[https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-school/colleges-and-other-educational-settings-from-1-june](https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june)

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| **SCHOOL/COLLEGE:** | **Woolston 6th Form College (Fox Wood School, Green Lane School)** |
| **HEADTEACHER:** | Paul King and Lucinda Duffy |
| **NAME OF ASSESSOR/S:** | Lynne Ledgard |
| **CONTACT DETAILS:** | TEL: 01925 811447EMAIL: **lynne.ledgard@woolstoncollege.org.uk** |

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| **REF NO** | **TASK / WORK / OPERATION** | **DO HAZARDS EXIST?** | **WHAT ARE THE HAZARDS?** |
| 01 | Routine and statutory testing, inspections, flushing and servicing of equipment and systems. | Y | Lack of maintenance or statutory testing of equipment within school/college resulting in poorly maintained systems or contaminated water system. |
| 02 | Communication and consultation | Y | Uncertainty from staff and parents of the arrangements in place for returning back to school/college and the measures in place to protect against the coronavirus. |
| 03 | Staffing Level | Y | Lack of staff available to teach or carry out required tasks in school/college. |
| 04 | Fire Wardens and First Aiders | Y | Lack of fire wardens or first aiders available to deal with emergency or accident. |
| 05 | Travelling to and from school/college | Y | Unable to maintain social distancing measures and mixing of pupils on home to school/college transport / public transport. |

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| **REF NO** | **TASK / WORK / OPERATION** | **DO HAZARDS EXIST?** | **WHAT ARE THE HAZARDS?** |
| 06 | Arrival and departure of school/college staff | Y | Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school/college. |
| 07 | Drop off and collection of children | Y | Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times. |
| 08 | Use of classroom space | Y | Unable to maintain social distancing measures in the classroom. |
| 09 | Movement around the building | Y | Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building. |
| 10 | Use of shared equipment and resources | Y | Higher risk of contamination if pupils and staff use shared equipment and resources. |
| 11 | Use of shared spaces | Y | Higher risk of contamination if pupils and staff use shared spaces. |
| 12 | Use of outdoor spaces and equipment | Y | Higher risk of contamination if pupils and staff use sharedoutdoor spaces and equipment |
| 13 | Break / lunch times | Y | Mixing of pupils during break and lunch times and maintenance of social distancing measures. |
| 14 | Provision of school/college meals | Y | Mixing of staff and pupils whilst providing school/college meals. |
| 15 | Access to toilets and hand washingfacilities | Y | Mixing of pupils/staff during visits to toilets and hand washing facilities. |
| 16 | Physical education lessons and contactsports | Y | Unable to maintain social distancing measures during contact sport and physical education lessons. |
| 17 | Supporting clinically vulnerable pupilsand staff | Y | Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice. |
| 18 | Managing symptomatic pupils and staff | Y | Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance. |

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| **REF NO** | **TASK / WORK / OPERATION** | **DO HAZARDS EXIST?** | **WHAT ARE THE HAZARDS?** |
| 19 | Managing visitors and temporary staff | Y | Visitors do not adhere to social distancing measures put in place. |
| 20 | Delivery of inbound goods | Y | Ineffective infection control and increased risk of infection. |
| 21 | Cleaning | Y | Ineffective infection control and increased risk of infection. |
| 22.  | Changing of pupils and their intimate care. | Y | Ineffective infection control and increased risk of infection. |
| 23. | Managing pupils with challenging behaviours. | Y | Pupils spitting, biting and generally ignoring the social distancing guidelines. |
| 24. | Managing a pupil showing signs of coronavirus. | Y | Pupil shows signs of coronavirus in school/college. Potential spread across the ‘bubble’ and school/college. |
| 25. | Managing the bubble if there is a confirmed case of coronavirus. | Y | Pupil or staff member is confirmed as having coronavirus. |
| 26. | Protective Measures | Y | 1. Failure to Clean hands;
2. Failure to ensure good respiratory hygiene;
3. Failure to introduce enhanced cleaning;
4. Failure to engage with the NHS Test and Trace process;
5. Failure to deal with an outbreak of Covid-19 in school/college
 |
| 27. |  Social Distancing | Y | 1. Grouping children
2. Control measures in classrooms
3. Social distancing around school/college
4. Measures for arriving and leaving school/college
 |
|  28. ` |  School/college workforce | Y | 1. Vulnerable staff
2. Staff workload and well-being
3. Support staff and visiting staff
 |
|  29. |  School/college operations | Y | 1. Dedicated school/college transport
2. Wider public transport
3. Pupil attendance
4. Educational visits
5. School/college uniform
6. Extra-curricular provision
 |
|  30. |  Education Provision |  | 1. Curriculum expectations
2. Behaviour and pastoral issues
3. Assessment and accountability
 |
|  31. |  Contingency planning |  | 1. Preparing for another lockdown
 |

**Risk Scoring**

Each hazard should be scored using the matrix below. A risk rating score should be given in light of the **Existing Control Measures**and then this should be revised following the application of the Mitigation Action Taken.

The risk rating score is based on the **Severity of the Risk** x the **Likelihood.**

|  |  |  |
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| Severity of Risk (S) | **Likelihood (L)** | **L x S = Risk Rating Score (RR)** |
| 1.Rare. | 2.Unlikely | 3.Possible | 4.Very likely | 5.Almost certain |  |
| 1. | Insignificant | **1** | **2** | **3** | **4** | **5** | Low (L) 1-6 | No further action required |
| 2. | Low | **2** | **4** | **6** | **8** | **10** | Medium (M) 9-15 | Further control measures required and implemented before proceeding. |
| 3. | Tolerable | **3** | **6** | **9** | **12** | **15** | Medium (M) 9-15 | Further control measures required and implemented before proceeding. |
| 4. | Major | **4** | **8** | **12** | **16** | **20** | High (H) 16-25 | Do not proceed |
| 5. | Intolerable | **5** | **10** | **15** | **20** | **25** | High (H) 16-25 | Do not proceed |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 1. Building and Systems not maintained prior to opening | * Lack of statutory inspection, testing, servicing could lead to poorly maintained equipment, injury from faulty equipment or the risk of developing legionella through the lack of water hygiene management.
 | Y | Y | **Y** | * All inspections, maintenance and servicing are up to date. Where equipment has not undergone the required statutory testing – we will assess the impact of use. (this will include hot and cold water systems, gas safety, fire safety, kitchen equipment, specialist equipment, for example hoists, mobility, lifts) equipment, etc., security equipment, ventilation.

All tests are carried out either on a weekly, monthly or annual basis by SMO or Mears.* We will ensure water hygiene measures in line with the legionella risk assessment have been maintained whilst the building has been closed or partially closed. Flushing of all water outlets will be routinely undertaken. Building Services we be contacted for any advice.

The site has been open throughout pandemic and weekly checks have been carried out. SMO will carry out a flush all school/college/college breaks. [See guidance issued by United Utilities regarding Coronavirus and Water System Recovery on MSS](http://www.myschoolservices.co.uk/Page/199) | 4 | L | * **Sling assessments required whilst most companies are on lock down. This is a temporary measure until the company re-opens where we will get them in as soon as possible. The insurance company have agreed this can take place when all/most pupils are back in Sept**
* **Staff perform a visual check of each sling prior to each use. Should there be any concern from visual check staff will not use the sling and will contact parents/carers to acquire a replacement.**
* **Site manager has conducted his regular tap turning routine of all water outlets representing normal water usage and kept accurate records.**
* **Mears have carried out planned water testing as per SLA**
* **Air circulates when internal and external door are opened and closed. Doors will be kept open to reduce handle touching where possible and safe**
* **Air Conditioning units are subject to regular testing as per SLA**

**Review and addition date: 08/01/21*** We will keep up to date with any threats from this new variant.
* Staff/pupils have been reminded of basic hygiene measures.
* Regular review in response to changes in advice/guidance.
 | 4 | L |
| 2. Lack of communication with parents/carers and staff members | * Parents/carers may feel anxious about their child returning back to school/college or may not want child back to school/college due to lack of information on the controls in place to manage the risk of Covid-19.
* Staff may feel anxious about returning to school/college due to lack of information provided or the expectation placed on staff on returning back into the workplace.
 | Y |  | **Y** | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school/college has already adopted.* We will ensure parents/carers are kept up to date with the measures the school/college are taking to protect pupils against the risk of COVID-19 in school/college before the school/college opens or more pupils attend. Regular updates will be provided following any changes made to the school/college procedures for managing the risks from COVID-19 in school/college.
* All staff (including catering and mid-day assistants) will be provided with the measures the school/college are taking to ensure their health and safety once school/college opens.
* Discuss any concerns with staff prior to opening and provide feedback on the controls in place. This will include any safety reps in school/college.
* All teaching and non-teaching staff will be offered Mental Health Awareness training (online or in small groups).
* Class teams will have an induction to demonstrate the control processes to be followed to reduce the risk of covid-19, this include the risks identified for teaching/supervising individual pupil, ensuring full staff awareness before school/college opens.
* Daily briefing session will be carried out with pupils to ensure awareness of procedures implemented in school/college.
* There will be no off site visits.

Staff have been inducted into above procedures. | 4 | L | * Ensure regular 1-1 or time to talk sessions are held with staff to discuss workloads, address any concerns and provide support, also to ensure that the wellbeing of staff members is not being affected.
* Share regular communication of mental health information and open door policy for those who need additional support.
* Contract created to share with parents/carers. Also shared on the college website.
* Behavior plans and PHP to be reviewed and updated
* Staff informed of updates and September arrangements
* RA read and signed by all staff – any updates to RA to be shared with staff
* Morning briefing to be held in class teams with shared access to key info using the college shared drive on the server

See [GOV.UK Guidance for the public on the mental health and wellbeing aspects of coronavirus](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19).**Review and addition date: 08/01/21*** All parents/guardians spoken to individually by staff.
* Safeguarding team available to signpost parents to support.

Regular review in response to changes in advice/guidance. | 4 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 3. Staffing levels | * Lack of staff available to teach or carry out required tasks in school/college/college
 | Y | Y |  | * Staff to be informed that they must only attend work if they are healthy and not exhibiting any symptoms of COVID-19 and have no reason to self-isolate due to others in their household exhibiting symptoms.
* We will ensure adequate number of staff identified to carry out day to day duties including: leadership, safeguarding, Sendco, first aiders / fire wardens, caretaking and cleaning staff.
* We will ensure arrangements are in place for any members of staff identified as vulnerable or may be more susceptible to effects from COVID -19 (Pregnant staff or staff with underlying health conditions).Home working options or tasks that restrict interaction with others in school/college will be considered.)
* Staff have read defib guidance as part of last risk assessment.
* Vulnerable staff already identified.
* Staff are already assigned to bubbles and are updated regularly about any changes. Individual risk assessments will be written for any vulnerable staff for their return in September.
* Home/college contract alerts parents to the fact that college will alert them if we do not have enough staff to meet the needs of their child.
 | 6 | L | * We will consider contingency plans for staffing levels (teaching, cleaning, caretaking, etc.)
* Staff to request an individual risk assessment should they feel they require one
* Government guidance read and understood re: containing bubbles. Should staffing levels require changing this guidance would be referred to when making changes. Changes cannot be pre planned for as it has to be reactive to pupil and staffing attendance and changes
* Individual RAs carried out for relevant staff on their return to work to ensure risks are identified/mitigated where possible. These are signed by both parties, with a copy to each.
* Home testing kits available in school for staff.

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* All parents/guardians spoken to individually by staff.
* More tools for communication with parents (EFL, Tapestry)
* Safeguarding team available to signpost parents to support.
 | 4 | L |
| 4. Lack of Fire Wardens & First Aid Provision | * Unable to provide adequate first aid or able to supervise fire evacuation procedure.
 | Y | Y | **Y** | * We will ensure there are enough First Aiders and Fire Wardens to ensure appropriate cover in place for the needs within school/college .
* Posters displaying first aid/fire warden contact information.
* We will identify any further measures, equipment (including PPE) required in order to provide first aid or to use defibrillator safely. See PPE later in risk assessment.
* In the event of a fire or an emergency, the emergency evacuation procedure is to be followed (this takes precedence over the covid-10 procedures). Once at assembly points social distancing must be complied with.
* Evacuation assembly points, will allow for social distancing.
* Bubbles line up down the side of the minibuses ensuring they are separated from other bubbles. Staff to ensure students are socially distances where possible and safe to do so.
* First aiders available across site if situation arises where we have no first aiders within college.
* Fire Evacuation procedures have been reviewed.
* A whole-site Fire Drill was successfully carried out on 24/06/20.
 | 6 | L | See GN 25 – First Aid via MSS[See Guidance on Covid-19 in relation to carrying out CPR and resuscitation](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/)* All bubbles to take part in an informal fire drill practice in week 1 of Autumn 1.
* Gloves, aprons, surgical masks and face coverings all available to use for first aid as required. All used wipes and dressings should be placed in a bag and tied, double bagged and disposed of in the bin or placed in the yellow bins.
* Staff updated regarding use Defib or CPR – advice is not to give mouth to mouth
* Ice packs should be anti-bacterial sprayed and wiped before and after each use.

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
 | 4 | L |
| 5. Unable to maintain social distancing measures and mixing of pupils on home to school/college transport / public transport. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * We will advise children and young people to remain 2 metres apart on school/college transport where possible.

This has meant some routes have had to make double runs. This will continue in September.* We will advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off – if they do not have access to washing facilities they will use hand sanitizer (we will assist if neccesdsary)
* All school/college transport arrangements will cater for any changes to start and finish times.
* Transport providers will not work if they or a member of their household are displaying any symptoms of Covid-19 and follow hygiene rules and try to keep distance from their passengers
* Escorts to wear appropriate PPE when transporting pupils to and from school/college.
* Contact with school/college transport has already been made and they are making the safety arrangements for the transportation of pupils. A process to safely bringing pupils into and exiting the building already in place. Parents bringing in their own child have been asked to stagger their arrival from 9am and after 3-30pm. These arrangements have been thoroughly tested since the wider opening of school/college on 15/06/20.
* Parents waiting in car with child until college staff arrive – in place since 15/6/20. Will continue to be part of home/college agreement for September.
 | 8 | M | * Ask parents and children and young people to avoid public transport if possible and drive, walk or cycle to their school/college / setting.
* Ensure parents and children and young people are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers

(Including avoiding peak times) when planning their travel.* Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting our children and young people with complex needs who need support to access the vehicle or fasten seatbelts.
* Provide guidance or training for school/college pupils on how to use school/college transport.
* Substitute smaller vehicles with larger ones, or running 2 vehicles rather than one, where possible, to reduce the number of passengers per vehicle and increase the amount of space between passengers.
* Ongoing communication with Transport dept to ensure the most efficient drop off and collection procedure is in place. In line with the Guidance for full school opening in September, Transport department are liaising with parents regarding social distancing and pick up and drop off times.
* Transport is managed by the LA Transport Department not school

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Staff to wear masks going to and from transport, as well as on board (unless exempt.) Students to where masks where appropriate.
 | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 6. Mixing of staff and non-adherence to social distancing measures during the arrival to and departure from school/college. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * Ask staff to wash their hands on arrival and prior to leaving the school/college.
* Advise staff to adhere to the social distancing measures and remain 2 metres apart at all times including when entering and exiting the building.
* Handwashing posters around college.
* Advise staff to adhere to the social distancing measures and remain 2 meters apart at all times including when entering and exiting the building
* Social distancing posters in prominent positions around school
* Hand sanitiser available in 4 areas of college including reception for visitors
* Hygiene measures are a constant feature of the daily discussions and pupils are constantly reminded during the day.
 | 9 | M | * **Limiting visitors to school - essential visitors only eg physios, SALT.**
* **Procedures and protocols agreed with any essential visitors, including discussion around use of PPE, room and resources allocation and expectations in terms of cleaning items down between pupils, etc.**
* **Contact details for visitors held in school to inform track and trace services.4**

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Staff to wear masks at all times during this period.

Staff will be reminded of their responsibilities in this regard on a regular basis. | 6 | L |
| 7. Mixing of parents and carers / children and young people and non-adherence of social distancing measures during the drop off and collection times. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y | Y | * Tell parents that if their child needs to be accompanied to the school/college only one parent should attend.
* Advise children and young people to stay in car until staff member collects/drops off
* Use of two entrances into college
* Instruct pupils to wash their hands on arrival and prior to leaving the school/college.
* Provide help to children and young people who have trouble cleaning their hands independently.
* Hand sanitiser and other products to be safely stored and administered by an adult.
* Above communicated to parents in home/college agreement
 | 9 | M | * Use different entrance /exit points for students
* SLT plus car park warden to enforce safety measures
* All classrooms have windows on to car park to monitor when students are arriving

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Parents to stay in car and wait for staff to come to them. Parents asked to wear a mask if speaking to staff.
 | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 8. Unable to maintain social distancing measures in the classroom. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * Rearrange classrooms to ensure that social distancing measures can be maintained.
* Reposition seating arrangement to accommodate social distancing and students facing same direction (limit face to face contact).
* Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.
* Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts.)
* Students will be seated at the same chair/desk each day.
* Staff given time to prepare classrooms
* Staff given cleaning products and cleaning activities built into college day.
* Students in the bubble to stay together and not mix with other bubbles.
* Reduce movement of staff between bubbles as much as possible (enhanced hygiene procedures where this is not possible)
* Shared equipment (from bubble to bubble) to be cleaned between use and left for 72 hours if not easily cleaned.
 | 9 | M | * We will consider which lessons or classroom activities could take place outdoors.
* Where a sink is not nearby, we will provide hand sanitiser and tissues in classrooms and other learning environments.
* Staff will socially distance where possible, but this may not be always be possible in order to meet individual needs safely.
* PPE is available for staff who are carrying out tasks that cannot be completed safely when socially distancing
* Lunches eaten in class to avoid bubbles mixing
* Assembly delivered remotely to avoid bubbles mixing

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Reduced numbers
* Staff to implement their own control measures appropriate to their class.
 | 6 | L |
| 9. Unable to maintain social distancing measures and mixing of pupils and staff whilst moving around the building. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * Revised timetable to reduce movement around the school/college or building.
* Pupils to use the same classroom or area throughout the day.
* We will stagger break and lunch times so that all children are not moving around the school/college at the same time.
* Break time rota organised by staff team in each bubble for their own bubble
* We will remind pupils to keep to the left hand side of corridors.
* Lunch to be eaten in classrooms
 | 9 | M | * No group gatherings e.g. lunchtime assembly
* Staff to supervise students to support social distancing within communal areas
* Rota in place for courtyard, rebound and sensory kingdom – staff will clean down when they finish using the space
* Courtyard accessed from the external gate

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Constant reminders to pupils and staff to maintain social distancing, daily reminder on briefing in this regard.
* **Staff only to enter other classrooms outside their bubbles for essential reasons.**
 | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 10. Higher risk of contamination if pupils and staff use shared equipment and resources. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * We will limit the amount of shared resources in use (shared resources left for 72 hours between use).
* We will prevent the sharing of stationery and other equipment by allocating each pupil their own and providing a container to store it in.
* Shared materials and surfaces will be cleaned more frequently.
* Practical lessons will only go ahead if equipment and classroom can be cleaned thoroughly.

Individual storage boxes for pupils as well as lidded bins for disposal of paper towels have been purchased and are in full use. Hygiene and social distancing are constantly reinforced throughout the day.* Staff given cleaning products and cleaning activities built into college day.
* Shared equipment cleaned between use or left for 72 hours if not easily cleaned.
* Staff cleaning gym equipment on courtyard.
* Staggered use of the courtyard
 | 9 | M | * stagger the use of outdoor areas for breaks, lunch times and outdoor activities:
* We will limit the exchange of take-home resources between children, young people and staff.
* Courtyard/Sensory Kingdom/Rebound can be used following the rota. Staff from that bubble responsible for thoroughly wiping this down at the end of each day.
* Coats and bags kept in lockers – lockers grouped according to bubbles and spaced around college to avoid clustering. Lockers wiped down at end of day
* Communal equipment can be used on the courtyard but is wiped down after each bubble has accessed
* Antibacterial spray kept safely in each room
* Appropriate MSDS sheets and COSHH guidance shared (this spray has always been available in classes due to the nature of the school)
* Regular wipe down of class areas carried out following Government guidance
* Toilets wiped down after use

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Individual control measures for each class
 | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 11. Higher risk of contamination if pupils and staff use shared spaces. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * We will stagger breaks between lessons so that areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the COVID-19: cleaning of non-healthcare settings guidance.
* Windows in rooms will be open to allow for improved ventilation.
* All rooms have cleaning products and staff to clean shared tables/chairs in staffroom.
* Social distancing posters on site.
 | 9 | M | * Courtyard/Sensory Kingdom/Rebound can be used following the rota. Staff from that bubble responsible for thoroughly wiping this down at the end of each day.
* Sibcas available for lunch
* Number of staff in the office limited to office manager + 2

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Reduction of numbers in college will reduce issues of overcrowding
* One group per week accessing horticulture with two day break in between.
 | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 12. Higher risk of contamination if pupils and staff use shared outdoor spaces and equipment | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * We will stagger the use of outdoor areas for breaks, lunch times and outdoor activities.
* We will ensure that outdoor areas are supervised to ensure that social distancing measures are maintained
* We will not use outdoor equipment unless we are able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings.
 | 9 | M | * The school/college field will be used whenever possible to further enhance physical distancing.
* Staff to carry out a dynamic risk assessment as to whether the track can be used and still ensure distancing between bubbles
* Courtyard use on a rota with cleaning routines in place
* Educational visits suspended for the Autumn term

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* One group per week accessing horticulture with two day break in between.
 | 6 | L |
| 13. Mixing of pupils during break and lunch times and maintenance of social distancing measures. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * Break and lunch times staggered so that different cohorts of pupils don’t mix.
* Pupils asked to wash their hands beforehand.
* If pupils need to move around the building during lunch and break times make sure that they do in the groups they are already in.
* Ensure that children and staff remain 2 metres apart where possible.
* Students to eat their lunch in their classrooms with tables and chairs wiped afterwards.

We have decided at this stage to use classrooms for lunches.* Rota for courtyard in place.
* From September the courtyard will be accessed using the external gate.
 | 9 | M | * From September as we reach our full complement of pupils, we have devised a rota for courtyard use to reduce the interactions of pupils with cleaning protocols in place.
* The breaks have been staggered to prevent the mixing of pupils
* PPE available for staff who are involved with the feeding of students
* PPE available for intimate care
* Bubbles to have lunch with their class
* One bubble at a time accesses the courtyard.
 | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 14. Mixing of staff and pupils whilst providing school/college meals. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * Packed lunches will be provided to classrooms to reduce the movement around the school/college building and avoid pupils mixing outside of their cohort and long wait times for pupils.
* Cleaning products and hand sanitiser to be available for use by the school/college meals staff.
* Stagger the use of outdoor areas for breaks, lunch times and outdoor activities:
* School/college meals staff are able to keep two metres apart in the kitchen.
* Kitchen staff made aware of safety issues around Covid-19.
 | 9 | M | * Staff advised as to spaces available to eat lunch in order to support social distancing
* Staff cutlery and crockery to be individually sourced and washed.
* Dirty cutlery and crockery must not be left in sinks.
* WBC kitchen staff will adhere to their own RA’s as they are centrally managed. Any concerns from the kitchen would be conveyed to SLT.
* Shared use of equipment e.g. microwave not recommended but antibac/wipes available for staff to use if they choose to

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Staff and students delivering food to classes to socially distance from the trolley whilst bubble staff remove the meals for their class. Staff/students delivering food to wear PPE
 | 6 | L |
| 15. Mixing of pupils/staff during visits to toilets and hand washing facilities. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * Toilets will not become crowded by limiting the number of students or young people who use the toilet facilities at one time.
* Pupils and staff to keep two metres apart.
* Pupils and staff to wash their hands for 20 seconds using warm water and soap.
* Different bubbles will be assigned to different toilets and for those requiring intimate care, different hygiene rooms (as far as is practicable)
* Toilet allocation in place.
* Bathroom being cleaned by staff after each visit.
* Handwashing posters around college
 | 9 | M | * Supplies of cleaning products monitored so they don’t run out

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
 | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 16. Unable to maintain social distancing measures during contact sport and physical education lessons. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).

Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces. | Y | Y |  | * Pupils not to play sports or games together inside in line with the guidance. https://www.gov.uk/govern ment/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-implementing-protective- measures-in-education-and-childcare-settings.
* Cleaning of shared equipment between use. 72 hours between use of equipment that cannot easily be cleaned.
* Staggered use of areas available for sport and fitness
 | 9 | M | * we will stagger the use of outdoor areas for breaks, lunch times and outdoor activities:
 | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 17. Pupils and staff are at higher risk of severe illness if they do not maintain social distancing / follow medical advice. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * Pupils and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield have been asked to produce a letter by a clinician
* Clinically vulnerable children and staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social distancing) guidance) have been advised to take extra care in observing social distancing and will have PPE available as well as enhanced hygiene protocols
* A child, young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, have been advised that they can attend school/college.
* If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance they will attend school/college and maintain stringent social distancing as well as enhanced hygiene protocols
 | 6 | L | * Pupils and staff should all be able to return to school after 1 August providing the infection rate remains low. Further concerns need to be discussed directly with the Headteacher
* Parents and staff advised of updates and guidance following tier reviews and shielding advice

**Review and addition date: 06/01/21*** Regular review in response to changes in advice/guidance.
* PPE to be worn where possible at key times.
* Individual RAs to be completed for students particularly at risk.
* Pupils who have a shielding letter have been advised to follow shielding guidance
 | 4 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 18. Risk of infecting pupils and staff if symptomatic pupils and staff are not managed in line with the guidance. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * Ensure that staff are aware of the process for sending home pupils and staff if they become unwell with a new, continuous cough or a high temperature and advise them to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
* If a child is awaiting collection:

- Move them to a room where they can be isolated behind a closed door- Depending on the age of the child and with appropriate adult supervision if required.- Open a window for ventilation.- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).- Call 999 if they are seriously ill or injured or their life is at risk.* If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
* Clean the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.
* Staff have been made aware of the Covid-19 Outbreak Control Plan.
 | 6 | L | * **Make sure parents are contactable and have the capacity to collect pupils should they show symptoms. This is in the updated home-school agreement. Track and Trace Guidance followed**
* **Lynne Ledgard/Claire Perrins office to be used as an isolation room, Sign stating Possible Covid-19 will be put on the door. Further procedure – see below.**
* **SLT notified to assist managing the situation, ensure all PPE regulations adhered to, to protect pupils and staff.**
* **Parents to be contacted and relevant LA/outside agencies as required**
* **Disabled toilet next to reception to be used by the pupil. Inform site manager of its use and appropriate PPE and cleaning methods once pupil has gon**e.
* **Contact the Health protection team should we have any confirmed cases and follow their advice**
* **In the event of pupils isolating or a further Lockdown, remote learning will recommence.**

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Do not enter signage to be put on the door.
* Strict cleaning regime to be followed.
* Monitoring by staff to take place every day, taking temperatures if necessary.
 | 4 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 19. Visitors do not adhere to social distancing measures put in place. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y | Y | * Non-essential visits will be cancelled and rearranged for the future.
* We will limit the number of visitors at any one time.
* A specific time window for essential visits to school/college will be provided.
* A record of all visitors, including contact details will be maintained.

The above measures have been discussed with our office staff so no non-essential visitors will be allowed into school/college.* Parents reminded not to make appointments with professionals at school/college unless in consultation with the office.
* Visitors to contact college remotely in first instance.
 | 6 | L | * Handwashing facilities/sanitiser available including in reception

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Visiting medical professionals should wear full PPE and dispose of it themselves.
 | 6 | L |
| 20. Delivery of inbound goods - ineffective infection control and increased risk of infection. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y | Y | * All deliveries to be left at the entrance.
* We will ensure that incoming goods are cleaned if appropriate and required.

These arrangements have already been discussed with office staff and are in operation. | 9 | M | * Introduce greater hand washing and hand washing facilities for staff handling goods and merchandise and provide hand sanitiser where this is not practical.
* Restrict non-business deliveries, for example, personal deliveries to staff.
* Deliveries to be left for 72 hours before opening where possible

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Continue to closely monitor all deliveries.
 | 6 | L |
| 21. Cleaning - ineffective infection control and increased risk of infection. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y | Y | * Agree a cleaning schedule with the Cleaning Service.
* Cleaning Services has adopted the COVID-19: cleaning of non-healthcare settings guidance.
* Additional cleaning requirements and hours agreed with provider.
 | 9 | M | * Spaces will be well ventilated using natural ventilation (opening windows) or ventilation units.
* Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
* On activation of fire alarm these doors will be freed.

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Coats can be worn inside if it is particularly cold and windows need to open for ventilation.
* Monitor and review cleaning practices regularly.

Insist that cleaning checklists are completed. | 6 | L |

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
|  |  |  |  |  | * Deep cleans of the building are put into place where there is a confirmed case of COVID-19.
* Frequently touched surfaces are cleaned frequently with detergents and bleach by staff.
* Toys, books, desks, chairs, doors, sinks, toilets, light switches, banisters, are cleaned more regularly than normal.
* Cleaning protocols by college staff already in place within each bubble and for use of any shared spaces.
 |  |  | * Staff reminded of cleaning protocols in morning briefings
* Availability of cleaning supplies and PPE monitored
* Sanitiser in 4 points across college including reception
 |  |  |
| 22. Changing of pupils and their intimate care. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
* Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces.
 | Y | Y |  | * See school/college hygiene protocol.

The hygiene protocol for intimate care and changing has been shared with staff.PPE including masks will be worn for intimate care (where deemed necessary), administering medication and the supervision of any child displaying Covid-19 symptoms.  | 9 | M | * Students allocated specific toilet to use

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* Given new Covid variant staff will be advised wherever possible to wear full PPE when carrying out changing or intimate care.
* All used PPE should be double bagged and disposed of as soon as possible
 | 4 | L |
| 23. Managing pupils with challenging behaviours which may include spitting and biting. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
 | Y | Y |  | * all individual behaviour plans have been reviewed.
* Behaviour lead will be called to support if a pupil shows escalating behaviours.
* Quiet space will be offered to the pupil and a member of staff will be assigned for CALM talk.
* Team Teach intervention will still be used if a pupil is in crisis and is posing a threat to other pupils or staff.
* PPE (visors, gloves, aprons) will be provided for staff who may need to physically intervene with a pupil.
 | 6 | L | * Wherever possible we will try to avoid excluding a pupil but where serious and health threatening incidents occur this may be a short-term measure.

**Review and addition date: 08/01/21*** Regular review in response to changes in advice/guidance.
* PHPs to of any students that spit/bite to be reviewed
 | 2 | L |
| 24. Managing a pupil showing signs of coronavirus. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body).
 | Y | Y |  | * When a child, young person or staff member develops symptoms in school/college compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 14 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. Where the child, young person or staff member tests negative, they can return to school/college following 48 hours of no raised temperature and the fellow household members can end their self-isolation.
* All staff and students in school/college will also be encouraged to get tested in this scenario.
* If a child is awaiting collection, they should be moved to Lynne/Claire’s office where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision. A window will be opened for ventilation.
* If they need to go to the toilet while waiting to be collected, they should use the visitor toilet in the school/college foyer. This will be cleaned and disinfected using standard cleaning products before being used by anyone else.
* PPE will be worn by staff caring for the child while they await collection e.g. gloves, apron, mask or if a distance of 2 metres cannot be maintained (such as for any of our very young children).
* In an emergency, we will call 999 if the child appears to be seriously ill or injured or their life is at risk. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?’ below).
* Staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
* We will clean the affected area with normal household disinfectant after someone with symptoms has left. This will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).
 | 6 | L | * If it is not possible to isolate a child for some reason, they will be moved to an area which is at least 2 metres away from other people.
 | 4 | L |

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| 25. Managing the bubble if there is a confirmed case of coronavirus. |  | Y | Y |  | * When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 14 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students in school/college will be encouraged to get tested in this scenario.
* Where the child, young person or staff member tests negative, they can return to school/college and their fellow household members can end their self-isolation (following 48 hours of having no raised temperature)
* Where the child, young person or staff member tests positive, the rest of their ‘bubble’ within the school/college will be sent home and advised to self-isolate for 14 days. The other household members of that ‘bubble’ will need to self-isolate for 14 days. They will need to arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/) to arrange or contact NHS 119 via telephone if they do not have internet access.
 | 6 | L | * As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will be contacted to conduct a rapid investigation and will advise the school/college on the most appropriate action to take.
* In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps another bubble or pupils on transport. Given we are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole school/college will not generally be necessary.
 | 4 | L |

**Additional safeguards for the full opening of school/college in September 2020**

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| **Hazards** | **Potential Harm** | **Persons at Risk****(tick as appropriate)** | **Existing Control Measures** | **Risk Rating** | **Mitigating Actions Introduced** | **New Risk Rating** | **Residual Risk** |
|  |  | **Staff** | **Pupils** | **Visitors** |  | **L x S = RR** | **L / M / H** |  | **L x S = RR** | **L / M / H** |
| 26. Protective measuresa. Cleaning handsb. Ensuring good respiratory hygienec. Enhanced cleaningd. Engaging with the NHS Test and Trace processe. Outbreak of Covid-19 in school/college | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) and by not

cleaning hands properly. | YYYYY | YYYYY |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school/college has already adopted.* Sufficient time will be allocated for pupils and staff to wash their hands before, during and at the end of lessons; before and after breaks and at the start and end of the day.
* All pupils and staff will be reminded frequently to catch their coughs and sneezes in their elbows or in a tissue.
* Tissue to be binned and hands washed with soap and warm water for 20 seconds.
* Windows will be open where possible to ensure ventilation.
* Lidded bins will be in all classrooms.
* All areas will be thoroughly cleaned on a daily basis by cleaning staff from Cleaning Services.
* Explanation of, and compliance with the NHS Test and Trace system will be communicated to all pupils, staff, parents and visitors.
* See also points 24 and 25 above.
* School/college will follow the procedures outlined in the WBC Covid-19 Outbreak Control Plan
 | 66666 | LLLLL | Examples of mitigating action which could be introduced to reduce the spread of infection:* Hand sanitiser will be available in every class for use throughout the day.
* All classrooms have their own sink with access to hot water.
* Bins will be emptied every night and sprayed with anti-bac.
* Paper towels will be provided in each classroom.
* A cleaning checklist has been produced for use in classrooms. Staff will follow this checklist throughout the day.
* Staff will resume home learning through EfL and the website. Students without access to ICT are known and will be provided with a pack.
 | 44444 | LLLLL |
| 27. Social Distancing1. Grouping children
2. Control measures in classrooms
3. Social distancing around school/college
4. Measures for arriving and leaving school/college

See sections 6 and 7 above. | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body)
 | YYY | YYY |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school/college has already adopted.* Our bubbles will be up to 8 students
* We have organised the timetable and curriculum so that there is minimal movement of staff between bubbles.
* Pupils will remain in their bubbles all day.
* Our classrooms have been rearranged to allow for social distancing.
* Wherever possible pupils will sit alongside each other.
* Staff will attempt to keep a 2 meter distance from pupils in class where this is possible.
* There will be no whole school/college assemblies or singing sessions.
* The common room will not be used for school/college dinners.
* Pupils will be reminded to keep a 2 meter gap when moving down corridors and will keep to the left of the corridor.
* Breaks will be staggered.
 | 6666 | LL | Examples of mitigating action which could be introduced to reduce the spread of infection::* Pupils will remain in the bubbles at break and lunch times.
* The multi-sensory room will not be available at this stage.
* Pupils will be discouraged from sharing resources.
* A cleaning checklist for the classroom will be followed throughout the day.
* Staff rotas for break times and lunchtimes will be agreed within teams and agreed with LL.
 | 4444 | LLLL |
| 28. School/college workforce1. Vulnerable staff
2. Staff workload and well-being
3. Support staff and visiting staff
 | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body)
 | YYY | YYY |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school/college has already adopted.* Those staff who are clinically extremely vulnerable or clinically vulnerable will have a risk assessment.
* The school/college day will not be any longer and staff will not be asked to work beyond their contacted hours.
* TAs may be asked to ‘cover’ for teachers at certain times supervising pupils.
 | 644 | LLL | Examples of mitigating action which could be introduced to reduce the spread of infection:* School/college will negotiate with staff if they feel they still need to work from home.
* Mental health and well-being training offered for all staff. Staff have access to mental health support if and when required.
* Arrangements will be put in place to ensure visiting staff are considered during any test and trace process and can be contacted if necessary.
 | 422 | LLL |
| 29. School/college operations1. Dedicated school/college transport
2. Wider public transport
3. Pupil attendance
4. Educational visits
5. School/college uniform
6. Extra-curricular provision
 | * Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body)
 | YYYYYY | YYYYYY |  | Include any measures currently in place, including those identified in the column ‘mitigating action required’ which the school/college has already adopted.* School/college has been consulted on the use of school/college transport.
* Escorts and drivers are wearing face masks on the buses.
* Pupils are closely supervised when boarding and disembarking transport.
* Very few pupils travel by public transport. We will assess the public transport situation in September.
* Although attendance will be mandatory from September we expect there may be differing circumstances which may affect attendance. We will be mindful of these circumstances.
* There will be no educational visits for the Autumn term. We will review for the Spring term.
* No college uniform making it easier to clean clothes.
* We do not offer breakfast or after school/college clubs and do not intend to do so.
 | 6666 | LLLL | Examples of mitigating action which could be introduced to reduce the spread of infection:* Suitably spaced seating has been established.
* Pupils aged 11 and above will be invited to wear a face mask on transport.
* Students to be dismissed from class bases
* We will contact all parents including those BAME parents to reassure them of their child’s safety in school/college and the measures we have put in place.
 | 4444 | LLLL |
| 30. Education provision1. Curriculum expectations
2. Behaviour and pastoral issues
3. Assessment and accountability
 | Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | YYY | YYY |  | * Pupils will mostly be following the same timetable / curriculum as before lockdown.
* Time will be provided to work with pupils who may struggle on their return.
* Home learning ready to be reinstated if we return to lockdown.
* The school/college behaviour policy has been reviewed and updated.
* Positive Handling Policy has been reviewed.
* We plane to baseline all pupils across maths, English within the first few weeks of our return.
 | 444 | LLL | Examples of mitigating action which could be introduced to reduce the spread of infection:* Refresher training for Team Teach will take place on 24/07/2020 for those staff who require it.
* These staff will be provided with appropriate PPE.
 | 22 | LL |
| 31. Contingency planning | Direct transmission of COVID-19 virus from being in close proximity to people with the virus (i.e. person to person transmission -hand to hand, hand to mouth, hand to body) | Y | Y |  | * Home learning ready to be reinstated if we return to lockdown.
 |  |  | Examples of mitigating action which could be introduced to reduce the spread of infection:* We have created a home learning tab on the school/college web site where pupils can access home learning.
* EfL can provide daily home learning and can be actioned by teachers at home.
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