

Scope of this Risk Assessment

The health and safety of everyone across the New Bridge Group is of the utmost importance.

We also want to ensure that any visitors to our sites can be assured that their safety is of equal importance.

In order to prepare for a full return to school in September there are a number of changes and adaptations we need to introduce to our buildings to ensure everyone who learns in them, works in them or visits them can do so in the knowledge that they will be as safe as practicable.

Our work to date, at every stage, has been informed by the latest guidance issued by central and local government, Public Health England and the National Health Service. We have also developed these guidelines based on a secure knowledge of our buildings and the young people and staff within them.

This risk assessment provides practical guidance on infection prevention and control with particular regard to COVID-19 in New Bridge Group. Its prime purpose is to support you in your work over the coming weeks and months and to ensure that we are all working in a safe way. It covers the measures that all our sites will undertake to:

1. plan and organise provision, including capacity of rooms and areas.
2. support the health and well-being of all staff and pupils and keep everyone safe.
3. manage facilities and logistical arrangements, including buildings, cleaning and transport.
4. have regard for hygiene, social distancing, self-isolation and testing if a person shows symptoms.

These measures are critical in our defence against COVID-19 and are the most effective ways of reducing the risk of transmission.

We have worked closely with the DfE, local authorities and unions to compile this assessment and we will continue to do this as we update and move forwards.

To be valid this risk assessment must be made by the Head of Site and their Leadership Team alongside Health teams etc..

Organisation / Site :	Assessment done by:	Date:
Spring Brook Academy - Upper (Dean Street)	Melanie Rodgers Paul Southerington	14 th July 2020 4 th Jan 2021
Task / Process Being Assessed:	Approved by:	Date:
COVID 19 – September 2020 - Full Return to School Return to School – Jan 2021, Tier 4 restrictions	Graham Quinn	28/08/2020

LIKELIHOOD	SEVERITY				
	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
1. Rare	1	2	3	4	5
2. Unlikely	2	4	6	8	10
3. Possible	3	6	9	12	15
4. Likely	4	8	12	16	20
5. Almost Certain	5	10	15	20	25
Green : All ok		Yellow : Change if you can		Red : Don't do	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Compulsory for all settings, all of the time									
Minimising contact with unwell individuals	Staff / Young People	3	4	12	<p>A separate self-contained COVID 19 medical area has been set up to support the containment of any infection until the unwell person leaves site.</p> <p>PPE has also been made available for use by the supervising staff member and training has taken place in the correct use of PPE.</p> <p>Our site has procedures in place to ensure that staff and students do not present with symptoms.</p> <p>Flow Chart of procedures for symptomatic Service users displayed in Reception and Student entrance areas. Government Guidance displayed re Positive/Negative/Inconclusive tests displayed</p> <p>ParentApp now live – parents informing school of symptomatic/general illness via this medium.</p> <p>Separate set up for the Outreach Team using the office space via a separate entrance within Upper. Risk assessment in place.</p>	<p>Staff briefed – including; Toilet and room marked as isolation covid area. Entrance and Exit via external door. PPE, Risk assessment and procedure available in room. Windows set to open vent during daytime. Isolation room entire sign prepared.</p> <p>Lateral Flow testing room to be created</p>	<p>Premises team SLT</p> <p>Harvey to open and close down. Contents and readiness check daily.</p>	<p>Staff briefing on site opening.</p>	

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					Lateral flow testing unit to be conducted on site for pupils who are identified as close contact cases	Staff to be identified and trained to carry out testing			
Hand cleaning	Anyone within the building	3	4	12	<p>Hand sanitiser is freely available and must be used at all entry / exit points at the time of exit and entry by everyone entering and exiting.</p> <p>All staff and young people must regularly wash their hands. They must be washed with soap and running water for at least 20 seconds. We have uploaded recommended methods for handwashing to NewTube and this is also available on the iPad.</p> <p>Pupils must be supported with effective handwashing. As a minimum we expect that handwashing will be undertaken:</p> <ol style="list-style-type: none"> 1. on arrival at and when leaving the site 2. before and after handling food 3. before and after handling objects and equipment that may have been used by others 4. where there has been any physical contact 5. after people blow their nose, sneeze or cough. <p>Disposable paper towels for drying hands are provided as this is recommended rather than electric hand dryers.</p>	Full assessment of the building to ensure hand sanitiser is available where required.	Behaviour contacts in place with training and reinforcement via recovery curriculum.	Daily	

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					<p>Hand hygiene is critical before and after all direct contact with anyone, and after cleaning equipment and the environment.</p> <p>Staff have completed iHasco COSHH training</p>				
Respiratory hygiene	Pupils Staff visitors	3	4	12	<p>We will promote the “Catch it, bin it, kill it” procedure and work with students to ensure it is implemented as fully as possible.</p> <p>Supplies of tissues will be freely available and in all rooms.</p> <p>Catch it, bin it, kill it posters will be in situ.</p> <p>Masks to be worn at all times by all school members (unless exempt, and at the heads discession)</p>	<p>Reflected in behaviour contracts. Posters in rooms, toilets and common spaces. Staff to demonstrate good practice. Foot flip up bins needed?</p>	Staff briefings to review hygiene effectiveness.	Daily	
Enhanced cleaning (surfaces, detergents etc.)	Pupils Staff	3	4	12	<p>Our building is cleaned regularly throughout the day and at the end of day.</p> <p>All allocated rooms will have a red / green tag on the door. Green will mean that room has been cleaned and no-one has entered it since.</p> <p>The first person to enter a room should leave the tag on the door but turn the sign around to show red</p>	<p>Common areas targeted.</p> <p>Wipes available for computer keyboards.</p>	Site staff	Daily	

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					<p>Once the area has been cleaned the cleaner will turn the tag to green.</p> <p>This ensures that:</p> <ol style="list-style-type: none"> 1. Cleaners are aware of areas that need to be cleaned and can avoid recleaning areas that maybe haven't been used 2. You have the confidence of knowing that much used areas have been made clean and safe ready for use. <p>Hard surfaces will be cleaned with warm soapy water or the normal cleaning products used.</p> <p>Particular attention will be given to clean 'high-touch' areas and surfaces. These areas will be cleaned at least once a day and more frequently in high-use areas based on local assessment by our facilities team, including bathrooms, railings, tables, toys, equipment door handles, push pads, taps and hand sanitiser dispensers.</p> <p>Additional full-time cleaners have been allocated to all sites and cleaning schedules have been implemented. Cleaning staff will maintain social distancing from you, young people and each other at all times.</p>				

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					<p>All rubbish and waste will be disposed of in line with procedures laid down by our facilities team. It will be removed daily.</p> <p>New cleaner has started and all going well.</p> <p>New Cleaner starting 10th Nov</p> <p>Enhanced cleaning to continue Jan 21</p>				
Social distancing	Pupils Staff	4	4	16	<p>It is important that social distancing measures are in place.</p> <p>We have put in place the following advice-</p> <p><i>“To avoid the risk of transmission to you and your colleagues, you should ensure that you follow social distancing advice both in and outside the workplace (https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing):</i></p> <ol style="list-style-type: none"> <i>Stay at least 2 metres, if possible, away from everyone when you can.</i> <i>If you need to come within 2m of anyone at any time, please ensure that you put on PPE as per the guidelines, if appropriate</i> 	<p>Site induction training to ensure all staff to make adjustments to the learning environment where possible to encourage social distancing. Reminder posters in place.</p>	<p>Signage to be provided by JHP + Premises</p> <p>All staff, pupils and visitors to follow guidance.</p>	Aug 2020	

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					<p>3. <i>Try not to share transport with people from outside your house when travelling to and from work.</i></p> <p>4. <i>Try to avoid public transport, where possible.</i></p> <p>5. <i>Maintain social distancing when outside your home, staying at least 2 metres from people when in shops and other indoor and outdoor public places and where PPE when advised.,</i></p> <p><i>Following this guidance as far as is possible will keep everyone safe and well including your family. These measures help ensure that the chain of infection is broken.”</i></p> <p>In our schools, we recognise that it is not practicable to expect pupils to maintain consistent social distancing of two meters. Staff should however seek to ensure some distancing between pupils. This is based on medical advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower.</p> <p>Separate set up for the Outreach Team using the office space via a separate entrance within Upper. Risk assessment in place. Staff to ensure social distance between these bubble to prevent any cross contamination.</p>	<p>Pupils to be reminded to keep distance, reflected in updated Behaviour policy</p>			

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					Pupils to remain at least 1m from each other whilst on school premises.				
PPE, where appropriate	Staff	3	4	12	<p>There is generally no need to use personal protective equipment (PPE) when undertaking routine educational activities at any of our sites.</p> <p>The list below is a guide to when PPE may be required:</p> <ol style="list-style-type: none"> 1. Routine activities 2. No PPE is required when undertaking routine educational activities in school. Including delivering medications. 3. Suspected coronavirus (COVID-19) <ol style="list-style-type: none"> a. Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care. b. Eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting. 	Staff site induction training. Harvey to monitor access and availability to PPE.			

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					<p>c. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.</p> <p>Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</p> <p>If PPE is assessed as being necessary then this is not an option, it must be worn if recommended.</p> <p>The use of PPE within our sites is based on a clear assessment of risk, taking into account each individual setting and the needs of the individual young person. We already have risk assessment processes in place which will continue be used to identify the need for the use of PPE. Following any risk assessment, where the need for PPE has been identified, it will be readily available and provided.</p> <p>PPE to be worn when delivering iPads to students.</p>				

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Engage with the NHS Test and Trace process	All service users	3	4	12	<p>We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department.</p> <p>No visitors will be permitted into the school building from Jan 21.</p>	<p>Site induction training and Info packs to be held with SLT, Pastoral, Reception, staff areas and covid room. Posters to be used in classrooms, toilets and common areas.</p> <p>Advise families and staff to download test and trace app.</p> <p>QR code to be displayed in reception areas/entrances for</p>	SLT		

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						visitors/contractors. Any breaches of self isolation to be reported through.			
Use of COVID test kits available in school					Ensure that SLT (or identified person) have seen the webinar on how to use the test kit. Policy and protocol on the use of the tests in school Local protocol- for students who can not get to a centre. Staff are directed to QE Hall or Honeywell Centre. Lateral Flow Testing kits are available in school, Staff to be tested 1 time per week.		SLT	Sept 20	
Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community	All service users	3	4	12	We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department. Latest form to use to report case to the LA (24 th Nov): https://hollinwood-my.sharepoint.com/:w:/g/personal/tthomason_newbridgegroup	Staff site induction. SLT lead.	SLT		

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					org/EZtQpID3f_5Cjhg1slS69UIBH15EfAiq5Ja-7hFy5VXHVw?e=VCBSy0 Oldham COVID-19 Resource Pack for Schools and Early Years version 2.31 (17/09/2020)				
Contain any outbreak by following local health protection team advice		3	4	12	Each site has an identified area for housing suspected coronavirus cases which includes an isolated toilet. Procedures will be followed if we suspect the virus is present and ensure the senior person on site is immediately made aware.	Room use and process to be understood by staff, pupils, families and other key stakeholders.			

COVID 19 Prevention

Ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting	All service users	3	4	12	If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak. We will continue to work with their local health protection team who will be able to advise if additional action is required. PHE teams will advise. If you have 2 or more confirmed cases please contact the PHE outlining the confirmed cases and seek further advice.	SLT flow chart in place. Coms and decision-making process understood. Admin to send messages via		Sept 20	
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					<p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.</p>	<p>PA connect app to remind parents/families of the guidance. PA connect app to be promoted so all families use this.</p> <p>Flow chart has been produced and shared with staff/families Outlining various scenarios relating to symptoms in the home.</p>	DHL/MRS		
If someone becomes unwell in the setting	All service users	3	4	12	We have put stringent procedures in place that must be adhered to if a case of COVID-19 is suspected. This process is:	SLT flow chart in place. Coms and decision-making			

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					<ol style="list-style-type: none"> 1. Immediately move the suspected infected person to the designated area reserved for this scenario. 2. Get a message to the senior person on-site. 3. The senior person on site will: <ol style="list-style-type: none"> a. set the process in place to notify parents/family etc and will arrange for the pick-up of the sick person. b. arrange for all areas used by the suspected person to be locked off for cleaning c. ensure premises staff are aware of areas where a clean down is required before re-opening d. complete a “COVID-19 Case” form: e. ensure track and trace is fulfilled where appropriate f. ensure tests are arranged where necessary <p>If there are multiple cases of COVID-19 at our sites we will work with experts from across the NHS and local government to work together to prevent ongoing transmission. This will involve identifying those exposed, any person who is at increased risk and provide tailored infection control advice.</p> <p>New testing area in school and Covid holding areas are separate and contained. Jan 21</p>	process understood by all.			

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School Organisation									
Student Attendance									
Expectation of pupil attendance		2	2	4	We will take responsibility to record attendance and follow up absence. Ongoing daily returns to DFE. Jan 21	SLT and PM to monitor and track trends weekly.			
Local Lockdown									
Cross borough pupils re local lockdown		4	4	16	To follow Government guidance and advice of PHE Pupils to still attend unless advised by LA to lock down. Remote learning (iPads) to be utilised Teams to have facetime with pupil & staff	Tier 4 recommendations- GQN presently discussing with DFE and NHS via SEND National Steering Group.	GQN	Ongoing	
Cross borough staff re local lockdown		4	4	16	To follow Government guidance and advice of PHE Staff to still attend unless directed by LA/Council to lock down. Training to be completed Dashboard to be inputted	Financial implications of terms of service to be looked at	HR ICT SLT		

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					Remote access (iPads) to be utilised MS Teams to have facetime with staff In line with government guidance critical worker and vulnerable students from Jan 21.				
Student Arrival									
Start Times – fixed / staggered	Students	2	2	4	Site leaders will risk assess safety and social distancing during arrival and collection times of young people and social distancing regulations will also be in place in the school grounds If required, we will attempt to stagger arrival and departure times as well as lunchtimes and breaks to ensure that movement and concentration of staff and pupils is minimised.	SLT, with guidance from Exec and National advice			
Vehicle Management	Transport operatives Staff Students	2	2	4	Safe travel plans shared and reinforced between all key stakeholders. Mixed groupings and taxis needs linking to any local lockdowns. SLT to monitor and amend as needed in line with guidance.	Staff to be briefed on Transport routes on site	Premises. H&S	Beginning Sept 2020	

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					Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport.				
Meet and greet	Staff Pupils	3	3	9	<p>We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people. Adults ask to stay in cars.</p> <p>All welcomed on entry to site and de-escalation used. Social distance to be used where possible. Pupils to be scanned on entry one at a time. Phones to be discouraged and any handed over to staff with keys, money and any equipment, phone, etc to be placed in a named individual plastic tub with an air tight sealed lid. PPE to be worn for collection and to wipe down prior to storage.</p> <p>Pupils to have hand sanitized before access to school.</p> <p>Lunchtime food requested on entry.</p> <p>Temperature checks now included to add extra layer of safety when pupils/staff are symptomatic. Every student daily as they enter building.</p>	Parent permission to be organised and central secure recording of temps.	SLT	Begining Sept 2020	

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Break times									
Indoor break		4	2	8	Assembly room available, but fabric seating arrangements have been removed, staff on rota. Computer room available, with cleaned hardware and peripherals. Gym and quiet area also available for use with staff supervision. Safe spaces also available.	Electrical points hidden by previous furnishings to be made safe Equipment to be sanitised after each use.	Premise s/site team	End Aug 2020	
Outdoor break		4	2	8	Outside areas available for pupil use, staff on rota Promote fresh air.	Equipment to be sanitised after each use.			
Wet break		4	2	8	Pupils to do as indoor break, staff on rota				
Outdoor equipment		2	2	4	Wipe clean before, during and after use – stored away when not in use.	Equipment to be sanitised after each use.			
Lunch times									
Menu options		2	2	4	Catering Service to provide limited menu No Salad Bar	Parents to be informed of menu choices beforehand and sent to Cook.	Caterin g SLA SLT	End of August	

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						Packed lunches to be in disposable packaging and thrown away after the lunch sitting.			
Serving arrangements		2	2	4	Pre ordered 1 cook, Utensils handed over with food by gloved hand Dirty plates etc placed in hot, disinfected water after use. Dinners now served in Canteen and Games room area, staff to provide table service	2 sittings, the tables and chairs will be cleaned in between each sitting. 1 sitting – pupils sat on one side of table facing outwards	On Duty staff	daily	
1:1 support		2	2	4	Staff teams support over lunch period				
Supervision / Lunch duties		4	4	16	Staff teams supervise over lunch period.			daily	
Student Departure									
End Times – fixed / staggered		2	2	4	Pupils to remain in class until Radioed by staff on duty that transport has arrived.		Class teams	daily	

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					Personal belongings returned and hands sanitised on exit.				
Vehicle Management		2	3	6	Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport. All supervising staff will wear high-vis jackets.	Order Hi-Viz jackets	Finance , SLT	Mid August	
Meet and greet		3	3	9	We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people.	Communicate this with parents.			
First Aid									
	All service users	4	4	16	When approaching a casualty there is always a risk of cross contamination – especially when the first aider may have to get close to the casualty to assess what is wrong or to check their breathing. We recommend to our first aiders in line with First Aid training: Keep yourself safe <i>1. In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</i>	Regular reminders to Staff Incident book to be in main reception. Staff to phone through to report	SLT Dir of Care SLT		

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					<p>2. <i>The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. You can read their full advice on their website..</i></p> <p>3. <i>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</i></p> <ul style="list-style-type: none"> <i>a. Wear gloves or cover hands when dealing with open wounds</i> <i>b. Cover cuts and grazes on your hands with waterproof dressing</i> <i>c. Dispose of all waste safely</i> <i>d. Do not touch a wound with your bare hand</i> <p>4. <i>Do not touch any part of a dressing that will come in contact with a wound.</i></p> <p>Give early treatment <i>The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.</i></p> <p>Keep yourself informed and updated</p>	<p>incidents. (Staff to be briefed on this process).</p>			

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					<p><i>As this is a new disease this is an ever changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.</i></p> <p>a. Click here to visit NHS 111</p> <p>b. Click here to visit Gov.uk</p> <p>c. Click here to visit Resuscitation Council</p> <p>3x Staff trained for FAW</p>				
Administering Medication									
Administering Medication		4	3	12	Allocated Staff to administer meds (NLS) PPE to be worn Meds to be kept in medical room. Areas wiped down before and after use. Only 2 people to be in Meds room at any one time – Pupil and administrator. Co-signer to wait outside room, but observe administration.	Staff awareness Detailed procedure in protocol	DofC SLT		
Grouping Students - Bubbles									
Group Design									
Standard Group eg. Primary / secondary		3	3	9	School is one bubble, cross class support is available if required.				Complete

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					<p>Classes are, in the majority, year based.</p> <p>No students from Spring Board project are allowed on this site.</p> <p>Groups to be re-allocated to support differing pupils attending school</p>				
Group eg. Discrete groups / specialised classes		3	4	12	<p>Outdoor learning, educational visits are subject to separate detailed risk assessments.</p> <p>To be temporarily put on hold. Jan 21</p>	Need to look at transport and if a bus can be allocated to the school to facilitate the outdoor learning.			Ongoing
Staff deployment		3	4	12	<p>Staff assigned to classes, but can support elsewhere in the school bubble if required.</p> <p>Staff allocated new groups Staff working remotely to deliver online lessons at specific time of day to all school members</p>	Cross site teaching. Music will be remote for the first term. PE staff will work at another site on one day			Complete

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						and stay at this site. A member of intervention staff to be based at the school for 2 days and will work from this site only on this day			
Temporary supply staff		3	4	12	History of movement required before appointment. If been in contact with COVID symptoms or from Quarantined country, not to use until 2 week period is over.		HR		
Bubble containment									
Bubble structure eg. Key stage, year groups		3	4	12	School is one bubble				complete
Related bubbles		3	4	12	Cross site teaching from 1 member of staff (PE) but based predominantly at SBU. External provider, based outside, and on site for full days – no cross site				

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>Separate set up for the Outreach Team using the office space via a separate entrance within Upper. Risk assessment in place. No cross over of bubbles by staff. Signage in place doors locked.</p> <p>This area is now the new Covid holding area. Out reach team will need to relocate. Jan 21</p>				
Placing vulnerable children		3	3	9	<p>Personalised risk assessments will be in place where required.</p> <p>One student used as a case study during LA Ofsted.</p> <p>Regular communication with vulnerable students off site. Where possible vulnerable students will attend school. Jan 21</p>		Class teacher		
Placing vulnerable adults		3	3	9	<p>Groups have been carefully matched.</p> <p>Mitigations etc have been explained to staff.</p>	Communicate the risk assessment and protocol document to all staff			

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Shared spaces		3	4	12	<p>Shared spaces have been used to a minimum – and wiped down after use.</p> <p>Clear protocols are in place for shared spaces that are unavoidable and particularly used by staff.</p>		Class teams Premises team		
Equipment and resources									
Individual equipment packs	pupils	3	4	12	<p>Individual resource packs are allocated to pupils.</p> <p>Sturdy boxes to be reordered – Complete</p> <p>1 student received a laptop from the LA.</p>	Class teams to create	SLT JHP		ordered July 2020
Shared equipment & resources	pupils	3	4	12	<p>Strict washing and cleaning schedules are in place to ensure correct use of shared equipment.</p>	Signage to be displayed and staff to be informed of regime		ongoing	
Outdoor Learning		4	4	16	<p>Pupils should be given as much opportunity as possible to learn and have breaks outdoors. This has clear learning and well-being benefits but also has important benefits during the COVID-19 outbreak as:</p> <ol style="list-style-type: none"> evidence indicates that the risk of infection is reduced outdoors 	<p>Gel is available on re-entry into building</p> <p>Bus finalised</p>	Premises team	Daily	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>2. evidence suggests that the virus does not survive long for long periods in sunlight.</p> <p>Social distancing is easier to observe and maintain outside</p> <p>Face coverings to be made available should Government guidance recommend it in public areas.</p> <p>Outdoor education clothing to be bagged, sealed and locked for 72hrs. PE dept to launder once 72 hrs over and redistribute for next group</p> <p>Outdoor learning John Muir to be reviewed according to transport restrictions and social distancing Jan 21.</p>				
Measures within the bubble									
Maintaining distance	All service users	4	4	16	<p>Pupils and staff to be given regular reminders about social distancing.</p> <p>Staff to maintain distance from pupils where possible.</p> <p>Extra signage to be put up Jan 21</p>	Communication with students, staff and families		ongoing	
Seating arrangements	pupils	3	3	9	Seating arrangements, desk areas, computers, games and activities etc. take account of appropriate distancing and minimise physical contact.	Classes to be laid out to guidance	Premises	End of August	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					Desks and tables are positioned so that no-one is sitting face-to-face. If this is not possible then we will use screens.	available and teacher preference	Class teams		
Staff space	staff	3	4	12	<p>Staff will use the same desk/table and chair at all times. Where this is not possible the desk must be cleaned at the start and end of each occupancy by the occupant.</p> <p>Staff to wipe down White goods/appliances before use.</p> <p>Conference room used as staff wellbeing area</p>	Furniture to be delivered and placed on site Communicate the protocol document to staff	Finance Premises	ASAP	Ordered
Behaviour expectations	All service users	4	4	16	<p>A behaviour policy is in place and this includes an addendum that covers COVID 19 recommendations.</p> <p>There is a policy and COVID 19 addendum regarding physical intervention that covers COVID 19 recommendations.</p> <p>Behaviour expectations contract to be shared with staff, pupils and families.</p> <p>Families aware of behaviour policy addendum – pupils displaying unsafe/COVID Insecure behaviours sent home</p>	<p>Behaviour policy addendum to be approved by Govs/trustees</p> <p>Communicate this with pupil, parents and staff.</p>	Exec, Govs SLT		

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>via parent, and informed of expectations. Pupils return to school - 2 strikes and Remote Learning offer issued. No cases of this yet.</p> <p>Behaviour Policy review and update in line with current transmission rates and differencing staffing/student levels Jan 21</p>				

New Schooling Offer

Onsite curriculum

Subject delivery		3	4	12	<p>Most subjects to be delivered by form tutor to reduce movement and contact. Curriculum to be complimented by Barry Carpenters recovery curriculum and NLP</p> <p>Remote/Blended offer made available – Staff to deliver via Showbie Pro Plus. On site pupils to have same offer as virtual – computer/iPad based with a member of staff supporting in the room Jan 21</p>	NLP training to staff	MRS	Training day in Sept	
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What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Specialist curriculum areas		3	4	12	ICT and PE to be delivered by specialist staff who are already part of the bubble. Equipment to be wiped down before, during and after use			Daily	
Educational Visits		2	2	4	<p>Educational Visits are to be postponed and reviewed every 2 weeks based on up-to-date government and scientific advice.</p> <p>Outdoor education eg John Muir to continue with appropriate risk assessment. Visits to Museums etc to remain postponed, and reviewed every 2 weeks in line with government/scientific advice.</p> <p>Outdoor education to resume in line with government/national guidance and appropriate bespoke Risk Assessments in place.</p> <p>No educational visits in Tier 4 Jan 21</p>	Mini bus to be allocated to SBU to remain on site	Fleet Team SLT	2 week cycle	
Offsite education		3	4	12	To be arranged, if required, with alternative provider to ensure COVID- 19 security RA for AP to be collated.		SLT LA	As required	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Remote Learning									
Assigned staff		2	2	4	Class teams. Team is responsible for remote learning in place.				
Remote curriculum		2	2	4	iPad and Showbie to be utilised in the event of remote learning being required. Showbie Pro to be distributed to deliverers to allow Young people to access learning	Newcomers to be issued with iPad. Class deliverer to develop and adapt SOW in case of RL being required	ICT Team Class teacher Curic Leads SLT	End of August for 1 st cohort. Ongoing throughout year	
Virtual Learning					National guidance to be adhered to. Remote/Blended offer made available – Staff to deliver vi Showbie Pro Plus. On site pupils to have same offer as virtual – computer/iPad based with a member of staff supporting in the room Jan 21	Monitor and adhere to national guidance. Explore live streams of lessons Overview to be mapped	JDE/MRS JDE	Ongoing	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Meeting places		2	2	4	<p>Meetings to be conducted through Microsoft Teams (if SBU are hosting). Other agencies might use alternatives eg Skype, Zoom</p> <p>On site meetings are discouraged, but can be made available, in exceptional circumstances, in isolation rooms with distancing & hygiene measures in place</p> <p>Outside meetings to be promoted when weather permits Conference room to be used and wiped down after use</p>	Ensure alternative software is available for installation	SLT to work with ICT		
Premises									
Circulation / movement		3	4	12	<p>We have implemented a clearly marked system where corridors are too narrow to allow for distancing. In areas of the building where a one-way system doesn't work, there will be clearly identified refuge areas.</p> <p>2m distancing markers will be applied.</p> <p>Some building areas may be closed off and not available for use until a change in national guidelines. These will be clearly marked with no entry signs and locked (if applicable)</p>	Signage to be put in place	Premises		

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Lifts					Lifts N/A				
Stairs		3	4	12	Staircases are clearly marked to indicate the safe way to move up and down.	Signage displayed Protocol re use of the staircase. Stairs will only be used by staff	Premises		
Toilet areas		4	4	16	<p>The use of allocated toilets is managed to allow social distancing, while ensuring everyone is as free as possible to use them. Toilets are allocated to each specific bubble.</p> <p>There is a maximum of 1 person per toilet area. If a toilet area is entered where someone is present that person must exit and wait outside the outermost door.</p> <p>Toilets will be cleaned on a regular scheduled basis by dedicated cleaning staff.</p>	<p>Toilets to be designated M/F for pupils.</p> <p>1 bubble setup allows for flexibility of location</p> <p>Protocol for the cleaning and the use of the toilet to be updated and</p>	Premises Cleaning SLA		

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						communicate to all			
Staff room		3	4	12	<p>Staff spaces have been allocated that maximise protection for all adults. Any provided equipment will be PAT tested and must be cleaned after each use. Wipes will be available and it will be the responsibility of the user to do this.</p> <p>Staff will bring their own crockery / drinking vessel etc. and take it home at the end of each day.</p> <p>The use of the site's knives, forks, plates, cutlery is prohibited and no-one should leave any in a dishwasher, as this puts others at risk.</p> <p>Staff room will be closed</p>	<p>Inform staff of new measures re crockery etc, and location of wellbeing area</p> <p>Conference room to be used for staff breaks</p>	SLT	End of August	
Printer rooms		3	4	12	<p>Document printing/copying/scanning should only be undertaken when absolutely necessary. The printer must be wiped before using and must be wiped after using. This is the responsibility of the user. Wipes will be available next to the machine.</p> <p>1 person in the printer room at any one time</p>	<p>Wipes to be provided.</p> <p>Staff to use own BioStar badge. Replace if needed</p>	<p>Premises</p> <p>HR</p>	End of August	
Entrances & Exits									

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Dealing with visitors		2	3	6	<p>Signage is in place to direct to the appropriate area.</p> <p>Screens are provided in open reception areas to protect all school staff.</p> <p>Visitor lanyards will be cleaned between use or stored for 72 hours before further use. Separate storage tubs will be used that are clearly marked.</p> <p>Pens for signing in will be wiped after every use by the visitor. Wipes will be provided and it will be the responsibility of the visitor to wipe the pen.</p> <p>No Visitors on site without prior arrangement Track and Trace procedures followed (QR check in) Jan 21</p>	<p>Corporate Signage to be provided and displayed</p> <p>Only essential visitors</p>	Admin team	End of August	
Dealing with deliveries		2	3	6	Signage is in place to direct to the appropriate area.		Admin Team	End of August	
Extended schools		0	0	0	Extended schools will not be provided at this time. This will be reviewed when guidance is changed.	N/A			

Admin

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Offices & hubs									
Seating / desk positioning		2	2	4	Desks/chairs have been positioned in line with current government guidance ie. 2 metres apart, screens if required, not facing each other. Seats to be used by named staff only.	User to arrange as appropriate with guidance from Premises Only one member of staff to be in the office. Need to update the protocols and communicate this with staff	Admin users	End of August	
Separation in open spaces		3	3	9	Clear indication of seating arrangements is in place. Signage is available around all seats etc.	Offices are for 1 user only Games room Gym Dining area Food tech DT workshop ...			
Access arrangements		3	4	12	An instruction sheet is provided with building and circulation arrangements for external staff.	Signage to be displayed	Premises	End of August	

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						Communicate this to all before September			
Non classroom based staff expectations		3	4	2	Non-class-based staff to remain in their office or work from home were approved.				
Staff									
Staff Travel									
Public Transport (bus/tram)		2	2	4	Face coverings are required at all times on public transport, but these must not be used in school unless recommended in a risk assessment	Reminders to staff	SLT/HR	Ongoing	
Car Sharing		2	2	4	We recommend face coverings at all times when car sharing but these must not be used in school unless recommended in a risk assessment	Reminders to staff	SLT/HR		
Own transport		1	1	2	Guidance is in place for staff parking their cars.	Reminders to staff	SLT/HR		
Stakeholders									

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Governors					Ensure governors are involved and updated on the RA, policies and procedures on the site.	<p>Schedule fortnightly meeting with chair of govs to brief on progress/risk assessment.</p> <p>Chair of govs to be invited to RA update meetings.</p>	<p>MRS/RI</p> <p>MRS/RI</p>	Ongoing	
Trustees					Ensure trustees are involved and updated on the RA, policies and procedures on the site.	<p>Schedule fortnightly meeting with nominated Trustee for school to brief on progress/risk assessment.</p> <p>Nominated trustee rep to be invited to RA</p>	<p>MRS/RI</p> <p>MRS/TN</p>	Ongoing	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						update meetings.			
Others					Identify any other stakeholders who need to be informed of the RA, policies and procedures on the site				
Local Authority /DFE					To complete relevant returns to LA/DEF/RSC.	<p>To submit daily returns to DEF.</p> <p>To report all suspected cases to identified email address.</p> <p>To update RSC on schools position.</p>	<p>Admin Team</p> <p>Admin Team/Identified member of SLT</p> <p>GQN</p>	Ongoing	

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Fire Evacuation Procedure									
Fire evacuation					<p>Each bubble to have an allocated space at the fire assembly point.</p> <p>Separate set up for the Outreach Team using the office space via a separate entrance within Upper. Risk assessment in place for fire.</p> <p>One bubble Jan 21</p>				
Fire assembly points					<p>Each bubble to have an allocated space at the fire assembly point.</p> <p>Social Distancing signs to be added to Assembly point - complete</p>				