 2020 - ongoing</p> <p>September 2020</p> <p>September 2020</p> <p>Ongoing</p> <p>November 2020 - ongoing</p> <p>September 2020 - ongoing</p>
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		<p>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>The Student Wellbeing Hub allows students to self-refer if they are having any issues relating to mental health.</p>	<p>ASD/CCS</p> <p>ASD/CCS</p>	<p>September 2020 - ongoing</p> <p>September 2020 - ongoing</p>
	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 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</p>	<p>SPD/JWR</p> <p>DME/SHN</p>	<p>September 2020 - ongoing</p> <p>September 2020 - ongoing</p>

			<p>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. 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>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 - ongoing</p> <p>September 2020 - ongoing</p> <p>September 2020 - ongoing</p> <p>September 2020 - ongoing</p> <p>September 2020 - ongoing</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. 	<p>DME/SHN</p> <p>SPD</p>	<p>September 2020</p> <p>September 2020 - ongoing</p>

		<ul style="list-style-type: none"> 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. Staff are also encouraged to wear a face covering during lessons when appropriate to do so. Any exemptions from this must be discussed with HR in the first instance.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>	All staff	November 2020 - ongoing
	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 10 days from the day following contact. 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</p>	<p>CHT</p> <p>CHT</p>	<p>As required</p> <p>As required</p>

			college will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.		
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. 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.	SPD/Team Leaders School Teams/SEND Team	August 2020 September 2020 - ongoing
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 will record attendance and follow up absence. School will issue sanctions where necessary Put in place appropriate initiative to promote attendance	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. 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. <u>January 2021 – Shielding</u> Staff who were classed as extremely clinically vulnerable during the previous lockdown have been informed that they should once again shield in accordance with Government guidance. Staff have been asked to discuss any additional support that may be required with the HR Team. 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.	CCS/School Teams SGL SGL/ALE JWR/SPD	July to September 2020 July 2020 January 2021 July 2020 - ongoing

			<p>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.</p>	AAO	September 2020
			<p>In accordance with lockdown 3 remote learning is fully in place for all students.</p>	AAO	January 2021 - ongoing
			<p>All staff have been trained to use Microsoft Teams and students have also been trained during half term 1.</p>	AAO	September 2020
			<p>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.</p>	ASD/CCS	September 2020 - ongoing
			<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>	CCS/School Teams	July/August 2020
			<p>Clear and consistent information has been communicated to students and parents explaining the revised working arrangements due to lockdown 3 and the implementation of home working via Teams through the delivery of live lessons.</p>	ASD/DBN	January 2021
			<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 developed plans for re-engaging them. Including PP, vulnerable, previously PA or those who have been reluctant to engage during the pandemic.</p>	CCS/School Teams	July 2020 - ongoing
			<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 - ongoing

		Provide more specialist counselling where possible	<p>The risk assessment is also available on the college website for information for parents and the college community and is updated on a regular basis.</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 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>SGL/ALE</p> <p>SGL</p> <p>SGL/ALE</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 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 the required amount of time 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.</p>	<p>CHT</p> <p>HR Team</p>	<p>July 2020</p> <p>Ongoing</p>

			<p>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 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><u>January 2021</u> The Catering Team continue to provide a limited range of hot and cold food for the staff and students who are onsite. A café style area has opened to support the wellbeing of staff and students to obtain refreshments throughout the day.</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>LGH</p> <p>All staff</p>	<p>July 2020 - ongoing</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 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 - ongoing
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</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>	AAO/AWO	September 2020 - ongoing

		<p>build their capability to educate pupils remotely, where this is needed.</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><u>January 2021</u> Due to the 3rd national lockdown and closure of schools effective in January 2021, the college has moved to remote education, providing 5 live lessons of 50 minutes each per day.</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 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</p>	ASD	September 2020

			<p>returning staff and students, and a recording was available to access online afterwards</p> <p>https://www.eventbrite.co.uk/e/dfе-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>	School Teams	September 2020 - ongoing
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 and implement revised strategies for appropriate students.	JWR/SPD	July 2020 - ongoing
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>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.</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 CCS/Head of School	July 2020 July 2020
Assessment and Accountability					
Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
Pupils have missed a critical period	Decline in outcomes	Accurate assessments are made using Teacher	Ensure the curriculum remains ambitious and addresses the gaps in learning. Assessment if used effectively to track the position of pupils	AAO/AWO	July 2020 - ongoing

of their education due to lockdown in the 2019/20 academic year.		Judgement, Moderation and Challenge Safe management of mock examinations	Curriculum is designed to meet the assessment criteria to ensure continued high standards in: 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. 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. 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. Students will enter the exam room wearing a mask and will be asked to sanitise their hands upon entry and leaving the room.		
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 First Aid room, where they are isolated behind a closed door. This is managed by the First Aid 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> <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>	DME/First Aid Team	As required
				Amey	As required
				First Aid Team	As required
				All staff	As required
				Amey	As Required
		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	As described in this risk assessment.		

		mixing while delivering a broad and balanced curriculum.			
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 via Microsoft Teams will see teaching of lessons following the same curriculum and timetable model for all students.</p> <p>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.</p>	AAO/AWO	September 2020 - ongoing
Safeguarding risks of working remotely.	<p>Students who are not part of the class accessing lessons</p> <p>External unauthorised access to Teams/college intranet (Horizon Hub)</p> <p>Safeguarding of staff and students</p> <p>Students using the Teams</p>	<p>Ensure that the Microsoft Teams platform is set up to prevent unauthorised internal and external access to meetings.</p> <p>Ensure that lessons are recorded for referral if there is a safeguarding concern.</p> <p>Ensure teachers control access to live lessons.</p> <p>Ensure staff are trained in the use of these measures.</p>	<p>A series of measures have been implemented to ensure the safeguarding of students and staff:</p> <ul style="list-style-type: none"> • All Class Teams are set as private or hidden. • Anonymous access for staff and students has been switched off. • Members of Class Teams cannot invite others to meetings. • No guest access allowed on Teams. • Students are not allowed to start meetings themselves, either in the Class Team or privately. • All lessons are recorded. This is stored in the Class Team for future access if a safeguarding incident is reported. • Teachers are required to set up the 'lobby' function to manage access in and out of lessons. • Teachers are required to use 'End meeting' rather than leave a meeting so that students cannot continue to communicate through the meeting. • Teachers make a log of participants in the meeting and record this on SIMS. Form tutors and school teams then 	AAO	January 2021 - ongoing

	platform inappropriately		<p>follow up any students who have missed lessons from a safeguarding perspective.</p> <p>All staff are expected to report potential safeguarding concerns through CPOMS.</p>		
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Principal's 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.

Principal's: Signature:

Date:

10th January 2021

RISK ASSESSMENT FOR THE COLLEGE COVID-19 TESTING CENTRE

Activity/s covered by this risk assessment:

General and clinical activities at the COVID-19 Testing Centre, including working in the Test Centre and processing the testing of college staff and students.

General Site Set Up and Operations					
Hazard	Risks	Control Measures	Actions Required	Responsibility	Target Date(s)
Infection of staff and students and transmission of the virus	Testing Team and staff, students become infected	<p>All staff and students are advised in advance not to attend for testing if they have any symptoms of COVID 19 or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <p>Signage is displayed around the Testing Centre reminding staff and students attending for testing to wear face coverings.</p>	Staff are trained in all procedures associated with the testing provision.	SHN/CON	Prior to testing starting (January 2021)
			A dry run of the testing procedures has been undertaken.	Testing Team	
			Daily Test Centre check sheet and incident form in place	SHN/CON	Daily - Ongoing
			Any new members of the team will be trained prior to joining.	Testing Team	Ongoing

		<p>Face coverings are worn by all staff and students whilst at the Testing Centre except for a brief period at the time of taking the test. All staff and students will be reminded at the time of booking a test to wear an appropriate face covering when attending the test site.</p> <p>Compliance with wearing an appropriate face covering will be visually checked on arrival by reception staff.</p> <p>Compliance with wearing an appropriate face covering will be visually checked throughout the building by the Testing Team and all other staff.</p> <p>All staff and students to use the hand sanitiser provided on arrival at the Test Centre. This requirement will be enforced by reception staff if appropriate.</p> <p>Two metre social distancing will be maintained between the Testing Team, staff and students using the facility. Measured floor markings are in place to ensure compliance and verbal reminders will be given if required from Testing Centre staff.</p> <p>A one-way flow of staff and students to be tested has been organised through the Testing Centre and must be maintained. Compliance will be monitored by Testing Centre staff.</p> <p>Regular cleaning of the site will take place including wiping down all potential touchpoints in accordance with PHE guidance.</p>	<p>The core team are all trained and Train the Trainer to enable this.</p> <p>Site Set up including signage checked daily.</p>	<p>Testing Team</p>	<p>Daily- Ongoing</p>
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		The Testing Centre will remain free of clutter. Chairs will be provided on request. Staff and students will have minimal contact with equipment and documentation. Staff and students will be given a barcode and if necessary, a PCR test kit.			
Testing of subjects, handling of swabs and testing materials					
Hazard	Risks	Control Measures	Actions Required	Responsibility	Target Date(s)
Contact between subjects and staff increasing the risk of transmission of COVID19	Testing staff and subjects become infected.	A managed flow of staff and students to be tested will be maintained and social distancing measures will be controlled by the Testing Team.	Site set up.	SHN/CON	11 th January 2021
		Areas will be segregated as appropriate to protect the Testing Team, staff and students. This includes the placement of physical barriers and segregation areas.	Staff Training	Testing Team	11 th January 2021
		There are minimal points of contact between the Testing Team and the staff member/student and handling of paperwork or equipment is kept to a minimum.	Monitoring and checking good practice	SHN/CON	Daily check in place
		All staff and students will sanitise hands at every point of the process including before and after taking the test.	Cleaning in place and checked.	AMEY and Test Team	
		The member of staff or student will be asked to clean and sanitise their booth after taking their test.	Waste disposal procedures – colour coded bags and regular removal.	AMEY/ACK	Daily
		A robust cleaning programme is in place during testing times and a deep clean will take place at the end of every session.			
		Full PPE including masks, visors, aprons and gloves will be worn by the Testing Team.			

		<p>The disposal of all testing equipment and PPE will be placed in the appropriately labelled waste disposal bins.</p> <p>All swabs and Lateral Flow device kits will be handled in accordance with the training supplied by the Government.</p>			
<p>Clinical Incidents including vomiting, blood or incorrect swabbing increasing risk of infection.</p>	<p>Testing team become infected.</p>	<p>Full training will be given on handling spillages and other incidents appropriately and in accordance with the guidance. The area will be cleared of people whilst the issue is dealt with this will include a full deep clean and the waste removed immediately.</p> <p>Testing booths will include sick bowls.</p> <p>Some members of the Testing Team are qualified in first aid and have undertaken the appropriate training to give full instructions to staff and students taking a test.</p> <p>Cleaning procedures in place.</p> <p>The Testing Team will undergo a test every 3 days to ensure they are clear of infection. If they have been in close contact of a positive case the team member will be sent home and daily serial testing will be undertaken.</p>	<p>Staff Training</p> <p>Site Set Up and daily monitoring.</p> <p>Team consent to testing every 3 days</p>	<p>SHN/CON</p> <p>Test Team – SHN/CON – Daily Check Sheet</p> <p>Testing Team</p>	<p>11th January 2021</p> <p>Daily and ongoing</p> <p>Ongoing</p>
<p>Bio-hazards and hazardous substances being handled</p>	<p>Testing Team and cleaners potentially coming into contact with</p>	<p>Extraction solution which comes with the lab test kit contains the following components: Na₂HPO₄ (disodium hydrogen phosphate), Na₂HPO₄ (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used when handling the extraction solution.</p>	<p>Testing Team – Checked by SHN/CON Daily for adherence</p>	<p>11th January 2021 and then ongoing</p>

	<p>hazardous materials. Allergic reactions or infection.</p>	<p>These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p> <ul style="list-style-type: none"> Other liquids and cleaning and sanitizing liquids are all subject to COSHH and data is kept on each. 	<p>Safety glasses with side shields which are tested and approved under appropriate government standards to be worn when handling the extraction solution.</p> <p>Impervious clothing to be worn to protect the body from splashes or spillages.</p> <p>Environmental: the products should not enter the college drainage system.</p> <p>Spillages: Wipe surfaces which the solution has been spilled on and dispose of the cleaning material in line with waste disposal procedures.</p> <p>Staff will not use the solution if it is passed the expiry date.</p> <p>Training will be provided in handling potentially biohazardous samples and chemicals in accordance with good practice.</p> <p>The Testing Team will follow procedures outlined on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</p>	<p>Incidents recorded daily – SHN/CON</p> <p>Testing Team</p>	<p>Ongoing checks</p> <p>Ongoing</p> <p>Ongoing</p>
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General Site Activities and Hazards					
Hazard	Risks	Control Measures	Actions Required	Responsibility	Target Date(s)
Slips, trips or falls	Staff and test subjects injure themselves.	<p>There are clear and well-lit access and exit routes to the Testing Centre.</p> <p>Flooring in the Activity Hall has been checked and is appropriate for the operation. The floor will be kept clean and dry.</p> <p>Mats are placed at the external entrance to prevent water from outside being transferred into the Test Centre.</p> <p>Appropriate clothing and footwear will be worn by the Testing Team.</p> <p>Spillages will be cleaned immediately.</p> <p>Good housekeeping is in place and a clean as you go system so that areas are kept tidy and adequate bins are available.</p>	<p>Site checked regularly to ensure routes and areas are clean, clear, and dry.</p> <p>Cleaning regime in place</p>	<p>SHN/CON – Daily check</p> <p>Testing Team</p>	Daily and ongoing
Manual Handling	Staff may injure themselves through repetitive actions or handling boxes	<p>Staff training has taken place.</p> <p>Equipment is stored correctly and assessed for appropriate handling prior to storage.</p> <p>A staff rota is in place and appropriate refreshment and wellbeing breaks are in place.</p> <p>Workstations have been assessed in accordance with Display Screen Equipment Regulations.</p>	Operation assessed and testing team aware to report any issues.	SHN/CON – daily checks	11 th January 2021 then daily.

Welfare Facilities	Inadequate facilities could lead to staff ill health or stress	<p>The Activity Hall has been identified as the most appropriate site for a Testing Centre as it has good access to all College facilities whilst being able to operate as an independent unit.</p> <p>The Testing Team will work their normal working arrangements in accordance with their contract of employment and will take scheduled breaks in accordance with the Working Time Directive.</p>	SHN to check in with team daily – wellbeing checks.	SHN/SGL	Ongoing from 11 th January 2021.
Unauthorised access to site	Team and unauthorised person exposed to site hazards or potential	<p>The Testing Centre is secure and has a reception area with signing in procedures that will prevent unauthorised entry.</p> <p>Supplies are stored securely when the Test Centre is not in operation.</p>		SHN/CON/AMEY	Daily
Electrical equipment	Electrical shock and injury from poorly maintained equipment	<p>All equipment has been installed correctly.</p> <p>Equipment has been PAT Tested if required.</p> <p>The Test Centre and all associated equipment is checked on a daily basis prior to the Testing Centre opening time.</p>	IT Team and Site Operational Team installing and checking equipment	ACK	11 th January 2021 and then daily
Testing Team being assaulted verbally or physically if subjects are distressed.	Testing team could be injured.	<p>Instructions were sent out with the consent form and clear procedures are in place for managing the wellbeing of the Testing Team, staff and students throughout the testing process.</p> <p>The Testing Team is trained to manage incidents. However, they have access to Leadership support through a two-way radio and on call system.</p> <p>The college has a zero-tolerance approach towards abusive behaviour. The person will be asked to leave or be removed from the Testing Centre by trained staff if required.</p>	School staff and students made aware of procedures and expectations of behaviour.	SHN/SGL/CHT	11 th January 2021

Adverse Weather	Site difficult to access and could lead to injury	The College has an adverse weather procedure which will be implemented as required. If the College is closed due to adverse weather conditions the Testing Centre and will be closed and operation suspended temporarily.	AMEY/ACK to communicate arrangements	ACK/SHN	As required.
Other Operational Considerations					
Hazard	Risks	Control Measures	Actions Required	Responsibility	Target Date(s)
Incorrect result communication or lack of communication	Distress caused to those being tested	<p>Invitations will be sent to staff and students via email with instructions and an appointment time. Parent Mail communications will also be sent to parents.</p> <p>The staff member or student will receive 2 identical barcodes when they sign in at reception.</p> <p>The staff member or student will register their details to the unique ID barcode before conducting the test.</p> <p>A barcode is attached to the test by trained staff. At the sample collection bay barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</p>	<p>Full procedure in place for communication and handling results.</p> <p>Liaison with school teams and HR in place.</p> <p>Procedure reviewed constantly to ensure communication is appropriate and any issues are resolved quickly and followed up.</p>	SHN/CON NDN/DME SHN/SGL	11 th January 2021

Principal's 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.

Principal: Signature:

Date:

11th January 2021

<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>

