



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 – revised as detailed below</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>

September 2020

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.

4th January 2021

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.

8th March 2021

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.

1st September 2021

A further review of the risk assessment has been undertaken following the Government announcement that Step 4 of the roadmap will be put into place. This involves moving away from stringent restrictions towards advising the community how to protect themselves. The college risk assessment follows the operational guidance published by the Government for implementation with effect from 1st September 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 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	All staff	July 2020 - ongoing
		Respond to any potential infections by engaging with the NHS Test and Trace process	Staff in the college who become unwell during the day with a new continuous cough, a high temperature or 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. 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	SGL	June 2020 – ongoing
		Anyone who displays symptoms of coronavirus (Covid-19) can and should get a test	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: <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. 	SGL	June 2020 - ongoing
				CHT	September 2020 – ongoing

			<ul style="list-style-type: none"> • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (Covid-19) 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>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 the Government directive issued in January 2021 the college implemented a local testing facility. This has been set up in an appropriate room, 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> <p>Government guidance issued for September 2021 states that a small testing facility should be available on school sites until they review the position at the end of September 2021. The college has allocated Room DT05 for this purpose and a small testing facility will remain in place until further notice.</p>	<p>SGL/AAO</p> <p>SGL/AAO</p> <p>CWN</p> <p>SHN</p> <p>SHN</p> <p>SHN</p>	<p>July/September - ongoing</p> <p>As required</p> <p>As required</p> <p>As required</p> <p>January 2021 - ongoing</p> <p>September 2021</p>
		Implementation of the college testing programme			

	Parents and staff to inform college immediately of the results	In line with Government Guidance, effective from April 2021, students were given home testing kits and for those who are partaking in the programme were asked to test twice per week. The same arrangement was in place for staff. This arrangement will continue throughout September 2021 or until further advice is received from the Government.	CHT/Principal's Team	June 2020 - ongoing
	Manage confirmed cases amongst the school community and contain any outbreak by following local health protection team advice	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. The College will contain any outbreak by following local health protection team advice and if necessary, implement the College Outbreak Management Plan.	SGL in the case of staff AAO in the case of students AAO	Ongoing Ongoing
	Process followed should a localised outbreak of the virus occur	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.	Monitored by HR – SGL/ALE AAO	As required
	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the college.	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. 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.	CHT/AAO	As required
		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.	CHT/AAO	As required

	Localised/individual outbreak of the virus		<p>From 1st September 2021, close contacts of a positive case will be identified via the NHS Test and Trace Team, who will make contact directly with the individual concerned. The college will support the NHS Track and Trace Team to identify close contacts if they are requested to do so.</p> <p>If a member of staff has been notified by the NHS Test and Trace Team that they have been a close contact of a positive case and any of the following apply, they would not need to isolate:</p> <ul style="list-style-type: none"> • They are fully vaccinated • They are below the age of 18 years and 6 months • They have taken part in or are currently part of an approved Covid-19 vaccine trial • They are not able to get vaccinated for medical reasons. <p>From 16th August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by the NHS Test and Trace Team as a close contact of a positive case.</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>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 college will follow its Outbreak Management Plan with advice from Public Health England etc.</p> <p>The Department for Public Health will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to</p>	<p>AAO</p> <p>CHT/AAO</p> <p>AAO</p>	<p>September 2021 - ongoing</p> <p>September 2021 - ongoing</p>
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			<p>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>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>	<p>MPD</p> <p>MPD</p>	<p>As required</p> <p>As required</p>
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College Operations

Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
An outbreak of Covid-19 across the	The infection could spread across the college due to	Minimise contact between individuals and maintain social	With effect from 1 st September 2021, the college will no longer organise year groups into 'bubbles' as per the Government	CHT/Principal's Team	September 2021 - ongoing

college community	contact with infected individuals	<p>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>Guidance. Normal timetables will resume, and Subject Departments will revert to their identified areas of the college.</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 continue from September 2021 subject to a change to the finish time for Year 11.</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>School Teams</p> <p>ASD</p> <p>Duty Teams</p> <p>CHT/DBN/ASD</p> <p>All staff/students</p>	<p>June 2020 - ongoing</p> <p>August 2021</p> <p>September 2020 - ongoing</p> <p>September 2020 - ongoing</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 2021 This information is available on the college website for future reference.</p> <p>Further guidance was issued to parents/carers for the arrangements at the beginning of the Autumn term 2021.</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>Government guidance confirms that teachers and other staff can operate across different classes and year groups to facilitate the delivery of the college timetable. Staff continue to practise good hand hygiene by either washing their hands or using hand sanitiser on entry to different classrooms.</p>		

		<p>Students should wash their hands or use the hand sanitiser whenever possible. Hand sanitiser will be available in classrooms, the Dining Hall and throughout college.</p> <p>Specialist areas will be cleaned, and disinfectant spray used between classes to minimise the risk of cross infection</p> <p>Two water filling stations are in use for students to fill water bottles only. Students are not allowed to drink directly 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><u>September 2021</u> Students from Years 8 to 11 will be informed of the new arrangements for the first day back to college in September 2021 (Monday 6th September 2021), this will be during an extended tutor time. Year 8 to 11 will have their first lateral flow test on Thursday 2nd or Friday 3rd September 2021</p> <p>Students commencing in Year 7 will attend college on Wednesday 1st September for their first lateral flow test. They will be in college on Thursday 2nd September 2021, where they begin their day with an assembly and form time. They will begin their lessons from Period 3 onwards.</p> <p>With effect from 1st September 2021, assemblies will resume for all year groups in the Theatre. Hand sanitiser will be available at the entrance to the Theatre.</p> <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</p>	<p>Teaching staff</p> <p>Duty Teams</p> <p>CCS/Heads of School</p> <p>CCS/Heads of School</p> <p>All staff</p>	<p>September 2020 - ongoing</p> <p>September 2021</p> <p>September 2021</p> <p>September 2020 - ongoing</p>
	Robust hand and respiratory hygiene			

		<p>Promoting the 'catch it, bin it, kill it' approach</p> <p>Face coverings if required.</p>	<p>are positioned at the student entrance and are available throughout the college. Hand sanitiser is available in all classrooms and office bases.</p> <p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Each classroom, office, meeting room and area of the college has an adequate supply of tissues.</p> <p>Face coverings are not advised for students, staff and visitors either in classrooms or communal areas. However, should students, staff or visitors wish to wear a face covering they can do so.</p> <p>There will be no limit on the number of staff working in the staff resource rooms. However, it is advised that the room is well ventilated and hand sanitiser is available and used on entry and exit to the room.</p> <p>Staff in office environments ensure where possible the room is well ventilated. Staff will no longer be required to wear face coverings. However, they can continue to wear face coverings from September 2021 if they would prefer to.</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>All staff and students</p> <p>All staff and students</p> <p>Teaching Staff</p> <p>Office based staff</p> <p>All staff</p> <p>All staff</p> <p>Cover Manager</p>	<p>September 2020 - ongoing</p> <p>September 2021 - ongoing</p> <p>September 2021 - ongoing</p> <p>September 2021</p> <p>September 2020 - ongoing</p> <p>September 2021 - ongoing</p> <p>September 2021 - ongoing</p>
		<p>Put in place measures to reduce the risk of infection during Briefings and Inset.</p>	<p>With effect from 1st September 2021, staff will be able to hold meetings in the Theatre. All seating within the Theatre faces forward and hand sanitisers are available on entry to the Theatre. Ventilation systems will also be operated when the Theatre is in use.</p> <p>The college employs a team of Cover Supervisors to support teacher absence. However, in the rare event that the college requires supply teachers, then the Cover Manager will</p>		

		<p>Where necessary, wear appropriate PPE.</p>	<p>communicate all the measures that are in place and ensure that the supply teacher understands all college systems and procedures in place to reduce the risk of infection across the organisation.</p> <p>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 	All staff	September 2020 - ongoing
		<p>Regular review of the risk assessment to take account of changes in Government guidance and local conditions.</p>	<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 assessment has been communicated to staff and the trade unions and all other stakeholders (via the College website). All parties have had an opportunity to respond with any comments or suggested amendments.</p>	All staff	September 2020 - ongoing
		<p>Put in place and update a college risk assessment</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>	SGL/JOR	September 2020 - ongoing
			<p>In accordance with Government guidelines the college has offered Lateral flow tests to students prior to their return to college in September 2021. 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</p>	SHN/DME	September 2021

Increased risk of infection on educational visits	Children and staff become infected	Educational visits can be arranged as per the Government guidance.	<p>a Covid-19 test at home. The test must be registered with the NHS Track and Trace Scheme, so results are recorded.</p> <p>The college will arrange educational trips or visits during the current academic year 2021/22 as per the Government guidance. However, stringent risk assessments will be completed before the arrangements are confirmed and the trip takes place.</p>	DBN/DME	September 2021
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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 can choose to maintain distancing if required.	ACK/Amey	September 2021 - ongoing
			Students are 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 will return to normal arrangements. Hand sanitiser will be available on entry to the Drama studio.	MFH	September 2021 - ongoing
			Students undertaking Dance will perform the practical aspects of the course in the theatre in line with guidance from 'One Dance UK'. Hand sanitiser will be available on entry to the Dance studio.	JHT	September 2021 – ongoing
			Students undertaking Hospitality and Catering can complete practical tasks as detailed in the curriculum with additional	SLD	November 2020 – Ongoing

			<p>measures in place including hand washing at regular intervals and antibacterial spray and wipes are available. Students are also given a clean apron to wear throughout any practical tasks.</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 and they have been advised to limit bringing unnecessary items into college.</p> <p>Resources that are shared between classes or year groups, such as books, sports, art and science equipment are cleaned frequently and meticulously.</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>Where possible staff should ensure windows and internal doors remain open to improve natural ventilation. Staff to manage the need for increased ventilation while maintaining a comfortable temperature.</p>	<p>CCS/Heads of School</p> <p>Subject Leaders</p> <p>CCS</p> <p>All staff</p>	<p>September 2020 - ongoing</p> <p>September 2021 – ongoing</p> <p>March 2021 – ongoing</p> <p>September 2021 - ongoing</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		Protection of vulnerable students	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>SPD/Team Leaders</p> <p>SPD</p>	<p>August 2020 - ongoing</p> <p>September 2021 – ongoing</p>

			<p>When teaching students who are hearing impaired, staff can wear a clear face covering e.g. a visor and maintain social distancing should they wish to.</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 their start at college in September 2021.</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. In this case students use the hand sanitiser stations before leaving and accessing different areas of the college.</p> <p>Staff working in Bridge can wear face coverings and maintain some distance should they wish to do so.</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 have the option to wear a face covering and they may also ask the student to wear a face covering.</p>		
	Students with an EHCP may be at greater risk.	Review/Complete Individual risk assessments for all EHCP students and share with teachers, parents to ensure safety of EHCP students.		SPD	September 2021 – ongoing
				SPD/SEND Team	September 2020 – ongoing
				SEND Team Leaders	September 2020 – ongoing
				SPD	June 2020 – ongoing
				SPD	September 2021 - ongoing
				SPD	September 2020
				SPD	September 2021 - ongoing
Home to school Transport	Risk of infection and cross contamination.	Liaise with any provider of transport to ensure appropriate	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	June 2020 - ongoing
				DSR	

		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.		September 2020 - ongoing
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 2021) in line with KCSIE 2021, 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 2020 to set out how to support returning staff and students, and a recording was available to access online afterwards</p> <p>https://www.eventbrite.co.uk/e/dfc-supporting-pupil-and-student-mental-wellbeing-tickets-110796856380</p>	ASD CCS	September 2021 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, and this will continue in September 2021.</p> <p>A wellbeing section (Parents and Carers Advice Zone) is available in the Parents Hub of the college website with advice</p>	Heads of School/Student Wellbeing	June 2020 – ongoing

<p>Students not attending college.</p>	<p>Students continue to fall behind educationally, become socially isolated and may become at risk.</p>	<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>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 on a face to face basis from 1st September 2021.</p> <p>The Education Welfare Service (EWS) will access the college. 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 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/Attendance Team</p>	<p>June 2020 – ongoing</p> <p>June 2020 - ongoing</p> <p>June 2020 - ongoing</p>
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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>The Government has announced that there is no requirement for staff who are considered, critically extremely vulnerable to shield.</p> <p>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>The following link has been shared with staff and students in order to promote health and wellbeing.</p>	<p>SGL/HR Team</p>	<p>September 2021</p>

<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>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 to offer support at least twice during their isolation period.</p>	<p>DBN/SBN</p> <p>CHT/DBN/ASD</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>New staff and students to the college have completed 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>CHT/DBN/ASD</p>	<p>June 2020 - ongoing</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>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 must be available to work following each school holiday. Due to the current situation staff are asked to carefully consider any holiday plans involving trips abroad for the academic year 2021/2022. Further advice will be issued when the Government announce any travel updates.</p>			

			A policy is in place across the Trust to ensure consistency of approach in managing this situation.		
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 be taught a wide range of subjects.</p>	<p>There is a recovery plan in each subject area to support all learners to close gaps and make progress. Students continue to access a full curriculum offer as pre-lockdown – KS4 students continue to study option subjects.</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>The curriculum remains in place for all year groups and all subjects will be taught fully in accordance with Curriculum plans from September 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>	CHT/Principal's Team	September 2020 - ongoing

<p>Students miss further learning.</p>	<p>Remote education support</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>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. The college will be ready to switch to remote learning should this be necessary from September 2021.</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 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. This support will continue if required.</p>		
<p>Safeguarding risks of working remotely.</p>	<p>Students who are not part of the class accessing lessons External unauthorised access to Teams/college intranet (Horizon Hub)</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>In the event of a 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> <p>Should the college be required to move to remote education, 5 live lessons of 50 minutes each per day will be in place.</p>		
	<p>Safeguarding of staff and students</p>	<p>Ensure that lessons are recorded for referral if there is a</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. 		

	Students using the Teams platform inappropriately	<p>safeguarding concern.</p> <p>Ensure teachers control access to live lessons.</p> <p>Ensure staff are trained in the use of these measures.</p>	<ul style="list-style-type: none"> • 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>		
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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</p>	ASD/CCS	September 2020 - ongoing

			enforce those rules including any sanctions particularly in relation to hygiene and safety rules.		
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	Accurate assessments are made using Teacher Judgement, Moderation and Challenge Safe management of future examinations	<p>Ensure the curriculum remains ambitious and addresses the gaps in learning. Assessment if used effectively to track the position of students. 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>Any examinations will be held in the Sports Hall, PE Activity Hall, Bridge and room 8.01 to ensure that examination tables can be spaced at least 1.2 metres apart to enable students to social distance whilst completing their exam.</p> <p>Students will be allocated a specific desk and they will sit in the same place for each exam that they take. Students will also have their own pencil cases and any equipment required which will remain on their allocated desk throughout the exam period.</p> <p>Students will enter the exam room and will be asked to sanitise their hands upon entry and leaving the room.</p>	AAO AAO/Data and Exams Manager	September 2020 - ongoing

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	With effect from 1 st September 2021, external visitors, parents, and carers will be able to access the college should they need to. They will be advised of any measures in place to protect staff and students.	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 can wear face coverings on entry to the room should they wish to do so.	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.	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.	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	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	LGH	September 2020 - ongoing
			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.	LGH	September 2020 - ongoing
			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.	LGH	Ongoing
			The staff working in the kitchen and whilst serving staff and students can wear face coverings if they wish. Visitors to the kitchen are kept to a minimum. Signage is placed at the entrance to the kitchen to remind staff of the arrangements in the kitchen.		
			Breakfast continues to be provided and students are allowed into the dining room. There is no requirement to sit in 'bubbles' from 1 st September 2021. Hand sanitiser stations are situated outside the canteen.		

AMEY – Cleaning Arrangements and Contractors

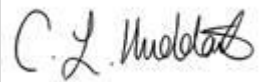
Hazard	Risks	Control Measures	Actions Required	Responsible person	Target Date(s)
An unclean building	Risk of cross infection	Introduce enhanced cleaning, including cleaning frequently	Amey have an enhanced cleaning schedule in place that ensures more frequent cleaning of rooms, shared areas and toilet facilities.	ACK/Amey	September 2020 - ongoing

		<p>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 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>		
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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:

1st September 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 that they may wear face coverings.</p> <p>Face coverings may be worn by all staff the Testing Centre.</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
Site Set up including signage checked daily.	Testing Team	Daily- Ongoing			

		<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>			
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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	Staff Training	Testing Team	11 th January 2021

		<p>the placement of physical barriers and segregation areas.</p> <p>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.</p> <p>All staff and students will sanitise hands at every point of the process including before and after taking the test.</p> <p>The member of staff or student will be asked to clean and sanitise their booth after taking their test.</p> <p>A robust cleaning programme is in place during testing times and a deep clean will take place at the end of every session.</p> <p>Full PPE including masks, visors, aprons and gloves will be worn by the Testing Team.</p> <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>Monitoring and checking good practice</p> <p>Cleaning in place and checked.</p> <p>Waste disposal procedures – regular removal of waste.</p>	<p>SHN/CON</p> <p>AMEY and Test Team</p> <p>AMEY/ACK</p>	<p>Daily check in place</p> <p>Daily</p>
Clinical Incidents including vomiting, blood or incorrect swabbing	Testing team become infected.	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>Staff Training</p> <p>Site Set Up and daily monitoring.</p>	SHN/CON	<p>11th January 2021</p> <p>Daily and ongoing</p>

increasing risk of infection.		<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>If a member of the Testing Team is contacted by NHS Track and Trace and they have been fully vaccinated, then they would not need to self-isolate. If they have been contacted by NHS Track and Trace and have not been fully isolated, then they may be directed to self-isolate.</p>		<p>Test Team – SHN/CON – daily check sheet</p> <p>Testing Team</p>	Ongoing
Bio-hazards, and hazardous substances being handled	<p>Testing Team and cleaners potentially coming into contact with hazardous materials. Allergic reactions or infection.</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>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> <p>Other liquids and cleaning and sanitizing liquids are all subject to COSHH and data is kept on each.</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>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>Testing Team – Checked by SHN/CON Daily for adherence</p> <p>Incidents recorded daily – SHN/CON</p> <p>Testing Team</p>	<p>11th January 2021 and then ongoing</p> <p>Ongoing checks</p> <p>Ongoing</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>		Ongoing
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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>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>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	<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	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 or lack of communication	Distress caused to those being tested	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. The staff member or student will receive 2 identical barcodes when they sign in at reception.	Full procedure in place for communication and handling results. Procedure reviewed constantly to ensure communication is	SHN/CON	11 th January 2021

		<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>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:

1st September 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>