



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 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.

A further review of the risk assessment has been undertaken following the Government announcement that all children can return to college with effect from 8th March 2021.

Covid-19 Operational Reporting Arrangements

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
Transmission of the virus across the college community	Staff and students become infected.	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (Covid-19) symptoms, or who	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)	All staff	July 2020 - ongoing

		<p>have someone in their household who does, do not attend the setting.</p> <p>Respond 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>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</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 Track 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. • Staff and students will be advised to isolate for 10 days from either the date of the test if the individual is asymptomatic or 10 days from when symptoms started. In the case of staff an email from HR will inform the individual when they can return to college. • 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>SGL</p> <p>CHT</p> <p>SGL/AAO</p> <p>SGL/AAO</p> <p>CWN</p> <p>SHN</p>	<p>June 2020 – ongoing</p> <p>June 2020 - ongoing</p> <p>September 2020 – ongoing</p> <p>July/September - ongoing</p> <p>As required</p> <p>As required</p> <p>As required</p>
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			<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>		
		Implementation of the college testing programme	<p>In accordance with the 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 on site during January and February 2021 have also been given the opportunity to partake in the Coronavirus testing programme and parents have been sent the appropriate consent form and Privacy Notice. The appropriate risks have been assessed and are included in this document.</p>	SHN	January 2021 - ongoing
			<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>	CHT/Principal's Team	June 2020 - ongoing
			<p>The College will contain any outbreak by following local health protection team advice.</p>		
		Parents and staff to inform college immediately of the results	<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>	SGL in the case of staff AAO in the case of students	Ongoing
			<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>	HR – SGL/ALE	Ongoing
			<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</p>	Monitored by HR – SGL/ALE	As required

		<p>Manage confirmed cases amongst the school community and contain any outbreak by following local health protection team advice</p>	<p>continue to self-isolate for at least 10 days from the onset of their symptoms.</p> <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 college will not share the names or details of people with coronavirus (Covid-19) unless essential to protect others.</p>	<p>CHT/AAO</p> <p>CHT/AAO</p>	<p>As required</p> <p>As required</p>
	Localised/individual outbreak of the virus	<p>Process followed should a localised outbreak of the virus occur</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their</p>	<p>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.</p> <p>If a student 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>MPD</p>	<p>As required</p>

		household who does, do not attend the college.	<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 2 metres distance 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>	MPD	As required
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College Operations

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
An outbreak of Covid-19 across the college community	The infection could spread across the college due to contact with infected individuals	<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</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>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 helps to minimise the crossover of students from different year groups either outside the college or upon entrance to the college.</p>	CHT/Principal's Team	September 2020 - ongoing

		<p>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>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> <p>Students enter college through a designated gate allowing for the 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 available on the college website for future reference.</p> <p>At the end of the day students are directed by the Duty Team to leave the college site immediately or they are directed to the appropriate school bus if applicable.</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 teachers and other staff can operate across different classes and year groups to facilitate the delivery of the college timetable however where 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>Government guidance confirms that specialist teaching areas can be used and therefore:</p>	<p>School Teams</p> <p>Duty Teams</p>	<p>June 2020</p> <p>September 2020</p>
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			<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 and IT where appropriate. • Students who require specialist interventions will attend Bridge where individual year groups have been allocated their own areas 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>Specialist areas will be cleaned, and disinfectant spray used between classes to minimise the risk of cross infection</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>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 use toilet facilities within their area of the college.</p> <p>Each year group has an allocated outdoor space. Students are supervised by a Duty Team and Lunch time Supervisors to ensure that they do not leave their area.</p>	<p>CCS/Heads of School</p> <p>CCS/Heads of School</p>	<p>September 2020 - ongoing</p> <p>September 2020 - ongoing</p>
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			<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> <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. School Teams are continuing to inform and update students for their return to college on 8th March 2021.</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>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>	All staff	September 2020
		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. Hand sanitiser is available in all classrooms and office bases.</p>	School Teams/Duty Teams	September 2020 - ongoing
		Promoting the 'catch it, bin it, kill it' approach	<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>	All staff	June 2020

		Wearing appropriate face coverings	<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>In accordance with the Government advice issued for a return of students on 8th March 2021, it is recommended that staff wear face coverings during lessons when moving around the classroom.</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. In accordance with the Government advice issued for a return of students on 8th March 2021, it is recommended that students wear face coverings during lessons. Replacement face coverings are available if required by the student.</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>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>All meetings are held with social distancing measures in place or, if this is not possible, these meetings are held via Microsoft Teams.</p>	All staff	September 2020
				CCS/Duty Teams	September 2020 - ongoing
				All staff	September 2020 - ongoing
		Put in place measures to reduce the risk of infection during Briefings and Inset.	Staff have been advised to wear face coverings 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	All staff	March 2021

			<p>spare face coverings are available on entry to the Theatre. This advice was amended in October 2020 and for the foreseeable future Briefing and/or Inset will take place remotely.</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>	DME/SHN	September 2020 - ongoing
		Where necessary, wear appropriate PPE.	<p>Most 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 2 metres distance 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 	DME/SHN/School Teams	September 2020 - ongoing
			<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>	SPD/SEND Team	September 2020 - ongoing
				All staff	September 2020 - ongoing
		Put in place and update a college risk assessment	<p>The risk assessment is revised on a regular basis to take account of the implementation of new systems of control and Government guidance. On each occasion the revised risk</p>	ASD/DBN/SGL	As required

			<p>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 and is updated on a regular basis.</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> <p>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><u>Return of students on 8th March 2021</u> Following the Government announcement that all students will return to school with effect from 8th March 2021, the risk assessment has been reviewed and the operational procedures put in place for September 2020 will resume as detailed in this document.</p>	<p>CHT/Principal's Team</p> <p>CHT/Principal's Team</p>	<p>January 2021</p> <p>March 2021</p>
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Increased risk of infection on educational visits	Children and staff become infected	Educational visits are unlikely to happen during the academic year 2020/21	In accordance with Government guidelines the college has offered Lateral flow tests to students. The first test will take place immediately before the students return to college, with the second and third tests taking place between three days and five days intervals. Following this testing programme, staff and students will be given Lateral Flow testing devices to undertake a Covid-19 test at home. The test must be registered with the NHS Track and Trace Scheme, so results are recorded.	SHN and Testing Team	March 2021 - ongoing
			The college will not be arranging any educational trips or visits during the current academic year 2020/21.	DBN/DME	September 2020 - ongoing

Student Arrangements and Classroom Management

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
Transmission of the virus throughout the college community	Staff and students become infected by the virus	Put in place measures within the classroom to reduce chance of infection.	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.	ACK/Amey	September 2020
			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.	All staff	September 2020 - ongoing
			Students are also encouraged not to touch staff or their peers so reducing the risk of cross infection.	All staff	September 2020 – ongoing
			The operation of practical drama lessons has been risk assessed to ensure the safety of staff and students. The floor of the	MFH	November 2020 - ongoing

			<p>drama studio has been marked using tape indicating where students stand to enable social distancing measures to be in place. Students will work in groups of 4 as a maximum and these will remain the same for the rest of the academic year to enable track and trace to take place if required.</p> <p>When performing students will face forwards and volume in general kept low, where this is unavoidable face coverings can be worn. Students will be asked to sanitise their hands as they enter and leave the Drama studio. Extra-curricular sessions will take place from April 2021, ensuring there are no more than 30 students permitted in the space at any one time.</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>	JHT	November 2020 – ongoing
			<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 are 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>	SLD	November 2020 – Ongoing
			<p>Students are fully aware of the equipment including pens, pencils, rulers, and calculators etc. that they require for college.</p>	CCS/Heads of School	September 2020 - ongoing

			<p>They have been advised not to share their own equipment with other students and they have been advised to limit bringing unnecessary items into college.</p> <p>Resources that are shared between classes or year group bubbles, such as books, 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>Staff have the option of having their own set of glue sticks and a pack of disinfectant wipes for students to clean after use or they can collect a set of glue sticks from the Staff Resource Room.</p>	<p>Subject Leaders</p> <p>CCS</p>	<p>June 2020 – ongoing</p> <p>March 2021</p>
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Arrangements for SEND Students

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
Vulnerable students becoming infected by Covid-19	Students with an EHCP may be at greater risk.	Protection of vulnerable students	<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>When teaching students who are hearing impaired, staff should wear a clear face covering e.g. a visor and maintain social distancing.</p>	SPD/Team Leaders	August 2020
		Review/Complete Individual risk assessments for all EHCP students and share with teachers, parents to ensure	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 their return post lockdown.	SPD	September 2020 – ongoing
				SPD	September 2020 – ongoing
				SPD/SEND Team	September 2020 – ongoing

Home to school Transport	Risk of infection and cross contamination.	<p>safety of EHCP students.</p> <p>Liaise with any provider of transport to ensure appropriate measures are in place.</p>	<p>Where students have EHCPs or additional medical needs, a risk assessment has been completed; updates have been ongoing and will continue to ensure risk assessments remain up to date.</p> <p>The SENCO and her team continue to review risk assessments and implement revised strategies for appropriate students.</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>Staff working in Bridge are required to wear face coverings and maintain social distancing.</p> <p>As multiple year groups utilise Bridge at the same time, each year group has an allocation of desks which are cleaned once the student leaves the provision.</p> <p>When staff are supporting students in the capacity of Reader, Scribe or Practical Assistant they will be seated at a 1 metre distance from the student, wear a face covering and they will also direct the student to wear a face covering.</p> <p>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.</p> <p>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.</p>	<p>SEND Team Leaders</p> <p>SPD</p> <p>SPD</p> <p>SPD</p> <p>SPD</p> <p>SPD</p> <p>DSR</p>	<p>September 2020 – ongoing</p> <p>June 2020 – ongoing</p> <p>September 2020</p> <p>September 2020</p> <p>September 2020</p> <p>June 2020</p> <p>September 2020</p>
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Safeguarding and Student Wellbeing

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
The safeguarding of students is not effective	Students may be at risk of harm.	Ensure safeguarding policy is fit for purpose.	<p>There is a HCAT safeguarding policy in place (September 2020) in line with KCSIE 2020, with a Covid-19 appendix added.</p> <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/dfе-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380</p>	ASD CCS	September 2020 June 2020
Students are affected by the pandemic socially and emotionally.	Students 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>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>Student wellbeing staff provide more focused pastoral support where issues are identified.</p> <p>A wellbeing section (Parents and Carers Advice Zone) is the Parents Hub of the college website with advice about supporting successful changes to the routines 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>Interventions by MIND, Compass and the Education Psychologist are taking place virtually or by telephone. Some appointments will take place on a face to face basis from week commencing 8th March 2021.</p>	Heads of School/Student Wellbeing	June 2020 – ongoing

Students not attending college.	Students continue to fall behind educationally, become socially isolated and may become at risk.	<p>Ensure parents are aware of their duty that their child regularly attends college.</p> <p>The Attendance Team will record attendance and follow up absence.</p> <p>School will issue sanctions where necessary</p> <p>Put in place appropriate initiative to promote attendance</p>	<p>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 10 days.</p> <p>School Teams have identified a small number of students who will still be unable to attend college in line with public health advice because they are self-isolating.</p> <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> <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> <p>School Teams have communicated clear and consistent expectations around attendance at college to families throughout the summer ahead of the new school year 2020/21.</p> <p>The School Teams and Lead for Attendance are working closely with the Education Welfare Service as appropriate to ensure students return to college.</p>	<p>CCS/Attendance Team</p> <p>Heads of School</p> <p>School Teams</p>	<p>June 2020 – ongoing</p> <p>June 2020 - ongoing</p> <p>June 2020 - ongoing</p>
Staff Wellbeing					
Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)

<p>Ability to deliver a full college offer due to a reduced workforce</p>	<p>College will not be able to open fully</p>	<p>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>	<p>In terms of shielding the college will advise staff in accordance with the Government guidance at the time.</p> <p><u>September 2020</u> Staff considered to be clinically extremely vulnerable who 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 were held with appropriate staff and a risk assessment completed.</p> <p><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</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 Covid-19. In this case an individual risk assessment will be undertaken as required.</p> <p>The HR Team have completed a video for staff covering wellbeing advice and support which was circulated to all staff in September 2020</p>	<p>SGL/HR Team</p>	<p>June 2020 – ongoing</p>
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<p>The wellbeing of staff is put at risk.</p>	<p>Increased risk of staff absence and reduced well-being.</p>	<p>Provide opportunities for regular check in with staff.</p> <p>Provide more specialist counselling where possible.</p>	<p>The following link has been shared with staff and students in order to promote health and wellbeing.</p> <p>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>The HR Team are contacting staff who are absent due to Covid-19 or isolating due to close contact with an infected person to offer support at least twice during their isolation period.</p> <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> <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>DBN/SBN</p>	<p>June 2020 - ongoing</p>
<p>Staff workforce, particularly ITT and ECT teachers are not suitably experienced.</p>	<p>Students do not receive quality education and staff feel under supported.</p>	<p>Ensure appropriate CPD and support is in place for ECT and ITT students and staff new to school.</p>	<p>ITT students may be asked to support small groups, support online learning or deliver catch up lessons.</p> <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>CHT/DBN/ASD</p>
<p>Staff having to quarantine following visits abroad</p>	<p>Reduced workforce</p>	<p>Identify those staff who may have booked to travel abroad.</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 must be available to work following each school holiday.</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. Further advice will be issued when the Government announce any travel updates.</p> <p>A policy is in place across the Trust to ensure consistency of approach in managing this situation.</p>		
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Remote Education

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
The curriculum does not support learners to catch up and keep up	Students do not close the gaps in their education that have been caused by the pandemic.	<p>Education is not optional: all students 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 students 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>Relationships and Health Education (RHE) for secondary aged students will be delivered across the Academic year 2020-2021.</p> <p>Outdoor sports are prioritised where possible, and large indoor spaces can be used.</p> <p>Substantial modification to the curriculum may be needed after the end of periods of lockdown so teaching time is prioritised to address significant gaps in students’ knowledge with the aim of</p>	CHT/Principal’s Team	September 2020 - ongoing

<p>Students miss further learning.</p>	<p>Remote education support</p>	<p>be taught a wide range of subjects.</p> <p>Remote education, where needed, is high quality and aligns as closely as possible with in-college provision: the college continues to build capability to educate students remotely, where this is needed.</p>	<p>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><u>January 2021</u> 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 for using Microsoft Teams was 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 a second closure/partial closure.</p> <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>		
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<p>Safeguarding risks of working remotely.</p>	<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 platform inappropriately</p>	<p>Ensure there is capacity to offer immediate remote learning education.</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>Due to the 3rd national lockdown and closure of schools effective in January 2021, the college moved to remote education, providing 5 live lessons of 50 minutes each per day.</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 follow up any students who have missed lessons from a safeguarding perspective. <p>All staff are expected to report potential safeguarding concerns through CPOMS.</p>		
Student Behaviour					

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
Students 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-19 situation into consideration and includes support for students.</p> <p>The college has set out clearly 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>	ASD/CCS	September 2020

Assessment Arrangements

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
Students have missed a critical period of their education due to lockdown in the 2019/20 and 2020/21 academic year.	Decline in outcomes	<p>Accurate assessments are made using Teacher Judgement, Moderation and Challenge</p> <p>Safe management of mock examinations</p>	<p>Ensure the curriculum remains ambitious and addresses the gaps in learning. Assessment if used effectively to track the position of students.</p> <p>Curriculum is designed to meet the assessment criteria and to ensure continued high standards through:</p> <ul style="list-style-type: none"> 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>All departments have their own remote assessment arrangements in place.</p> <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>AWO</p> <p>AWO/LPD</p>	September 2020 - ongoing

			<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>		
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Visitors, Reception and Office Arrangements

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
Transmission of the virus from outside the college	Staff and students become infected	Limiting access to the college	To reduce the risk of transmission, external visitors, parents, and carers are not able to access the college at the current time.	DME/SHN	September 2020 – ongoing
			As of 8 th March 2021, external agencies which help promote student wellbeing and Peripatetic Music Teachers will be able to access the college site.	CCS	March 2021
			Perspex screens have been fitted to reception and student reception to ensure the safety of staff.	Administration Team	September 2020 – ongoing
			Visitors to office bases/staff resource rooms wear face coverings on entry to the room.	All staff	September 2020 – ongoing
			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.	Finance and Administration Team	September 2020 - ongoing

Catering Arrangements

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
College catering services not available.	Meals cannot be provided.	Liaise with the Director of Catering and Hospitality to ensure that meals can be provided.	<p>The provision of 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>The Director of Catering and Hospitality 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> <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>The Director of Catering and Hospitality 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> <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	September 2020 - ongoing
Lack of extra-curricular provision to support social development and working parents.	Students not having the opportunity for breakfast	The provision of a breakfast menu for staff and students	<p>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 are situated outside the canteen.</p> <p><u>Lockdown 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>	LGH	September 2020 - ongoing
				LGH	September 2020 - ongoing
				LGH	Ongoing

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AMEY – Cleaning Arrangements and Contractors

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
An unclean building	Risk of cross infection	<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p> <p>Acceptance of essential contractors on site to manage any defects or developments in the building.</p>	<p>Amey have an enhanced cleaning schedule in place that ensures more frequent cleaning of rooms, shared areas and toilet facilities.</p> <p>Amey ensure that rooms, communal areas and corridors are deep cleaned at the end of each day.</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 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>	ACK/Amey	September 2020 - ongoing

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:

1st March 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. The core team are all trained and Train the Trainer to enable this.	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>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 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.</p>	<p>Site Set up including signage checked daily.</p>	<p>Testing Team</p>	<p>Daily- Ongoing</p>
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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 Covid-19	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
		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 – regular removal of waste.	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.			
		The disposal of all testing equipment and PPE will be placed in the appropriately labelled waste disposal bins.			

		All swabs and Lateral Flow device kits will be handled in accordance with the training supplied by the Government.			
Clinical Incidents including vomiting, blood or incorrect swabbing increasing risk of infection.	Testing team become infected.	<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. 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>
Bio-hazards, and hazardous substances being handled	Testing Team and cleaners potentially coming into contact with hazardous materials. Allergic reactions or infection.	<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>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,</p>	<p>PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used when handling the extraction solution.</p> <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>Testing Team – Checked by SHN/CON Daily for adherence</p>	<p>11th January 2021 and then ongoing</p>

		<p>reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.</p> <p>Other liquids and cleaning and sanitizing liquids are all subject to COSHH and data is kept on each.</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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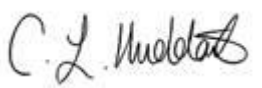
General Site Activities and Hazards

Hazard	Risks	Control Measures	Actions Required	Responsibility	Target Date(s)
Slips, trips or falls	Staff and test subjects injure themselves.	There are clear and well-lit access and exit routes to the Testing Centre.	<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

		<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>			
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	The Testing Centre is secure and has a reception area with signing in procedures that will prevent unauthorised entry. Supplies are stored securely when the Test Centre is not in operation.		SHN/CON/AMEY	Daily
Electrical equipment	Electrical shock and injury from poorly maintained equipment	All equipment has been installed correctly. Equipment has been PAT Tested if required. The Test Centre and all associated equipment is checked on a daily basis prior to the Testing Centre opening time.	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.	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. The Testing Team is trained to manage incidents. However, they have access to Leadership support through a two-way radio and on call system. 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.	School staff and students made aware of procedures and expectations of behaviour.	SHN/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	Distress caused to	Invitations will be sent to staff and students via email with instructions and an appointment time.	Full procedure in place for communication and handling results.	SHN/CON	11 th January 2021

or lack of communication	those being tested	<p>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>Procedure reviewed constantly to ensure communication is appropriate and any issues are resolved quickly and followed up.</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: Signature: 	Date: 3rd March 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>