

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 return to school in January 2021 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 defense 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:
Springboard Project	ATL /MPJ	4/1/2021
Task / Process Being Assessed:	Approved by:	Date:
COVID 19 – January 2021	Moira Thompson- on behalf of the Executive Team	4/1/2021

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	

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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
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>15/9/20 - Covid room changed from meeting to 1st floor Changing / shower room.</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>Staff and Families informed of New Schooling Offer 2</p>	<p>Staff / students need to be aware of protocol around this.</p> <p>Comms with parents around illness</p> <p>Signage be created and put up before opening.</p> <p>Staff Protocol re-visited in briefing Contact details for all students updated by staff teams</p>	<p>ATL/MPJ to send out staff protocol</p> <p>Weekly briefings will ensure good practice is maintained at all times and risks addressed / mitigated addressed</p> <p>Whole staff and new staff briefed</p>	<p>Protocol doc sent 31/8/2020</p> <p>Weekly meetings. Begin Mon 31/8</p> <p>5/1/2021</p>	<p>28/8/2020</p> <p>5/1/2021</p>

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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> <p>15/9/20 - D Morton said that disposable paper towel are not required at SPT</p> <p>Hand hygiene is critical before and after all direct contact with anyone, and after cleaning equipment and the environment.</p>	<p>Full assessment of the building to ensure hand sanitiser is available where required</p> <p>Written in behaviour plans/ expectations document that this is a non-negotiable.</p> <p>Comms need to detail this</p> <p>Issues around students being compliant to hand washing</p> <p>All staff/students to watch hand</p>	<p>ATL /MPJ to meet with Alan C to discuss return of PJS and cleaning rota</p> <p>28/7 Training – protocols and expectations revisited with staff sent out</p> <p>SBT to meet weekly to discuss</p>	<p>28/7 - email</p> <p>29/7 arrange meet</p> <p>08/2020</p> <p>Cleaning rota finalised</p> <p>Clean rota complete</p> <p>ATL / MPJ to meet with site staff</p> <p>3/9/2020</p>	<p>3/9/2020</p> <p>All complete</p>

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					<p>Start of Spring 1 – deep clean completed Staff and students briefed on importance of hand cleaning and protocols (including use of face masks and social distance)</p>	<p>washing video on first day back.</p> <p>Signage to go up relating to using hand towels.</p> <p>On site cleaner to check hand towels hourly in all bathrooms.</p> <p>Deep clean completed</p> <p>Staff logistics day – protocol and procedures revisited</p>		<p>4/1/2021 5/1/2021</p>	<p>5/1/2021</p>

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Respiratory hygiene		4	4	16	<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 style="color: green;">4/1/2021 - Students and staff must wear facemasks when moving around the building.</p>	<p>Coms to parents / students need to detail expectations around hygiene</p> <p>On site cleaner to check hourly.</p> <p style="color: green;">Parent app to reinforce wearing facemasks</p>	All staff Admin	<p>ATL/MPJ/ACM/PJS to co-ordinate</p> <p>3/8/2020</p> <p style="color: green;">4/1/2021</p>	<p>28/8/202</p> <p style="color: green;">4/1/2021</p>
Enhanced cleaning (surfaces, detergents etc.)		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>There are additional red/green tags allocated to each bubble and staff in that bubble will place a red tag where</p>	<p style="color: purple;">Additional cleaning of Engage Team Office to be notified via signage when staff have left the building.</p> <p>ATL/ACM/PJS to coordinate</p>	Site team ATL/MPJ/ACM/PJS	<p>Coms doc sent 28/8/2020</p> <p>Sept 2020</p> <p>Site team</p>	Sept 2020 (ongoing)

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					<p>extra care is needed re cleaning high-touch areas – eg. computer keyboard, certain objects or equipment.</p> <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>	<p>Cleaning staff to be appointed and rota completed</p> <p>Staff to be briefed on procedure.</p> <ul style="list-style-type: none"> • staff training day • Weekly brief 		5/1/21	5/1/21

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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>Deep clean of all College happening 4/1/2021 by premises team</p>	Whole staff team briefed			
Social distancing		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"> 1. <i>Where possible, stay at least 2 metres away from everyone when you are not wearing PPE,</i> 2. <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> 3. <i>Try not to share transport with people from outside your house when travelling to and from work.</i> 	<p>SBT is two bubbles with a blended / remote offer - New Schooling offer 2</p> <p>Staff to support and encourage students to follow this – daily</p> <p>Detailed communication needs to be sent to families – Jan 2021 via parent app</p>	<p>Staff team meeting daily around protocols and issues (reported on CPOMS and coms to parents)</p> <p>ATL/MPY</p>	<p>Comms 28/8/2020</p> <p>NS2 Comms sent 5/1/21</p> <p>Aug and Sept 2020</p> <p>Week beginning 4/1/2021</p>	28/8/2020 5/1/21

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					<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,</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 recognize that it is not practicable to expect pupils to maintain consistent social distancing of two metres. 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>Information to go home relating to Tier 4</p> <p>Students to be reminded of hygiene rules ie sharing of cigarettes. Staff to be briefed.</p> <p>For students on remote offer. -Weekly welfare calls- - Revisit with families/staff to contact home to reinforce measures.</p> <ul style="list-style-type: none"> All work complete is planned around student STEP targets <p>Engage team to co-ord work with</p>	<p>ATL/MPY/ key staff</p> <p>ATL/MPJ /Key workers</p>	<p>4/1/2021</p> <p>4/1/2021</p> <p>5/1/21</p>	<p>5/1/21</p>

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						SPT delivers – use of Showbie and or hard copied of work /assessment			
PPE, where appropriate		4	5	20	<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 bubbles. 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. 	<p>SPT is two bubbles in school. NS2 blended offer is split into.</p> <ul style="list-style-type: none"> • on site personalised offer (face to face) • Vocation offer • Remote • Blend • <p>Engagement Pathway Team</p>	PAD to coordinate 4/1/2021	5/1/21 4/1/2020 Protocol doc 28/8/2020 Updated Wk ending 8/1/2021	

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					<p>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.</p> <p>c. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.</p> <p>1. Intimate care</p> <p>a. Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.</p> <p>b. Fluid-resistant surgical mask and 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.</p> <p>c. Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction</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>have a separate office space within a separate area of Upper Sch to enhance social distancing for staff.</p> <p>This needs to be timetabled around cross site teaching / use of AP's</p> <p>Guidance / advice needed around the use of change of clothes and showering procedure when students are aggressive</p>	<p>Coms doc to staff & Families via Parent App</p> <p>Training day / Logistics day January 2021 .</p> <p>Daily brief to whole staff team to revisit protocol/is sues</p>		

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					<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>/ intentionally spit Ref all staff to behaviour policy addendum</p> <p>Individual RA 's will detail this and course of action to take and communication with parents</p> <p>SBT staff to work with site staff around storage, availability of PPE</p>			

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						Protocols reiterated with staff on training day and in briefings			
Engage with the NHS Test and Trace process		4	4	16	<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>Parents/visitors are engaging in QR code/track and trace.</p>	<p>As per protocol</p> <p>QR code in reception for visitors.</p> <p>QR code on separate entrance at upper for Outreach Team.</p> <p>Encourage all staff and families to download Test and Trace NHS App.</p>	SLT / ACEO / health/ LA	4/1/21	Ongoing

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						Inform staff of QE Hall testing offer and in school testing kits			
Use of COVID test kits available in school					<p>Ensure that SLT (or identified person) have seen the webinar on how to use the test kit. Protocol on the use of the tests in school</p> <p>15/9/20 - Test kits are in school. They will be issued as and when required using SLT discretion.</p> <p>Still have 15+ old kits available so no further tests ordered.</p> <p>Lateral flow test arrived 4/1/2021. Awaiting training.</p>	<p>Develop local protocols relating to distribution of testing kits- to be agreed by governors.</p> <p>Use of lateral flow kits to be planned</p>	ATL	<p>Sept 20</p> <p>Jan 2021</p>	<p>Sept 20</p> <p>Jan 2021</p>
Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community		4	4	16	<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>Oldham COVID-19 Resource Pack for Schools and Early Years version 2.31 (17.9.2020)</p>	<p>As per protocol</p> <p>Breaches of self-isolation to be reported through to PHE/Oldham LEA – to details ;</p>	SLT / ACEO / health	Updated 5/1/21	Ongoing

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					<p>21/9/20 – Confirmed case with a student. PHE advised to close school to return on 5/10/20. ALL staff and students to self- isolate for 14 days (until 3/10/20)</p> <p>7/10/20 - Confirmed case with a staff. PHE advised that staff in close contact have to self-isolate.</p> <p>13/11/20 - Confirmed case with a Staff member. All Bubble 1 staff and students advised to self-isolate.</p> <p>ATL wrote up timeline of events and distributed to exec team</p>	<ul style="list-style-type: none"> • Positive cases • Contact numbers 			
Contain any outbreak by following local health protection team advice		4	4	16	<p>Each site has an identified area for housing suspected coronavirus cases which includes an isolated toilet.</p> <p>15/9/20 - Covid room changed from meeting to 1st floor Changing / shower room which has toilet facility.</p> <p>Outreach team office at Upper School, has Covid room sign posted next to toilet. This office area is locked off from the Upper bubble. Staff will take care to distance during any entrance and egresses of the building.</p> <p>Procedures will be followed if we suspect the virus is present and ensure the senior person on site is immediately made aware.</p>	<p>Consultation with site team – around isolated toilet. Ensure staff know where this is and its use</p> <p>SLT / Middle leader on site always. First Aid training up to date and</p>	<p>Site team SLT / Dean Street site team need to be notified</p>	<p>Ongoing</p> <p>5/1/21</p>	<p>Sept 2020</p>

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					SLT to reiterate protocols with staff team relating to symptoms/self-isolation etc.	designated to staff in and off site –ATL and @Everyone			

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		4	4	16	<p>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.</p> <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</p>	<p>As per protocol</p> <p>We will also ensure contact is made with families to ensure the risk is minimised for SBT (identification of genuine cases in families)</p> <p style="color: green;">Flow chart to be created for families to outline scenarios relating to symptoms/siblings with symptoms etc.</p>	<p>Local health team/ SLT / Central team / Exec</p> <p>DHL</p>	<p>Staff team to speak to families 2/9/2020</p> <p style="color: green;">Info to be resent to parents via comms</p>	<p>2/9/2020</p> <p style="color: green;">6/1/2021</p>
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					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.				
If someone becomes unwell in the setting		4	4	16	<p>We have put stringent procedures in place that must be adhered to if a case of COVID-19 is suspected. This process is :</p> <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,</p>	<p>As per protocol doc 28/8/2020</p> <p>We will also ensure contact is made with families to ensure the risk is minimised for SBT (identification of genuine cases in families)</p> <p>Issues;</p>	<p>Site team SLT Admin Pastoral teams</p>	Ongoing	Sept 2020

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					<p>any person who is at increased risk and provide tailored infection control advice.</p> <p>No change in protocol –4/1/21</p>	<p>Parents unable to pick up students Students refusing to leave the building – students will be then moved to virtual pathway if necessary</p> <p>Designated area for sick person (floor 1 office meeting space). Plan may need to look at movement of other students in case of infection.</p>			

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School Organisation

Student Attendance

Expectation of pupil attendance		4	4	16	We will take responsibility to record attendance and follow up absence.	<p>As per schooling offer and students risk assessment. Families who do not contact SBT re absence will be followed up by; phone call /email -referred to LA for reason for absence</p> <p>NSO2 - Student questionnaire completed 4/1/2021</p>	<p>SLT Pastoral team</p> <p>Pastoral /admin /SLT</p>	<p>Sept 2020</p> <p>Jan 2021</p>	<p>Sept 2020</p> <p>6/1/21</p>
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Local Lockdown									
Cross borough pupils re local lockdown					We will follow guidance/advice given to us by Public Health England / Oldham LEA / DFE	Tier 4 recommendations- GQN presently discussing with DFE and NHS via SEND National Steering Group	GQN		Ongoing
Cross borough staff re local lockdown					We will follow guidance/advice given to us by Public Health England / Greater Manchester / DFE.				Sept 2020
Student Arrival									
Start Times – fixed / staggered		4	4	16	<p>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</p> <p>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 minimized.</p>	<p>SPT will be 2 bubbles – onsite and engage</p> <p>Staff duty list to detail</p> <p>Due to numbers on site – blended</p>	<p>SLT Pastoral team</p> <p>Whole staff team</p>	<p>Aug 2020</p> <p>5/1/2021</p>	<p>7/9/2020</p> <p>6/1/21</p>

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
					Following announcement of Tier 4 –SPT needs to look at blended on site /offsite offer New Schooling offer to start 6/1/21	offer needed to reduce the risk of transmission and movement of students			
Vehicle Management		3	3	9	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. No change	Low numbers of students use LA transport. High Vis jackets in building	Pastoral team Site team	Aug 2020 Jan 21	7/9/ 2020 Jan 21
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.	SPT staff rota. Issues around students loitering due to smoking / eating/ compliance. Coms detail; Social distance Move in Project Revisited with students/	Whole staff team rota and movement agreed	Sep 2020 6/1/21	7/9/ 2020 6/1/21

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
						families at start of Spring 1			
Break times									
Indoor break		3	4	12	<p>Students can meet with their peers as on-site students are in one bubble.</p> <p>Students who exit the building will follow hand washing / cleaning procedure before re-entry. Refusal to do so will involve parental contact / move to virtual offer</p> <p>NSO2 – all students who are on site will be expected to adhere to Tier 5 restrictions and COVID-19 rules around - hands - face –space to stop the transmission of the new virus strain. This is imperative until vaccinations are in place and the ‘R’ rate has reduced significantly.</p>	One – way movement around the Project	Coms to home Home /Coms revisited 5/1/21	31/8/2020 5/1/21	7/9/2020 5/1/21
Outdoor break		3	4	12	<p>Students will be allowed out for break but will have to stay in close proximity to the school.</p> <p>Food and drink bought must be consumed outside the Project</p> <p>Students who exit the building will follow hand washing / cleaning procedure before re-entry. Refusal to do so will involve parental contact / move to virtual pathway.</p>	Coms to detail this Reminder of student expectation to be sent out 4/1/2021	Whole staff	Coms 28/8/2020 Coms 5/1/21	28/8/2020 5/1/21
Wet break		3	4	12	As above- rota to detail where students will go				

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
Local community		3	4	12	<p>Under the local lock down students who go out into the local community / shops without a face covering /mask do so at their own risk. This will be communicated to students and families</p> <p>All families contacted regarding any community access is at student/family risk. ATL requested RA 's from all AP's following Tier 4 All engage pathway student's RA updated</p> <p>Following Tier 4 announcement – All community placements are closed apart from AP 's (SEE, Avro, ACE) . SPT blended offer to look at maximising use of facilities still open to ensure students have access to this curriculum offer and to minimise traffic in and between buildings. SPT to plan 5/1/2021 on second logistics day to plan NOS 2 to detail plans for all students (including Engage pathway) around STEP targets</p>	<p>Coms sent to families 28/8/2020 Staff to ring home 3/9/2020</p> <p>Engage team to.</p> <ul style="list-style-type: none"> • plan timetable *Map use of AP's • Plan with Dean Street site team <p>Planning meeting 5/1/2021 - whole staff</p> <p>Comms to families 5/1/2021</p>	<p>Staff team</p> <p>PAD 4/1/21</p>	<p>Coms 28/8/2020</p> <p>Comms 5/1/21</p>	<p>4/9/2020</p> <p>5/1/21</p>

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
							Staff team to meet	5/1/2021	
Lunch times									
Menu options		3	4	12	<p>Students will be provided a limited lunch menu that is changed daily. They will choose their option in the morning.</p> <p>Students will be allowed out for break but will have to stay in close proximity to the school.</p> <p>Students who exit the building will follow hand washing / cleaning procedure before re-entry. Refusal to do so will involve parental contact / move to virtual pathway.</p> <p>Students who leave site must.</p> <ul style="list-style-type: none"> • inform staff of departure and arrival back in the building • DO NOT BRING FOOD OR DRINK into the Project that has been purchased outside of the building • Follow hand washing /cleaning procedure • Before leaving site for MADHLO return to tutor groups for after noon attendance mark • At MAHDLO follow building procedure and routine (N/A due to Tier 4) 	<p>Coms sent out 28/8/2020</p> <p>Expectations resent via parent app 5/1/21</p>	<p>ATL/MPJ/ middle team</p> <p>Staff team to speak to families</p>	<p>Coms 28/8 and 3/9 /2020</p>	<p>28/8/ 2020</p> <p>5/1/21</p>

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
Serving arrangements		3	4	12	Students lunches will be served in individual disposable packaging.	Kitchen staff /ATL/MPJ to co-ordinate	N/A	Aug 2020	7/9/2020
1:1 support		3	4	12	N/A	n/a	n/a	n/a	
Supervision / Lunch duties		3	4	12	TA's and Staff will be paid for lunch supervision.	Rota to detail	SLT	Sept 2020	5/1/20
Student Departure									
End Times – fixed / staggered		3	4	12	<p>Students will be allowed to leave together at the same time.</p> <p>Students attending MAHDLO / offsite provision (in afternoon sessions) will leave immediately to go home on transport. Students who access school transport will remain with staff – outside of the building or in reception area.</p> <p>Students remaining on site will leave site at the end of the college day</p> <p>Students on Duke of Edinburgh (Friday) will leave site when lesson is complete – ensuring admin /SLT are aware of this. Families contacted and in agreement.</p> <p style="color: green;">NSO 2 to look at staggered end times to reduce movement / traffic around the building</p>	<p>Local lock down may prevent this Students to make choices re Friday session. wk begin 7/9 DoE planned</p> <p style="color: green;">Planning time needed 5/1/21 Comms to parents 5/1/21</p>	N/A	Sept 2020	<p>7/9/2020</p> <p style="color: green;">5/1/21</p>

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
Vehicle Management		3	3	9	<p>Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport.</p> <p>All supervising staff will wear high-vis jackets.</p> <p style="color: green;">Unchanged –Jan 2021</p>	Low numbers of students use LA transport.	Whole staff	Sept 2020	7/9/2020
Meet and greet		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.</p> <p style="color: green;">Expectations reminder sent to families via Parent App</p>	<p>Comms to show expectations and staff to model</p> <p style="color: green;">Jan 2021</p>	<p>Pastoral teams, SLT Coms sent 28/8/2020</p> <p style="color: green;">Staff teams comms Jan 2021</p>	<p>End of year, end of summer re-iterated in Sept</p> <p style="color: green;">4/1/21</p>	<p>28/8/2020</p> <p style="color: green;">5/1/21</p>
Self-Exiting					<p>Students self-existing lessons without reason – will be followed at distance) by staff.</p> <p>Failure to comply/ repeated self-exit will result in.</p> <ul style="list-style-type: none"> Parents being called Safeguarding procedure (after 20 mins police are called) Students being referred to virtual pathway (at SLT discretion) 	<p>ATL/MPJ /SMY to communicate this procedure to families</p> <p style="color: green;">Staff teams</p>	<p>Class staff to follow up via comms 28/8 and 3/9/2020</p>	<p>Week being 31/7</p> <p style="color: green;">Week begin 6/1/21</p>	<p>28/8/2020</p> <p style="color: green;">6/1/21</p>

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
					Staff to communicate to parents / carers via Parent App and detail on CPOMS		4/1/21		
First Aid									
		3	3	9	<p>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:</p> <p>Keep yourself safe</p> <ol style="list-style-type: none"> 1. <i>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> 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> 3. <i>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</i> <ol style="list-style-type: none"> a. <i>Wear gloves or cover hands when dealing with open wounds</i> b. <i>Cover cuts and grazes on your hands with waterproof dressing</i> c. <i>Dispose of all waste safely</i> 	<p>Staff to be aware of all First Aid trained staff.</p> <p>PPE / First Aid boxes complete</p> <p>Incident book to be in main reception. Staff to phone through to report incidents. (Staff to be briefed on this process). SLT to check daily.</p>	<p>Site team / admin</p> <p>SLT / Training ATL referred staff via @Everyone 27/8/2020</p>	<p>4 staff – First aid Training 3/9/2020</p> <p>2 staff Meds 3/9/2020</p>	<p>3/9/2020</p> <p>5/1/21</p>

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>d. Do not touch a wound with your bare hand</p> <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 <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>				
Administering Medication									
Administration of Medication		4	4	16	Students who receive medication through SBT will continue through admin (LSN) .	ATL/MPJ /SMY to communicate	Class staff to follow up	3/9/2020	3/9/2020 5/1/21

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>Springboard staff will speak to families around the importance of medication and keeping students safe AT ALL times.</p> <p>Where behavior is deemed unsafe due to lack of medication – ATL/MPJ will consult with families and key stakeholders around the YP regarding potential issues and unsafe behavior both in and around college.</p> <p>This may result in students accessing the virtual pathway until the head deems the student safe to be in college.</p> <p style="color: green;">NO CHANGE</p>	this procedure to families	via comms	28/8/2020	

Grouping Students - Bubbles

Group Design

Standard Group eg. Primary / secondary		3	3	9	<p>Springboard Project will be two bubbles. Students and staff will be able to move around freely following hygiene protocols in their bubbles.</p> <p style="color: green;">New Schooling Offer 2 – Jan 21 to reflect.</p> <ul style="list-style-type: none"> use of other live facilities Reduction of traffic in and around the building Movement of Engage pathway to be fully functional at Dean Street to prevent cross site contamination 	<p>Comms to detail this 28/8/2020</p> <p style="color: green;">Logistics day 5/1/2021</p> <p style="color: purple;">PAD to plan Engage pathway move</p>	Whole staff	28/8/2020	4/9/2020
								5/1/21	5/1/21

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
Group eg. Discrete groups / specialised classes		3	3	9	Some students and groups will use offsite facilities. These facilities will have to be Covid Compliant and understand our Risk Assessments. Students will have to follow the most appropriate Risk Assessment guidance. NSO2 to detail	RA for all offsite facilities to be added to Covid file	SPT staff	Aug 2020 Jan 2021	4/9/2020 5/1/21
Staff deployment		3	3	9	Will follow our Risk Assessment protocols.	As per above	SPT staff	July 2020	4/9/2020 5/1/21
Temporary supply staff		3	3	9	Will follow our Risk Assessment protocols.	As per	N/A		4/9/2020 5/1/21
Bubble containment									
Bubble structure eg. Key stage, year groups		3	3	9	NSO2 January 2021 Students will be in two bubbles. Bubble 1 will mostly consist of Onsite students and staff. Bubble 2 will consist of Engagement Pathway Staff and Students The Engagement Pathway staff will operate from a separate office from Upper school to enhance social distancing between the staff team. Wherever possible this		SPT full staff	Jan 2021	4/9/2020 5/1/21

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>will act to reduce risks to Engagement Pathway Team staff and those pupils they support in their work in the community.</p> <p>This enhanced social distancing hopes to reduce opportunities for cross contamination between individuals. In some situations, e.g. sports, AP and group activities there will be small group work that involve students and staff teams mixing.</p>				
Related bubbles		4	4	16	<p>Any student which is part of the Engagement team will have ongoing virtual connections with school via iPads and phone. Any individual face to face contact with staff and other agencies will be undertaken in accordance with protocols.</p> <p>NSO2 planning shared with Engage team around.</p> <ul style="list-style-type: none"> • Showbie • Hard copy work • Assessments (functional skills) 	<p>PAD/ LCH/ SRE</p> <p>ATL /MPJ /key workers</p>	<p>PAD plus, team</p>	<p>Sept 2020</p> <p>5/1/21</p>	<p>5/1/21</p>
Placing vulnerable children		2	2	4	<p>Personalised risk assessments will be in place where required.</p> <p>SLT meet with the Transition Team in a two weekly cycle to review Safeguarding and Interventions impact to inform risk assessment and provision mapping updates.</p>	<p>All RA in place</p> <p>Updated 4/1/2021</p>	<p>SPT / Pastoral team plus Dean</p>	<p>July 2020</p>	<p>4/9/ 2020</p>

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>ALL SPT student's individual RA 's updated and the spreadsheet of contacts around the young people (including contact with profs). This spreadsheet has been RAG according to student's vulnerability (social and emotional needs)</p> <p>NSO2 to ensure most vulnerable students have access to face-to-face offer</p>		Street staff	4/1/21	5/1/21
Placing vulnerable adults		3	3	9	<p>Groups have been carefully matched.</p> <p>NSO2 January</p> <p>Excel around students details and contacts updated and RAG – 4/1/21</p> <p>Mitigations etc have been explained to staff.</p>	<p>Expectations document /coms 28/8/2020</p> <p>Updated 4/1/21 Staff teams</p>	SPT / Pastoral team	Sept 2020	4/9/2020 5/1/21
Shared spaces		3	4	12	<p>Shared spaces have been used to a minimum.</p> <p>Clear protocols are in place for shared spaces that are unavoidable and particularly used by staff.</p> <p>Engage team to map AP offer and share with Project (to prevent cross contamination). Use of SBU under consideration.</p>	<p>Detailed in site map</p> <p>4/1/21</p>	<p>SPT team</p> <p>Engage team</p>	<p>Sept 2020</p> <p>Wk begin 4/1/21</p>	Sept 2020

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
Equipment and resources									
Individual equipment packs		3	3	9	Individual resource packs are allocated to pupils. 15/9/20 - Each student issued their own drinks bottle which stays in their classroom. No change	Packs	Admin	Sept 2020	7/9/2020
Shared equipment & resources		4	3	12	Strict washing and cleaning schedules are in place to ensure correct use of shared equipment.	As per protocol Comms to re-iterate	Whole staff	Sept 2020	7/9/2020
Outdoor Learning		3	4	12	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: 1. evidence indicates that the risk of infection is reduced outdoors 2. evidence suggests that the virus does not survive long for long periods in sunlight. Social distancing is easier to observe and maintain outside NSO2 January 21 – no change	Timetable to reflect this Friday group to access Duke of Edinburgh will submit full RA detailing. <ul style="list-style-type: none"> Travel arrangements Program Destination Lunch Meds Risk 	SBT staff DoE staff	Sept 2020 ATL /MPJ to work through this with staff – Sept 2020	11/9/2020

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
						<ul style="list-style-type: none"> Travel home <p>Where necessary this will also include EVOLVE All RA 's will be submitted a week before.</p> <p>Engagement pathway risk assessment- to be completed by Engagement Pathway team. (Phil Arnold)</p>			5/1/21
Measures within the bubble									
Maintaining distance		3	4	12	Springboard will be in two bubbles. Staff will re-enforce through. <ul style="list-style-type: none"> Curriculum Communication (including social media) Verbal reminders Signage 	ONGOING	ALL STAFF		Jan 2021

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
					<ul style="list-style-type: none"> Being 'aware' of groupings, timetabling and movement around the Project and in the local community. Where students fail to do this – SLT / Form staff /pastoral teams will consult with families as to issues Jan 21 – Tier 5 rules				
Seating arrangements		3	3	9	Seating arrangements, desk areas, computers, games and activities etc. take account of appropriate distancing and minimise physical contact. Desks and tables are positioned so that no-one is sitting face-to-face. If this is not possible then we will use screens In class students will not be asked to wear face masks unless they move into corridors	Coms sent to families 28/8/2020 Re expectations etc	SPT staff / site staff	Aug 2020	5/1/21
Staff space		3	3	9	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.	All seating labelled. Cleaned when necessary	SBT staff / site staff	Aug 2020	5/1/21
Behaviour expectations		4	4	16	A behaviour policy is in place and this includes an addendum that covers COVID 19 recommendations. There is a policy and COVID 19 addendum regarding physical intervention that covers COVID 19 recommendations.	Coms sent to families 28/8/2020 Pastoral teams need to re-enforce	Comms Sent out 28/8/ ST4 staff	July, Aug, Sept 2020	5/1/21

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>Students will be asked to;</p> <ul style="list-style-type: none"> • sanitise when they enter the building • wear face masks coverings (over the mouth and nose) whilst moving around the Project • Keep food and drink purchased outside the Project • Follow rules and expectations to keep themselves and others safe <p style="color: green;">Behaviour addendum to be reviewed/personal behaviour plans to be put in place for students who are unable to follow protocols.</p>	<p>expectations and consequences of actions (i.e. spitting and PI) 28/8/2020 Phone calls 3/9/2020</p>	Pastoral teams		

New Schooling Offer

Onsite curriculum

Subject delivery		4V	4	16	<p>ASDAN PD curriculum (recovery) is planned and ready to be rolled out through staff training by middle managers.</p> <p style="color: green;">15/9/20 - MPJ discussed with ZBN, AWD – this will continue and be reviewed at the next weekly SLT meeting</p> <p style="color: green;">13/10/20 - Students moved to carousel curriculum on request of students through School Council meeting.</p>	<p>LBR to complete ASDAN registration. Training day planned and staff working collaboratively to plan</p>	SPT staff Middle leaders to co-Ord.	<p>July /Aug 2020 Induct week/ Train day</p>	7/9/2020
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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
					<p>15/9/20 - PAD reviewing Engagement Pathway, resourcing and needs, building on the work of the Outreach Team. Launch of service offer pending appointments of staff and commissioning discussions with LAs on the delivery of a new service offer.</p> <p>PAD providing SLT and staff support to:</p> <ol style="list-style-type: none"> 1. Model restructure of Outreach Team towards an Engagement Pathway MAT offer. 2. Support a sustainable financial modelling for the development of a new service with LAs and other key stakeholders. 3. Supporting research led, co-production of Engagement Pathway offer, solutions to better meet needs of pupils and wider stakeholder engagement. 4. Support project management approach and staff cpd. 5. Aid multi agency service delivery and innovation. 6. Feeding these ideas, models and developments into the 'in school' core, 				

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 style="color: purple;">7. dynamic, bespoke and extended community offers for all students.</p> <p>TO BE DISCUSSED OVER OUTREACH MEETINGS (WEEK BEGINNING 27/7) Test and learn</p> <p style="color: purple;">Engage team to map offer – JAN 2021</p> <p style="color: green;">9/11/20 - SLT and Execs met to discuss offer due to Lockdown 2. ACE Training and AVRO being investigated</p> <p style="color: green;">4/1/21 – SLT / Exec / MLT to meet to discuss new offer during Tier 4. NSO2 created.</p>	Make parents away of new offer.	SLT / Admin	Completed 4 -5 /1/20		
Specialist curriculum areas		4	4	16	<p>MAHDLO to be base for – sport, PE, music tech, art and outreach team.</p> <p style="color: green;">15/9/20 - All students have had a tour and had Mahdlo Covid Protocols discussed with them</p> <p style="color: green;">4/1/20 – Mahdlo closed but APs open</p> <p style="color: green;">New schooling offer needs to reflect;</p> <ul style="list-style-type: none"> • Numbers in the building • Movement 	<p>Planning and risk to be submitted MADHLO to send RA detailing.</p> <ul style="list-style-type: none"> • Building • Activity <p style="color: green;">5/1/21</p>	ATL /MPJ /PAD/ SMY plus MAHDLO staff	SBT staff will always be with students (moving to and from college)	7/9/2020	7/9/2020

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
					<ul style="list-style-type: none"> Lack of community access Anxiety of staff around new strain Non-compliance of students in and around the building / communiyt <p>Risk Assessment for building, activities and students to be shared on Covid 19 file</p>	Planning day to look at New School offer for Tier 4 and	SLT/ MLT	5/1/21	5/1/21
Educational Visits		4	4	16	<p>Friday group to access Duke of Edinburgh will submit full RA detailing.</p> <ul style="list-style-type: none"> Travel arrangements Program Destination Lunch Meds Risk Travel home <p>Where necessary this will also include EVOLVE All RA 's will be submitted at least one week before. 5/1/20 – Students return to home address or picked up from school as agreed by parent / carers.</p> <p>All other educational visits will follow Trust procedure, that is;</p>	<p>ATL/MPJ to plan first half term ahead. SMY /admin to work with parents / carers to ensure comms are detailed around events, activities and OAA /learning.</p> <p>ATL to liaise with LOS to</p>	<p>SBT staff/ DoE staff</p>	<p>Sept 2020</p> <p>Due to LOCAL DOWN this will be on hold ATL to work through this with staff –</p>	SEPT 2020

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
					<ul style="list-style-type: none"> Plan through scheme of work for trip Permission by parents / carers RA to be submitted to head Permission given by head and full RA completed (site/ activity /location and students) Costings Outcome (dashboard) <p>No change</p>	look at training and development around OAA/ Ed visits		Sept 2020	
Offsite education		5	4	20	<p>Engagement Pathway Team provision will be tailored to meet individual needs of each student around a six week intervention programme. Programmes will be developed and adjusted to meet dynamic needs through a fortnightly review meeting with staff team and SLT.</p> <p>15/9/20 - PAD reviewing Engagement Pathway, resourcing and needs. Research has undertaken with staff and other key stakeholders. This research led approach is now being shared with wider stakeholder groups through monthly workshops with experts and a test and learn project with a cohort of students and families working with the Outreach Team.</p>	See above	ATL / PAD/ LCH/SRE	Aug 2020	

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					The co-production of solutions for a Engagement Pathway offer from the MAT is building and informing the further development of the whole school offer within Spring Board.				
Remote Learning									
Assigned staff		5	4	20	<p>Engagement Pathway Team - LCH and SRE, with multi external agency and partnership support, will continue to build a team around each student to Safeguard, engage, build interdependence with others and develop mutually agreed destinations with key stakeholders in line with EHCP step targets.</p> <p>Team development to be supported by PAD to enable this service offer to grow, the team capacity to increase and positive impact to students to be heightened through the launch of the Engagement Pathway service in the MAT.</p>		SLT /PAD	AUG 2020	
Remote curriculum		4	4	16	<p>PAD to work with teams and students to develop remote curriculum content further. Gain external partnership support and build research led proactive extended offer.</p> <p>15/9/20 - Several students awaiting new iPads that are due imminently (15/10/20 - NDK)</p> <p>5/1/20 – All new staff and students have iPads. Being delivered to homes 6/1/21</p>		SLT / PAD	AUG 2020	

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					<p>15/11/20 - All students have iPads.</p> <p>Review remote curriculum is being developed through the weekly SLT and middle leadership meetings with Spring Brook. The revised KS1/2 and KS3 offer is being reshaped to enable greater access and engagement of pupils. Mike working with Adam and Zoe to align offers with Rob and Olla in upper and Claire and Helen in Lower to align offers within KS4/5.</p> <p>Leadership and staff support by PAD to strengthen quality of interventions and consistency of actions to increase impact.</p>				
Virtual Learning					<p>To ensure that latest government guidance relating to home learning is adhered to.</p> <p>8/10/20 - RBT ran specialist Showbie Pro Plus training and to follow up</p> <p>16/11/20 - Staff being with online tutorials due to Lockdown 2 through Showbie Pro Plus</p>	<p>Explore virtual classrooms /lesson streaming via Showbie Pro Plus.</p>	<p>JDE</p> <p>MPY</p>	<p>Sept 20</p> <p>Sept 20</p>	

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					<p>Jan 21 – staff team to plan for; *NSO2</p> <ul style="list-style-type: none"> • new school offer • Blended working • Developing / extending offer of the use of Showbie Plus and other initiatives through use of ICT etc 	<p>To coordinate home learning for students self-isolating etc. Map out using guidance sent by MTN</p> <p>Training with Jigsaw – Jan 2021 Staff planning – 4/1/21</p>			
Meeting places		4	4	16	<p>PAD to work with SLT and teams to build locality specific provision to support safeguarding and learning opportunities. Staff and student protocols and best practice in place to reduce, in particular, adult to adult covid transmission.</p> <p>Training days and CPD to reinforce keeping people safe with staff teams. Behaviour addendum to embed positive behaviours to reduce covid transmission risks.</p>	<p>Planning Jan 21 and liase with Dean Street site</p>	<p>SLT/ PAD Jan 21</p>	<p>Aug 2020</p>	

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					Engagement Pathway team office to become more socially distant at Upper Sch to reduce transmission risks for staff.				
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.</p> <p>All students and staff who move around the Project – must wear a mask AT all times, following local lock down rules and advice from Public Health England</p>	<p>Project needs to be marked out ready for opening, including one-way system and movement in stairwells</p> <p>Coms to families to sate use of face mask whilst moving around the Project</p>	<p>ATL /MPJ /site staff Coms to go out to families</p> <p>28/8/2020</p> <p>Staff to speak to families; 3/9/2020</p>	28/8/2020	3/9/2020
Lifts		4	4	16	<p>Lifts will be assessed, and markers will clearly show the accepted use of the lift or whether it has been taken out of action for the foreseeable future.</p> <p>15/9/20 - Lift turned off until work required can be commissioned.</p>	Students in lift 1;1 with staff MUST wear mask	All staff	Sept 2020	7/9/2020

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					5/1/21 - Lift operational and fitted with bio star	Staff to identify which students need lift and access. This will include lesson access – ATL/DMN	ATL/MPJ /site staff		
Stairs		4	4	16	<p>Staircases are clearly marked to indicate the safe way to move up and down.</p> <p>Students need to aware of ; One-way system on stairs Touching of the walls and handrails Touching of doors etc when moving.</p> <p>Staff need to re-enforce and be aware of movement in the Project</p> <p>Support staff / site staff /cleaning staff to be scheduled to be aware of movement times and areas that need cleaning.</p>	Project needs to be marked out ready for opening, including one-way system and movement in stairwells.	ATL /MPJ/ staff /site staff to tape	3/9/ 2002	3/9/ 2020

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Toilet areas		3	3	9	<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>Students in one bubble.</p> <p>Signage to indicate which toilet to use. Staff to be aware of protocol</p> <p>Cleaning staff to be on site all day</p>	<p>SBT team</p> <p>Site staff</p>	3/9/2020	7/9/2020
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 to stay in room for break and lunch</p> <p>Other rooms (meeting 1 , NG 2, Meeting 3 rooms) to be made available for staff</p>	<p>SBT staff training day /induction</p> <p>Coms sent to staff 28/8/</p>	28/8/2020	4/9/2020

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						Staff to be aware of safe protocol in all areas. -socially distance -using own utensils etc	Site team		
Printer rooms		3	4	12	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.	Staff to follow protocol around copying Only 1 member of staff in the office at any one time. Photocopying kept to a minimum and done in either before or after school (rota)	Protocol sent to staff 28/8/2020 Staff training day to Re-iterate 3/9/2020	28/8/2020	3/9/2020
Entrances & Exits									
Dealing with visitors		3	3	9	Signage is in place to direct to the appropriate area.	Staff to follow protocol.	Admin team	Sept 2020	3/9/2020

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					<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>One visitor – in area near meds room.</p> <p>2 or more visitors- to remain in car until LSH contacts them.</p> <p>Staff to direct visitors to identified space and office (and use of toilet).</p> <p>Staff team to ensure ALL appointments and visitors are diarised via LSH and school diary.</p> <p>THIS INCLUDES</p>	<p>Whole staff</p>		

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						MAT/ TRUST STAFF who may work cross site QR code created and displayed for visitors. (now on display)			
Dealing with deliveries		3	3	9	Signage is in place to direct to the appropriate area.	Site team to direct	Site team	Aug 2020	3/9/ 2020
Extended schools					Extended schools will not be provided at this time. This will be reviewed when bubbles guidance is changed.	N/A			
Admin									
Offices & hubs									
Seating / desk positioning		3	3	9	Desks/chairs have been positioned in line with current government guidance ie. 2 metres apart, screens if required, not facing each other.	Staff to be aware of protocols - ONE AT A TIME IN OFFICE.	SPT staff Protocol 28/8/ 2020	Sep 2020 5/1/21	3/9/ 2020

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Separation in open spaces		3	3	9	Clear indication of seating arrangements is in place. Signage is available around all seats etc.	Staff to be aware of protocols	SPT staff Site staff Protocol 28/8/2020	Sept 2020 5/1/21	3/9/2020
Access arrangements		3	3	9	An instruction sheet is provided with building and circulation arrangements for external staff. 13/10/20 - NBC staff entering the building to collect food must enter through the back-kitchen door and not walk through SPT building as requested by Kitchen Staff	Staff to be aware of protocols As per doc	SPT staff Site staff Protocol 28/8/2020	Sept 2020 5/1/21	3/9/2020
Non classroom based staff expectations		3	3	9	Non-class based staff are working from home where possible. When guidance changes this will be re-assessed. 15/9/20 - All SPT staff based on site Jan 21 –NSO2 in place Engagement Pathway Team office move to Upper site to aid social distancing of staff and enhance risk reduction in cross transmission from community to school and school to community working.	Staff to direct visitors to identified space and office (and use of toilet). Staff team to ensure ALL appointments and visitors	SPT staff Lucy, Phil, LCH . MGH, SRE etc. Staff protocol doc 28/8/	28 /8/ 2020 5/1/21	4/9/2020 5/1/21

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						are diarised via LSH and school diary. THIS INCLUDES MAT/ TRUST STAFF who may work cross site		2020	

Staff

Staff Travel									
Public Transport (bus/tram)		3	3	9	Face coverings are required at all times on public transport, but these must not be used in school unless recommended in a risk assessment	Staff to be aware of protocols	SPT staff Protocol 28/8/2020	Sept 2020 5/1/21	4/9/2020
Car Sharing		2	3	6	We recommend face coverings at all times when car sharing but these must not be used in school unless recommended in a risk assessment	Staff to be aware of protocols	SPT staff Protocol 28/8/2020	Sept 2020 5/1/21	4/9/2020

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Own transport		2	3	6	Guidance is in place for staff parking their cars.	As per Media space	SPT / Media staff Protocol 28/8/2020	Sept 2020 5/1/21	4/9/2020
Stakeholders									
Governors					Ensure governors are involved and updated on the RA, policies and procedures on the site.	Schedule fortnightly meeting with chair of gobs to brief on progress/risk assessment. Chair of gobs to be invited to RA update meetings.	ATL	Ongoing	
Trustees					Ensure trustees are involved and updated on the RA, policies and procedures on the site.	Schedule fortnightly meeting with nominated Trustee for school to brief on	ATL	Ongoing	

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						<p>progress/risk assessment.</p> <p>Nominated trustee rep to be invited to RA update meetings.</p>			
Local Authority /DFE					To complete relevant returns to LA/DfE/RSC.	<p>To submit daily returns to DFE.</p> <p>To report all suspected cases to identified email address.</p>	<p>ATL/M PY</p> <p>Admin Team/ Identified member of SLT</p> <p>GQN</p>	Ongoing	Ongoing

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						To update RSC on school's position.			
Others					Identify any other stakeholders who need to be informed of the RA, policies and procedures on the site				
Fire Evacuation									
Fire Evacuation					<p>Each bubble to exit the building as quickly and as safely as possible.</p> <p>15/9/20 - Fire alarm drill. All out onto assembly point and accounted for.</p> <p>6/11/21 -Fire alarm set off (accidental)</p> <p style="color: green;">Fire Warden training to be arranged- Jan 21</p>	<p>Staff to be briefed on evac procedure/fire wardens</p> <p>Plan fire drill</p>	<p>ATL/MP Y/ H & S</p> <p>ATL</p>	<p>Sept 20</p> <p style="color: green;">Jan 21</p>	
Fire Assembly Points					Each bubble to have an allocated space at the fire assembly point.	Staff to be briefed on fire assembly points.	ATL/MP Y	Sept 20 5/1/21	