

Scope of this Risk Assessment

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

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

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

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

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

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

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

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

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

Organisation/Site :	Assessment done by:	Date:
Hollinwood Academy	LMD/NGN	01.06.2020 Reviewed 17.09.2020 30.09.2020
Task / Process Being Assessed:	Approved by:	Date:
COVID 19 – September 2020 - Full Return to School	Moira Thompson - on behalf of the Executive Team	27 th August 2020

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

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Compulsory for all settings, all of the time

<p>Minimising contact with unwell individuals</p>	<p>Staff / Young People</p>	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. This is located in the sports hall, end room and SLT to remain with the child. Unwell person should be escorted out through the nearest exit and enter area from the outside (not through school). Cleaning for this area is required after use. Parents to collect near the sports hall entrance.</p> <p>Our site has procedures in place to ensure that staff and students do not present with symptoms.</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>Sign post medical area.</p> <p>PPE sorted centrally and in classrooms.</p> <p>PPE for PCA needs.</p> <p style="color: green;">A second isolation area has been opened in the sports hall shower room.</p>	<p>SLT</p>	<p>WE: 31.07.2020</p>	<p>10.08.2020</p>
<p>Hand cleaning</p>	<p>Anyone within the building</p>	3	4	12	<p>Hand sanitiser is available and must be used at all entry / exit points at the time of exit and entry by everyone entering and exiting.</p> <p>COSHH assessment form located on reception should there be any incidents involving cleaning products</p>	<p>Soap dispensers in secondary classrooms.</p> <p>Primary classrooms</p>	<p>John</p>	<p>1/6/20</p>	<p>10.08.2020</p>

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					<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>All classrooms, except for the extension classrooms, have sinks in them. The extension classrooms will be allocated their own toilets that have working taps and soap dispensers.</p> <p>Hand hygiene is critical before and after all direct contact with anyone, and after cleaning equipment and the environment.</p>	<p>have soap dispensers.</p> <p>Full assessment of the building to ensure hand sanitiser is available where required.</p> <p>Check hand sanitiser supply.</p> <p>Not all toilets have paper towel dispensers.</p> <p>Guides for handwashing in every classroom.</p>	<p>Premise s/Jane</p> <p>Jane</p>	<p>WE: 31.07.2020</p> <p>20/7/20</p>	

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						Additional hand sanitiser pumps at entrances			
Respiratory hygiene	Staff / Young People	3	4	12	<p>We will promote the “Catch it, bin it, kill it” procedure and work with students to ensure it is implemented as fully as possible.</p> <p>Supplies of tissues will be freely available and in all rooms.</p> <p>Catch it, bin it, kill it posters will be in situ.</p>	Check tissue supply.	Premises/Jane	WE: 31.07.2020	10.08.2020
Enhanced cleaning (surfaces, detergents etc.)	Anyone in the building	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 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>	We have green/red tags.	JHP	Completed 22/7/20	10.08.2020

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					<p>This ensures that:</p> <ol style="list-style-type: none"> Cleaners are aware of areas that need to be cleaned and can avoid recleaning areas that maybe haven't been used 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>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>Soft furnishings move from classrooms.</p> <p>Add sports hall to cleaning rota after use.</p>	JohnH	20.7.20 20	

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					<p>M and J to work 7am-3pm daily to enhance the cleaning. SLT to identify the high-risk areas that will need cleaning after breaks/dinners etc.</p> <p>Staff are not expected to undertake general cleaning duties.</p>	<p>Additional cleaning hours.</p> <p>Communicate this to staff via e-mail and INSET day.</p> <p>Follow up on cleaning staff contracts.</p>			
Social distancing	Anyone in the building	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</i> https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing):</p> <ol style="list-style-type: none"> 1. Stay at least 2 metres wherever possible away from everyone when you are not wearing PPE, 2. 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 	<p>Communicate this to staff via e-mail and INSET day.</p> <p>Signs up around school.</p> <p>Within the parent letter remind: Primary parents to</p>	JHP	20/7/20	27.07.2020

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					<p>3. Try not to share transport with people from outside your house when travelling to and from work.</p> <p>4. Try to avoid public transport, where possible.</p> <p>5. Maintain social distancing when outside your home, staying at least 2 metres from people when in shops and other indoor and outdoor public places</p> <p>6. Do not enter any offices where staff are working</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>It is important that we continue to practice social distancing by avoiding close contact. Whilst it is understood that this will not always be possible, in combination with other Covid-safe measures, it will support us in minimising the risk of transmission whilst still allowing us to continue providing education and care.</p> <p>There are staff in school in classroom settings where it is difficult to maintain 1 or 2 metre distancing and therefore close and proximity contact is likely to occur. In the event of a positive Covid case we would be able to easily track and trace these staff and pupils.</p> <p>Outside of the classroom setting all teaching and non-teaching staff have a responsibility to ensure that they do not place themselves in a situation where they would be</p>	<p>adhere to 2 metres social distancing when dropping off and collecting their child/children using the floor markings. Primary and Secondary parents to wear face masks when dropping off and collecting their child/children.</p>			

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					<p>identified as a contact. Where this does occur, we need to be able to track and trace this in the event of a staff member or a pupil testing positive.</p> <p>Proximity contact is</p> <p><i>Extended close contact (between 1 and 2 metres) for more than 15 minutes, with a confirmed case.</i></p> <p>Direct Contact is: Face to face contact with a confirmed case for any length of time, within 1m, including: being coughed on, a face to face conversation, unprotected physical contact (skin to skin) or travel in a small vehicle with a case. <i>This also includes any exposure within 1 metre for 1 minute or longer</i></p> <p>Wearing a face covering can help to reduce the spread of the virus but it does not exclude you from these definitions. It would still be classed as contact or proximity contact even if you were wearing a face covering)</p> <p>Specific measures will be in place to support social distancing which are outlined further in the risk assessment include:</p> <ul style="list-style-type: none"> • Grouping pupils into bubbles 				

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					<ul style="list-style-type: none"> • Allocating key staff to specific bubbles • Small adaptations to classrooms: • seating pupils side by facing the front • moving furniture to create more space • marking out defined spaces to provide visual cues • Limiting interaction between bubbles • No physical assemblies • Staggered breaks and lunchtimes • Limiting movement around school to avoid creating busy corridors • Clear routines for arrival and departure of pupils to and from school • Limiting use of shared spaces such • Increasing space available for staff for PPA and breaks 				
Local Restrictions	Anyone in the building	3	4	12	<p>We will follow local restrictions and remind all staff to do so.</p> <p>Local COVID alert level: high 14/10/20 https://www.gov.uk/guidance/local-covid-alert-level-high This is for areas with a higher level of infections where some additional restrictions are in place. This means on top of restrictions in alert level medium:</p> <ul style="list-style-type: none"> ▪ you must not socialise with anybody outside of your household or support bubble in any indoor setting, whether at home or in a public place ▪ you must not socialise in a group of more than 6 outside, including in a garden or other space like 				14.10.2020

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					<p>beaches or parks (other than where specific exemptions apply in law)</p> <ul style="list-style-type: none"> ▪ You must not meet socially with friends and family indoors in any setting unless you live with them or have formed a <u>support bubble</u> with them. This includes private homes, and any other indoor venues such as pubs and restaurants. ▪ A <u>support bubble</u> is where a household with one adult joins with another household. Households in that support bubble can still visit each other, stay overnight, and visit public places together. ▪ schools, universities and places of worship remain open ▪ exercise classes and organised sport can continue to take place outdoors. These will only be permitted indoors if it is possible for people to avoid mixing with people they do not live with or share a support bubble with, or for youth or disability sport ▪ you can continue to travel to venues or amenities that are open, for work or to access education, but should look to reduce the number of journeys you make where possible 				
National Restrictions	Anyone in the building	3	4	12	<p>Going to work or school</p> <ul style="list-style-type: none"> • Schools, nurseries, colleges and universities will remain open • Staff and pupils at secondary schools (Year 7 and above) must wear face coverings in communal areas outside the classroom 	Communicate this to staff via e-mail			04.11.2020

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					<ul style="list-style-type: none"> • Childminders and nannies can continue to provide childcare, including in people's homes • Students who live at university must not return to their permanent home until the end of term • Workplaces can stay open if people cannot work from home - including construction and manufacturing <p>Staying at home and seeing people</p> <ul style="list-style-type: none"> • You should stay at home except for education, work (if it can't be done from home), exercise, medical reasons, shopping for essentials, or to care for others • Households must not mix with others indoors, or in private gardens • You can meet one person from outside your household in an outdoors public space. Children under five don't count • Support bubbles for people who live alone and single parent households can continue • Support groups of 15 or fewer people are allowed, including those for new parents or people recovering from addictions • Children can move between homes if parents are separated • Informal childcare support bubbles for children aged 13 or under can continue • It is possible to visit friends and family in care homes as long as Covid-secure measures are in 				

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					place, such as the use of floor-to-ceiling screens, visiting pods, and arranging outdoor or window visits				
National Restrictions – Tier 4	Anyone in the building	3	4	12	<p>Travelling out of a Tier 4 area You must stay at home and not leave your Tier 4 area, other than for legally permitted reasons such as:</p> <ul style="list-style-type: none"> • travel to work where you cannot work from home • travel to education and for caring responsibilities • visit or stay overnight with people in your support bubble, or your childcare bubble for childcare purposes • attend hospital, GP and other medical appointments or visits where you have had an accident or are concerned about your health • to provide emergency assistance, and to avoid injury or illness, or to escape a risk of harm (such as domestic abuse) <p>The full list of exceptions will be published in the Regulations.</p> <p>Travelling to a Tier 4 area from a Tier 1, 2 or 3 area You should not travel into a Tier 4 area from another part of the UK, other than for reasons such as:</p> <ul style="list-style-type: none"> • travel to work where you cannot work from home • travel to education and for caring responsibilities • to visit (including staying overnight with) those in your support bubble – or your childcare bubble for childcare 	Communicate this to staff via e-mail			04.01.2021

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					<ul style="list-style-type: none"> to attend hospital, GP and other medical appointments or visits where you have had an accident or are concerned about your health to provide emergency assistance, and to avoid injury or illness, or to escape a risk of harm (such as domestic abuse) 				
PPE, where appropriate	Staff	4	4	16	<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"> Routine activities No PPE is required when undertaking routine educational activities in bubbles. Suspected coronavirus (COVID-19) <ol style="list-style-type: none"> 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. 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>Communicate this to staff via e-mail and INSET day.</p> <p>PPE need to be accessible.</p>			14.07.2020

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					<p>c. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.</p> <p>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>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</p>	<p>SLT and pastoral to have spare clothes available.</p>		<p>27.08.2020</p>	<p>28.08.2020</p>

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					<p>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>SLT/Pastoral to wear visors when moving around the school.</p> <p>Remaining staff to wear a mask when travelling in and out of the building and walking the corridors.</p> <p>All secondary students will be encouraged to wear face masks when travelling into, out of school and walking about the corridors. It is not necessary to wear a mask when using the toilet or stationery in the classroom.</p>	<p>School to supply a washable face mask to secondary students and staff supply their own mask. Delivery Wed 2nd Sep.</p> <p>Communicate with parents.</p> <p>If staff need to undertake close-contact activities (e.g. pupil restraint, administering first aid, etc.) appropriate</p>			04.01.2021

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						<p>PPE is available in both Primary and Secondary pastoral offices for use by staff when required.</p> <p>Visors have been made readily available to all staff. These are available at reception for all staff.</p>			
Engage with the NHS Test and Trace process	Anyone in the building	3	4	12	<p>We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department. Oldham COVID-19 Resource Pack for Schools and Early Years version 2.31 (17.9.2020)</p> <p>HOS to log on the register (RA).</p>	<p>SLT to make daily contact with: COVID.Trace@oldham.gov.uk</p> <p>Have the QR code up:</p>	SLT		14.07.2020

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						<p>https://www.gov.uk/create-coronavirus-qr-poster Visitors must use this if they are coming on site</p> <p>Encourage staff and families to download Test and Trace App.</p> <p>If any breaches occur RE self-isolation, they must be reported.</p>			
Use of COVID test kits available in school					<p>Ensure an identified person(s) has completed the online webinar on how to administer the test.</p> <p>Protocols on how the test will be administered, including criteria (who will get it)</p>	LMD/NGN/LNM completed the online webinar	LMD	Sept 20	

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						<p>Protocols to be written and approved by LGB</p> <p>Second batch of testing arrived last week. Order more after 21 days.</p> <p>Update protocols doc.</p> <p>Staff to made aware of QE Hall Testing</p>			
Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community	Anyone in the building	3	4	12	<p>We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department.</p> <p>HOS to log on the register (RA).</p> <p>We have followed the national guidance and have identified that you have been in close contact with the affected person. In line with the national guidance, you</p>	<p>LT to make daily contact with: COVID.Trace@oldham.gov.uk</p>	SLT		14.07.2020

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					<p>must now stay at home and self-isolate up to and including [insert date], which is 10 days since you were last in contact with the confirmed case, and can return to college on [insert date].</p> <p>In calculating the self-isolation end date, we have used the official national test and trace guidance under which the date of last contact with the positive case is considered to be day 1 of a 10 day self-isolation period and where day 11 is the day when self-isolation is lifted and you can return to school.</p>	Add internal QR codes to classrooms so SLT / teachers / pastoral / TA3 can track their movements			
Contain any outbreak by following local health protection team advice	Anyone in the building	3	4	12	<p>Each site has an identified area for housing suspected coronavirus cases which includes an isolated toilet. This is located in the sports hall, end room and SLT to remain with the child.</p> <p>SLT to follow bubbles and trace.</p> <p>Cleaning of this area is required after use. Parents to collect near the sports hall entrance.</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>	Area needs to be signposted.	SLT		14.07.2020
COVID 19 Prevention									
Ensuring that those who have coronavirus	Anyone in the building	3	4	12	If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak. We	Communicate protocol to families	LMD	Sept 20	14.07.2020

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(COVID-19) symptoms, or who have someone in their household who does, do not attend the setting					<p>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>Communicate to families what to do if someone in household has symptoms. Q and A</p> <p>In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.</p>	<p>Flow chart to be produced and shared with staff/families outlining various scenarios relating to symptoms within the household.</p> <p>Reiterate this in the parent letter and staff to communicate this to students as and where necessary.</p>	LMD		04.01.2021

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If someone becomes unwell in the setting	Anyone in the building	3	4	12	<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. Leave through the nearest exit and proceed to area via the outside of the building. 2. Get a message to the senior person on-site. 3. The senior person on site will: <ol style="list-style-type: none"> a. set the process in place to notify parents/family etc and will arrange for the pick-up of the sick person. b. arrange for all areas used by the suspected person to be locked off for cleaning c. ensure premises staff are aware of areas where a clean down is required before re-opening d. complete a “COVID-19 Case” form: e. ensure track and trace is fulfilled where appropriate f. ensure tests are arranged where necessary <p>If there are multiple cases of COVID-19 at our sites we will work with experts from across the NHS and local government to work together to prevent ongoing transmission. This will involve identifying those exposed, any person who is at increased risk and provide tailored infection control advice.</p>	Comms to staff INSET			14.07.202

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
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School Organisation

Student Attendance

Expectation of pupil attendance	Staff / Pastoral	3	4	12	<p>We will take responsibility to record attendance and follow up absence.</p> <p>SLT and pastoral to support families regarding transition back to school and what this will look like.</p>	<p>Parents must inform school if their child is absent with suspected COVID symptoms</p> <p>If parents keep their child at home due to COVID this will be an unauthorised absence attendance, as all children need to attend school as per Government guidance.</p>			<p>14.07.2020</p> <p>04.01.2021</p>
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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>Tier 4 – HWA will be working remotely for the first 2 weeks in January. Therefore, if parents opt to keep their child/children at home and they engage with the online virtual learning offer their attendance mark will be authorised for this period. To be reviewed weekly.</p>			
Local Lockdown									

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
Cross borough pupils re local lockdown		3	4	12	To follow Government guidance and advice of PHE Pupils to still attend unless otherwise advised by LA Remote learning (iPads) to be utilised if local lockdown occurs.	SLT and Exec team to keep up to date with the local LA guidance for all authorities that pupils attend from. (Oldham, Rochdale, Tside, Calderdale, Manchester) Tier 4 recommendations - GQN presently discussing with DFE and NHS via SEND National Steering Group.	GQN		On going

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
Cross borough staff re local lockdowns		3	4	12	To follow Government guidance and advice of PHE Staff to still attend work unless otherwise advised by LA Remote learning (iPads) to be utilised if local lockdown occurs.	SLT and Exec team to keep up to date with the local LA guidance for all areas in which staff live.			On going
Student Arrival									
Start Times – fixed / staggered	Staff / Young People	3	4	12	<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>Staggered arrival times as well as lunchtimes and breaks to ensure that movement and concentration of staff and pupils is minimised. Lunch will be eaten in classrooms.</p> <p>Start times: All primary students on transport to arrive at 8.45am - 9am. Transport to park in their allocated bays. Primary students enter through E1 primary playgrounds and a staff member to collect. Pastoral to support. All other primary students arriving with parent access the building via E1 primary playgrounds and a staff member to collect. Pastoral to support.</p> <p>Secondary KS3, SSN and ECR access E2 near the sports hall at the side of reception entrance and KS4 and static</p>	<p>Meeting with transport 30.07.2020 regarding drop off and collection.</p> <p>Communication to all transport and parents/staff once confirmed.</p> <p>Purchase walk talkies</p>	WE 31 .07.2020	SLT and transport	<p>25.08.2020</p> <p>04.01.2021</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>classes access E3 near the new extension fire entrance. Pastoral/TA3 to support both entrances. Transport to arrive at 8.45am - 9am and park in their allocated bays and students enter at their allocated doors. Parent to drop off at 9am - 9.10am.</p> <p>High vis jackets, face masks/visors to be worn by staff/ appropriate to shield from bad weather.</p> <p>Primary Times:</p> <table border="1" data-bbox="757 767 1516 1230"> <thead> <tr> <th>School Period</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Arrivals and registration AM</td> <td>08.45 – 09.10</td> </tr> <tr> <td>Period 1</td> <td>09.10 – 09.55</td> </tr> <tr> <td>Period 2</td> <td>09.55 – 10.40</td> </tr> <tr> <td>Break</td> <td>10.40 – 10.55</td> </tr> <tr> <td>Period 3</td> <td>10.55 – 11.40</td> </tr> <tr> <td>Form time and personal care</td> <td>11.40 – 11.50</td> </tr> <tr> <td>Lunch time</td> <td>11.50 – 12.25</td> </tr> <tr> <td>Guided play</td> <td>12.25 – 13.00</td> </tr> <tr> <td>Registration PM</td> <td>13.00 – 13.10</td> </tr> <tr> <td>Period 4</td> <td>13.10 – 13.40</td> </tr> <tr> <td>Period 5</td> <td>13.40 – 14.20</td> </tr> <tr> <td>Period 6</td> <td>14.20 – 14.50</td> </tr> <tr> <td>Tutorial/Departure</td> <td>14.50 – 15.00</td> </tr> </tbody> </table>	School Period	Time	Arrivals and registration AM	08.45 – 09.10	Period 1	09.10 – 09.55	Period 2	09.55 – 10.40	Break	10.40 – 10.55	Period 3	10.55 – 11.40	Form time and personal care	11.40 – 11.50	Lunch time	11.50 – 12.25	Guided play	12.25 – 13.00	Registration PM	13.00 – 13.10	Period 4	13.10 – 13.40	Period 5	13.40 – 14.20	Period 6	14.20 – 14.50	Tutorial/Departure	14.50 – 15.00	<p>for staff to communicate.</p> <p>This is working extremely well, and the car park is a much safer place. Look at making these changes permanent.</p> <p>Within the parent letter remind: Primary parents to adhere to 2 metres social distancing when dropping off and collecting their</p>			
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Vehicle Management	Staff / Young People / Parents / Transport	4	4	16	<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>New drop off arrangements and allocated space for transport so it is safe for students on transport.</p> <p>SLT and site manager to support/signpost at the staff/end of the day.</p>	<p>Meeting with transport 30.07.2020 regarding drop off and collection.</p> <p>Communication to all transport and parents/staff once confirmed.</p>	WE 31.07.2020	SLT and transport	10.08.2020																								

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						Liaise with NBS around managing the vehicles on the entrance to the site. Ben Holt has confirmed that all HWA routes will be operating as normal Tuesday 5 th January. HWA have reconfirmed start and end times.			04.01.2021
Meet and greet	Staff / Young People / Parents / Transport	3	4	12	We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people.	Communication to parents/staff once confirmed.			27.08.2020
Break times									

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
Indoor break	Staff / Young People	3	4	12	<p>Each bubble will be allocated an indoor space for their break time.</p> <p>Primary bubble 1 (PURPLE) – students: primary classrooms / staff: Hub</p> <p>Primary bubble 2 (BLUE) – students: primary classrooms / staff: Primary staffroom</p> <p>Primary bubble 3 (YELLOW) – students: primary classrooms / staff: Living Skills room</p> <p>Secondary bubble 1 – students: SLE and staff: HF31</p> <p>Secondary bubble 2 – students: HF8 (CBS) and HF24 (KPG/JFS) staff: HF31</p> <p>Secondary bubble 3 – students: conference room and staff: HF10 and HF16</p> <p>Secondary bubble 4 – students: static classrooms and staff: HF15</p> <p>Tier 4:</p> <p>Secondary bubble 1 – students: own form room and staff: conference room</p> <p>Secondary bubble 2 – students: own form room and staff: HF21</p> <p>Secondary bubble 3 – students: own form room and staff: conference room</p> <p>Secondary bubble 4 – students: own form room and staff: HF21</p>	<p>Monitor behaviours etc to see if further actions are required</p> <p>TAs to carry out 5 break duties per week as per contracts (applies to Primary and Secondary)</p>			<p>14.07.2020</p> <p>04.01.2021</p>

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Outdoor break	Staff / Young People	3	4	12	<p>Each bubble will be allocated an outdoor space for their break time.</p> <p>Primary bubble 1 (PURPLE) – students: primary classrooms / staff: Hub</p> <p>Primary bubble 2 (BLUE) – students: primary classrooms / staff: Primary staffroom</p> <p>Primary bubble 3 (YELLOW) – students: primary classrooms / staff: Living Skills room</p> <p>Secondary bubble 1 – students: SLE and staff: HF31</p> <p>Secondary bubble 2 – students: HF8 (CBS) and HF24 (KPG/JFS) staff: HF31</p> <p>Secondary bubble 3 – students: conference room and staff: HF10 and HF16</p> <p>Secondary bubble 4 – students: static classrooms and staff: HF15</p> <p>Tier 4:</p> <p>Secondary bubble 1 – students: outside bubble grid 1 and staff: conference room</p> <p>Secondary bubble 2 – students: outside bubble grid 1 and staff: HF21</p> <p>Secondary bubble 3 – students: outside bubble grid 1 and staff: conference room</p> <p>Secondary bubble 4 – students: outside bubble grid 1 and staff: HF21</p>	<p>As above</p> <p>Marked areas outside 1, 2, 3 and 4</p> <p>Sports hall not to be used as we need this for Mocks</p> <p>04.01.2021</p>			14.07.2020

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
Wet break	Staff / Young People	3	4	12	Primary bubble 1 (PURPLE) – students: primary classrooms / staff: Hub Primary bubble 2 (BLUE) – students: primary classrooms / staff: Primary staffroom Primary bubble 3 (YELLOW) – students: primary classrooms / staff: Living Skills room Secondary bubble 1 – students: SLE and staff: HF31 Secondary bubble 2 – students: HF8 (CBS) and HF24 (KPG/JFS) staff: HF31 Secondary bubble 3 – students: conference room and staff: HF10 and HF16 Secondary bubble 4 – students: static classrooms and staff: HF15 Tier 4: Secondary bubble 1 – students: own form room and staff: conference room Secondary bubble 2 – students: own form room and staff: HF21 Secondary bubble 3 – students: own form room and staff: conference room Secondary bubble 4 – students: own form room and staff: HF21	As above 04.01.2021			14.07.2020
Outdoor equipment	Staff / Young People	3	4	12	Each bubble will be allocated an outdoor space and equipment for their break time, withing their bubbles. Primary bubble 1 (PURPLE) – students: primary classrooms / staff: Hub	Monitor behaviours etc to see if further			14.07.2020

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
					Primary bubble 2 (BLUE) – students: primary classrooms / staff: Primary staffroom Primary bubble 3 (YELLOW) – students: primary classrooms / staff: Living Skills room Secondary bubble 1 – students: SLE and staff: HF31 Secondary bubble 2 – students: HF8 (CBS) and HF24 (KPG/JFS) staff: HF31 Secondary bubble 3 – students: conference room and staff: HF10 and HF16 Secondary bubble 4 – students: static classrooms and staff: HF15 Tier 4: Secondary bubble 1 – students: outside bubble grid 1 and staff: conference room Secondary bubble 2 – students: outside bubble grid 1 and staff: HF21 Secondary bubble 3 – students: outside bubble grid 1 and staff: conference room Secondary bubble 4 – students: outside bubble grid 1 and staff: HF21	actions are required Marked areas outside 1, 2, 3 and 4 04.01.2021			
Lunch times									
Menu options	Staff / Young People / Kitchen staff	3	4	12	All students, except FSM, to bring in a packed lunch from home. FSM will be provided with a packed lunch from the kitchen. This will be assessed the first week back.	U/FSM new starters to be updates and let Alison know the	End of August		24.08.2020

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
					Canteen staff to put FSM lunches on trays in the marked area and the allocated staff to collect these at certain times from the quiet eating area.	U/FSM numbers for September 2020 Week 3 to start to serve hot food to all students – share amended menu. The issue remains that the students are eating in their classrooms and we need to buy trays for them to eat out of. Working well.			
Serving arrangements	Staff / Young People /	3	4	12	All students to eat in the allocated classrooms: Primary bubble 1 (PURPLE) – students: primary classrooms / staff: Hub	Staff need access to hot drinks – canisters in			14.07.2020

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
	Kitchen staff				<p>Primary bubble 2 (BLUE) – students: primary classrooms / staff: Primary staffroom</p> <p>Primary bubble 3 (YELLOW) – students: primary classrooms / staff: Living Skills room</p> <p>Secondary bubble 1 – students: SLE / staff: HF 31</p> <p>Secondary bubble 2 – students: HF19/24 / staff: HF 21</p> <p>Secondary bubble 3 – students: HF 10/16 / staff: conference room</p> <p>Secondary bubble 4 – students: static classrooms/ staff: HF15</p> <p>Primary dinnertime at 11:50am – 12:25pm</p> <p>Primary dinner activity at 12:25 – 1pm</p> <p>KS3 dinner activity at 12:25 – 12:45</p> <p>KS3 dinnertime at 12:45 – 1pm</p> <p>KS4/static dinnertime at 12:25 – 12:45</p> <p>KS4/static dinner activity at 12:45 – 1pm</p> <p>Tier 4:</p> <p>Primary bubble 1 (PURPLE) – students: primary classrooms / staff: Hub</p> <p>Primary bubble 2 (BLUE) – students: primary classrooms / staff: Primary staffroom</p> <p>Primary bubble 3 (YELLOW) – students: primary classrooms / staff: Living Skills room</p> <p>Secondary bubble 1 – students: own form room and staff: conference room</p>	<p>allocated areas for staff to make hot drinks.</p> <p>Appliances to be allowed in the staff bubbled and need to be in a locked cupboard and PAT tested.</p>			

Bubble CL to look at the dinner rota to make sure each class has the right staffing levels so children can eat in

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>Secondary bubble 2 – students: own form room and staff: HF21</p> <p>Secondary bubble 3 – students: own form room and staff: conference room</p> <p>Secondary bubble 4 – students: own form room and staff: HF21</p> <p>Primary dinnertime at 11:50am – 12:25pm</p> <p>Primary dinner activity at 12:25 – 1pm</p> <p>KS3 dinner activity at 12:25 – 12:45</p> <p>KS3 dinnertime at 12:45 – 1pm</p> <p>KS4/static dinnertime at 12:25 – 12:45</p> <p>KS4/static dinner activity at 12:45 – 1pm</p>	<p>their classrooms.</p> <p>Staff to maintain 2+ metre social distance in their designated areas.</p>			
1:1 support		3	4	12	Rota in place.				14.07.2020
Supervision / Lunch duties		3	4	12	<p>As per rota.</p> <p>TA3/4 intervention support/pastoral to have their lunch before the students.</p>	<p>Devise rota</p> <p>Bubble CL to liaise with pastoral to look at the dinner rota to make sure each class has the right staffing levels so children</p>			14.07.2020

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
						can eat in their classrooms.			
Student Departure									
End Times – fixed / staggered	Staff / Young People	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>Staggered departure times as well as lunchtimes and breaks to ensure that movement and concentration of staff and pupils is minimised.</p> <p>End times: All primary students on transport to leave at 2.50pm - 3pm. Transport to park in their allocated bays. Primary students exit the building via E1 primary playgrounds and a staff member to take students to the buses. Pastoral to support.</p> <p>All other primary students leaving with parent exit the building via E1 primary playgrounds and a staff member to take students to parents. Pastoral to support.</p> <p>Secondary KS3, SSN and ECR exit E2 near the sports hall at the side of reception entrance and KS4 and static classes exit E3 near the new extension fire entrance. Pastoral/TA3 to support both entrances.</p> <p>Transport to arrive at 2.50pm - 3pm and park in their allocated bays and students exit at their allocated doors. Parents to collect 3pm - 3.10pm.</p>	<p>Meeting with transport 30.07.2020 regarding drop off and collection.</p> <p>Communication to all transport and parents/staff once confirmed.</p> <p>Purchase walkie talkies for staff to communicate.</p> <p>This is working extremely</p>	WE 31.07.20 20	SLT and transport	<p>25.08.2020</p> <p>04.01.2021</p>

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					<p>High vis jackets, face masks/visors to be worn by staff/ appropriate to shield from bad weather.</p>	<p>well, and the car park is a much safer place. Look at making these changes permanent.</p> <p>Within the parent letter remind: Primary parents to adhere to 2 metres social distancing when dropping off and collecting their child/children using the floor markings. Primary and Secondary parents to</p>			


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						wear face masks when dropping off and collecting their child/children.			
Vehicle Management	Staff / Young People / Parents / Transport	4	4	16	<p>Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport. This need to be joint with NBS</p> <p>All supervising staff will wear high-vis jackets.</p> <p>New collection arrangements and allocated space for transport so it is safe for students on transport.</p> <p>SLT and site manager to support at the staff/end of the day.</p>	<p>Meeting with transport 30.07.2020 regarding drop off and collection. Joint meeting with NBS.</p> <p>Communication to all transport and parents/staff once confirmed.</p> <p>Ben Holt has confirmed that all HWA routes will be</p>	WE 31.07.2020	SLT and transport	<p>10.08.2020</p> <p>04.01.2021</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
						operating as normal Tuesday 5 th January. HWA have reconfirmed start and end times.			
Meet and greet	Staff / Young People / Parents / Transport	3	4	12	We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people.	Communication to parents/staff once confirmed.	WE 31.07.2020	SLT and transport	27.08.2020
First Aid									
First aid	Anyone in the building	3	4	12	<p>First Aider in every bubble.</p> <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.</p> <p>We recommend to our first aiders in line with First Aid training:</p> <p>Keep yourself safe</p> <p>1. In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.</p>	<p>Communicate this to staff via e-mail and INSET day.</p> <p>Incident book to be in main reception. Staff to phone through to</p>			10.08.2020

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
					<p>2. <i>The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. You can read their full advice on their website..</i></p> <p>3. <i>Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.</i></p> <ul style="list-style-type: none"> 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> d. <i>Do not touch a wound with your bare hand</i> <p>4. <i>Do not touch any part of a dressing that will come in contact with a wound.</i></p> <p>Give early treatment <i>The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.</i></p> <p>Keep yourself informed and updated <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</i></p>	<p>report incidents. (Staff to be briefed on this process). SLT to check daily.</p> <p>Following a meeting with Everyone Learning FA certificates have been extended for a further 6 months</p> <p>If staff need to undertake close-contact activities (e.g. pupil restraint, administering first aid, etc.) appropriate</p>			04.01.2021

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
					<p>Gov.uk website which has a specific section on Coronavirus.</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>	PPE is available in both Primary and Secondary pastoral offices for use by staff when required.			
Administering Medication									
Administering medication	Staff / Young People	3	3		<p>DHS, DCY and CWN to attend the admin of meds training on the INSET days.</p> <p>Meds to be administrated within the bubbles and PPE to be worn.</p>	Communicate this to staff via e-mail and INSET day.			25.08.2020
Grouping Students - Bubbles									
Group Design									
Standard Group eg. Primary / secondary	Staff / Young People	3	4	12	<p>Curriculum leads in every bubbles TA3/4 in every bubble</p> <p>Students will remain static, in their form classroom, with their form tutor and teaching assistant/s. The online learning offer will resume for the interim. Students will follow their timetable and all lessons will be taught virtually by teachers according to their timetables. Mental health and wellbeing will remain at the heart of our curriculum offer. There will be a huge focus on wellbeing throughout the following subjects: PSHE/RSE/SEAL/Citizenship/Living</p>	Students to remain within their bubbles and the staff to move from class to class to teach at the front of the class and adhering to			14.07.2020

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
					<p>skills with a view to prepare and support children to achieve readiness for learning. (see additional information for year 10/11). The overarching principle is to reduce contact between students and staff by maintaining distance between individuals. This will make it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. All students will be encouraged to keep their distance within their bubble. They must not interact or share resources with anyone outside their bubble.</p> <p><u>Year 10/11</u></p> <p>This is an extremely challenging period for everyone and we must not lose sight of the fact our year 10/11 students are studying for their GCSE's. We have ensured that teachers, in their area of expertise, in relation to GCSE subjects, are in the year 10/11 bubble. Year 10/11 will continue to be offered quality teaching and learning opportunities and experiences within their bubbles.</p> <p>Primary bubbles:</p> <p>Primary bubbles:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center;"> Miss Shin Miss Marston Miss Parkinson Mr Corrigan </div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center;"> Miss McDonald Miss Halkyard Miss Simons Mr Rowson </div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center;"> Mrs Lomas Miss Tootill Miss Woodhead Miss Collinge </div> </div> <p>Secondary bubbles:</p>	<p>social distancing rules.</p> <p>Markings on the floor around the teacher's desk so that students know not to cross over the line.</p> <p>Staff to wear visors if they choose to.</p> <p>To start wc 21st Sep</p> <p>Working very well. Students remaining static and we need to look</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>Please note, if we return in bubbles Mr Heap will take Mr Pages form. Mr Page will take Miss McMurray's form for the interim. This is for a temporary period only.</p>	<p>at this post COVID.</p> <p>WB 12th and 19th October all student/staff to remain static and the virtual offer to be back in place. To be reviewed before students return after October half term.</p> <p>WB 04.01.2021 and WB 11.01.2021 - all classes to remain static</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
						and the blended virtual learning offer in place with no face-to-face teaching within bubbles. Staff at Secondary to remain with their form groups. TA3s to continue to provide PPA cover within bubbles (within the teacher zones in place in the classrooms) at Primary and Secondary. This will be			

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>reviewed weekly.</p> <p>Schools should ensure that the requirements for covid-safe working are explained fully to pupils (Appropriate social stories/PPP regarding hand wash, hand, face, space and use of masks at secondary). To ensure that disciplinary procedures (behaviors</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
						addendum is shared with pupils) and how they may be used is explained fully to the school community to ensure safe working practices at all times.			
Group eg. Discrete groups / specialised classes	Staff / Young People	3	4	12	As above.				
Staff deployment	Staff	3	4	12	All classes have their assigned Teacher and TAs. All classes have been allocated to a bubble with a curriculum lead in each bubble. Each CL/pastoral will be the wellbeing mentor for that bubble. SLT to be the wellbeing mentors for the CL/pastoral. Each bubble has a first aider. Each bubble has a TA3 attached to it to cover teachers PPA.	HR/HOS to RA WB 12 th and 19 th October Primary CL to deploy TA3 for PPA cover.			14.07.2020

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
					All staff are aware of the bubbles and TA3 know which bubbles they are attached to and understand their role.	<p>Additional L&M for Primary CL to coordinate this</p> <p>Bubble CL to share new break/dinner rotas with staff in their bubble.</p>			
Temporary supply staff					N/A				14.07.2020
Bubble containment									
Bubble structure eg. Key stage, year groups	Staff / Young People	3	4	12	<p>Each bubble will have allocated classrooms, toilets, eating areas and outside areas for staff and students.</p> <p>Primary have been grouped in key stages: Primary bubble 1 (PURPLE): EYFS/KS1 Primary bubble 2 (BLUE): LKS2 Primary bubble 3 (YELLOW): UKS3 Secondary have been grouped in Year/key stage/static: Secondary bubble 1: Year 7 Secondary bubble 2: Year 8 and Year 9 Secondary bubble 3: KS4 (Year 10 and 11)</p>				14.07.2020

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
					Secondary bubble 4: all secondary static classes				
Related bubbles	Staff / Young People				N/A				
Placing vulnerable children	Staff / Young People	4	4	16	Personalised risk assessments will be in place where required and adjustments made.	Pastoral to liaise with CEV students, keep a running record of conversations on CPOMS.			14.07.2020
Placing vulnerable adults	Staff / Young People	4	4	16	Groups have been carefully matched. Mitigations etc have been explained to staff.	To work with HR to identify these staff. Tier 4 – HWA HR team will contact all CEV staff members to update their RA. Other vulnerable employees			25.08.2020

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
						that could be at serious risk if they contract COVID-19 as identified by SLT due to individual circumstances will have an RA conducted.			
Shared spaces	Anyone in the building	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>SCR: Mon, Wed, Thurs (PM), Fri No cross-site teaching SUBJECT TO CHANGE - NEW GUIDANCE</p> <p>The sports hall, to be used on a rota red/blue</p>			14.07.2020

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
						<p>week so KS3 and KS4 can use this at break/dinner. The area will be out of use if the isolation room is being used and this area will be added to the cleaning rota after break and lunch. Soft play is still out of use.</p> <p>Is this sensible to use the Sports Hall for break/dinner?</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>Can the sports hall be used for PE? How are NB managing this for PE?</p> <p>Contact Gary McCarthy re a Fog machine</p> <p>No shared spaces to be used: sports hall/canteen/s oft play/packed lunchroom. Review.</p> <p>No lettings.</p> <p>Tier 4 – No cross-site teaching.</p>			

Equipment and resources

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
Individual equipment packs	Staff / Young People	3	4	12	Within the bubbles, staff and students will share resources during lessons and at break/dinner.	Tier 4 – No pupil books or other materials to be taken home to be marked. All learning to be uploaded to Showbie to be marked virtually.			14.07.2020 04.01.2021
Shared equipment & resources	Staff / Young People	3	4	12	Strict washing and cleaning schedules are in place to ensure correct use of shared equipment. Within the bubbles, staff and students will share resources during lessons and at break/dinner.	Sports hall. Tier 4 – Sports hall to be used for MOCKS Canteen to be used for lateral flow tests			14.07.2020 04.01.2021
Outdoor Learning	Staff / Young People	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:	Coloured stickers for Primary.			14.07.2020

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
					<p>1. evidence indicates that the risk of infection is reduced outdoors</p> <p>2. evidence suggests that the virus does not survive long for long periods in sunlight.</p> <p>Social distancing is easier to observe and maintain outside.</p>	<p>Numbers for Secondary.</p> <p>Outdoor Education BHP/JBT First phase We were thinking of walking past the front of the ball hall into the field beyond the hall where there is a path. We feel we would encounter very little members of the public on this route. (14.10.2020)</p> <p>Second phase</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>We would then progress with those groups where it is appropriate to even walk along footpaths nearby towards Woodhouses/ Daisy nook.</p> <p>Third Phase Beginning to use buses etc. Mixed bubbles - up to 3 classes per day?</p> <p>Tier 4 – revert back to phase 1 as above.</p>			
Measures within the bubble									
Maintaining distance	Staff / Young People	3	4	12	Staff and students to stay within their allocated areas of the school. Do not cross bubbles, do not enter offices.	Coloured stickers for Primary			14.07.2020

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
						Tier 4 – as much as possible all staff to remain within the teacher zone and maintain social distancing.			04.01.2021
Seating arrangements	Staff / Young People	3	4	12	Seating arrangements, desk areas, computers, games and activities etc. take account of appropriate distancing and minimise physical contact.	HF10 shared desks? Desks and tables are positioned so that no-one is sitting face-to-face. We recognise that younger children will not be able to maintain social			14.07.2020

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
						<p>distancing and it is acceptable for them not to distance within their group.</p> <p>Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving</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>unnecessary furniture out of classrooms to make room.</p> <p>All students and staff to have individual desks.</p> <p>Tier 4 – All exams will be 2+ meters apart in the hall and the conference room.</p> <p>Students who need support (reader/scribe) have the same members of staff.</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 space	Staff / Young People	3	4	12	<p>Staff will use the same desk/table and chair at all times. Where this is not possible the desk must be cleaned at the start and end of each occupancy by the occupant.</p>	<p>All soft staff chairs to be removed Premises staff need to be informed after use. Tier 4 – All staff have a designated area (bubble CL to coordinate)</p>			14.07.2020
Behaviour expectations	Staff / Young People / Parents	4	4	16	<p>A behaviour policy is in place and this includes an addendum in response to COVID19 recommendations.</p> <p>There is a policy and COVID 19 addendum regarding physical intervention that covers COVID 19 recommendations. Calm rooms are accessible but must be sprayed with selgiene solution after use.</p>	<p>Pastoral to speak to identified families in Sep regarding addendum. Addendum reviewed and amended, sent to Exec to be approved by trustees</p>			14.07.2020

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
						Tier 4 – All staff to remind students about the behaviour addendums			
Staff absence	Staff / Young People	4	4	16	TA3 and 4 in every bubble that can support staff absence. If a TA3 or TA4 is used this will impact on PPA for staff.	SCR to be used as and when to cover missed PPA. No TOIL to be authorised in the Autumn term. Consideration of TOIL in the Spring term.			14.07.2020
Staff who have extra employment outside of school	Staff / Young People	3	4	12	To ensure that staff take extra precautions while working outside the school hours. Care homes: PPE is worn and policies followed. PAing: adhere to social distancing rules if out in the community and wear a face mask.	Comms to staff during the INSET day.			14.07.2020

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
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New Schooling Offer

Onsite curriculum

Subject delivery	Staff	3	4	12	The online learning offer will resume for the interim, via the students iPads. Students will follow their timetable and all lessons will be taught virtually by teachers according to their timetables.	<p>WB 21st Sep staff to teach at the front of the class, behind a marked area that students do not enter, and students to remain in bubbles. Staff to adhere to social distancing rules and wear a visor if needed.</p> <p>Working very well.</p> <p>WB 12th and 19th October all</p>			<p>14.07.2020</p> <p>04.01.2021</p>
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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>student/staff to remain static and the virtual offer to be back in place. To be reviewed before students return after October half term.</p> <p>WB 04.01.2021 and WB 11.01.2021 - all classes to remain static and the blended virtual learning offer in place with no face-to-</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
						face teaching within bubbles. Staff at Secondary to remain with their form groups. TA3s to continue to provide PPA cover within bubbles (within the teacher zones in place in the classrooms) at Primary and Secondary. This will be reviewed weekly.			
Specialist curriculum areas	Staff	3	4	12	The food technology room will be closed. The remaining classrooms will stay open and the students will be based in the class/form room. s	Separate RA for the food technology room. We			14.07.2020

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
						<p>need this running after October half term for the food GCSE. RA and guidance sent to Exec. Food technology to be offered after October half term.</p> <p>Tier 4 - WB 04.01.2021 and WB 11.01.2021 - no specialist areas to be used.</p>			
Educational Visits	Staff				These will not be taking place in September.	Review October 2020 Tier 4 – not to take place – review Feb half term			Ongoing

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Offsite education	Staff				These will not be taking place in September.	Review October 2020 Tier 4 – not to take place – review Feb half term			Ongoing
Remote Learning									
Assigned staff	Staff	3	4	12	One staff – to work remotely and ICT equipment to be supplied.				14.07.2020
Remote curriculum	Staff	3	4	12	The online learning offer will resume for the interim, via the students iPads. Students will follow their timetable and all lessons will be taught virtually by teachers according to their timetables.	New iPads being built and distributed. iPads received but not all built and distributed. WiFi to be looked at. WiFi STILL an issue – meeting			14.07.2020

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
						<p>Monday 19th October.</p> <p>Tier 4 – to be in place for the first two weeks and then reviewed.</p>			
Virtual Learning					National guidance to be adhered to.	<p>Monitor and adhere to national guidance.</p> <p>Explore live streams of lessons via Showbie Plus</p> <p>Look at mapping out offer.</p> <p>Tier 4 – to be in place for the first two</p>	<p>JWN/JDE/HWN</p> <p>JDE</p>		Ongoing

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						weeks and then reviewed.			
Meeting places	Staff	3	4	12	Meetings will take place virtually, via Teams.	<p>Some meetings happening onsite. Social Workers / Prevent / Vaccinations/ Online Safety etc in parents room.</p> <p>Guidance and PPE handed out to visitors.</p> <p>Tier 4 – no face-to-face staff meeting or parents evening – all virtual via Teams.</p>			14.07.2020

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
						All open days have been cancelled – reviewed termly.			
Premises									
Circulation / movement	Anyone in the building	3	4	12	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.	2m distancing markers will be applied. 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.			14.07.2020
Lifts	Anyone in the building	3	4	12	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.	If the lift is needed phone reception			14.07.2020

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
Stairs	Anyone in the building	3	4	12	<p>Staircases are clearly marked to indicate the safe way to move up and down.</p> <p>KS3 students/staff to use the staircase near the sports hall.</p> <p>KS4 students/staff to use the staircase near the new extension.</p> <p>Everyone to walk to the right of the staircase.</p> <p>Extra cleaning in place after key movement breaks: exit/entrance, break/dinner.</p>	<p>One-way system person at the bottom of the stairs give way.</p> <p>Movement – key time (exit/entrance , break/dinner)</p> <p>Cleaning rota in place</p> <p style="background-color: yellow;">Tier 4 – staff to remind pupils of this (social stroues/PPP)</p>			14.07.2020
Toilet areas	Anyone in the building	3	4	12	<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>Cleaning staff will mark/time/date when they have been cleaned</p>			14.07.2020

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
						<p>Cleaning rota in place</p> <p>Toilets will be cleaned on a regular scheduled basis by dedicated cleaning staff.</p>			
Staff room	Staff	3	4	12	<p>The staffroom will not be available to all staff. 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>This will be locked off and staff given a room to eat their dinners. See above</p>	<p>Tier 4 – all staff have designated areas.</p>			14.07.2020

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
Printer rooms	Anyone in the building	4	4	16	<p>Document printing/copying/scanning should only be undertaken when absolutely necessary. The printer must be wiped before using and must be wiped after using. This is the responsibility of the user. Wipes will be available next to the machine.</p> <p>Learning will be on the iPads which will reduce printing.</p>	<p>Signs up in photocopy room</p> <p>Tier 4 – only one person in the photocopier room at once. Staff to return to their classrooms if this is in use.</p>			<p>14.07.2020</p> <p>04.01.2021</p>
Entrances & Exits									
Dealing with visitors	Site Administrators	3	4	12	<p>Signage is in place to direct to the appropriate area.</p> <p>Screens are provided in open reception areas to protect all school staff.</p> <p>Visitor lanyards will be cleaned between use or stored for 72 hours before further use. Separate storage tubs will be used that are clearly marked.</p>	External visitors that support the students: SC/Prevent/E Ps and families for potential new students to access the parent room			14.07.2020

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
					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.	and bookings done via a central diary. Open days? To be cancelled this term and parents pointed to the virtual tour. Tier 4 – limited visitors/external agencies. Parent room and toilets identified and QR track and trace in reception.			
Dealing with deliveries	Site Administrators	3	4	12	Signage is in place to direct to the appropriate area.	Tier 4 – PPE is worn			14.07.2020

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
Extended schools	ES Lead				Extended schools will not be provided at this time. This will be reviewed when bubbles guidance is changed.	<p>Rota in place for BC and ASC. What is the MATs position on this. Look at ASC initially but need to check on cleaning. Discuss further at the next meeting 30/09/2020</p> <p>Students and staff allocations is an issue for BC and ACS due to bubbles. Additional cleaning remains an issue.</p> <p>ASC will continue to be</p>			14.07.2020

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
						<p>reviewed but at the present time will not be operating.</p> <p>Tier 4 – to review the extended school offer after Feb half term</p>			
Admin									
Offices & hubs									
Seating / desk positioning	Staff	3	4	12	Desks/chairs have been positioned in line with current government guidance ie. 2 metres apart, screens if required, not facing each other.	Staff from the hub are continuing to work from home where possible. Admin staff are spaced and screens have been added to the area			14.07.2020

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
						Tier 4 – HR and finance staff working remotely from home.			
Separation in open spaces	Staff	3	4	12	Clear indication of seating arrangements is in place. Signage is available around all seats etc.				14.07.2020
Access arrangements	Staff	3	4	12	An instruction sheet is provided with building and circulation arrangements for external staff.				14.07.2020
Non classroom-based staff expectations	Staff	3	4	12	Non class-based staff are working from home where possible. When guidance changes this will be re-assessed.				14.07.2020
Staff									
Staff Travel									
Public Transport (bus/tram)	Staff	3	4	12	Face coverings are required at all times on public transport, but these must not be used in school unless recommended in a risk assessment	Tier 4 – essential travel to and from work			14.07.2020
Car Sharing	Staff	3	4	12	We recommend face coverings at all times when car sharing but these must not be used in school unless recommended in a risk assessment	Tier 4 – essential travel to and from work			14.07.2020
Own transport	Staff	3	4	12	Guidance is in place for staff parking their cars.	Tier 4 – essential travel to and from work			14.07.2020

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
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Stakeholders

Governors					Ensure governors are involved and updated on the RA, policies and procedures on the site.	<p>Schedule fortnightly meeting with chair of govs to brief on progress/risk assessment.</p> <p>Chair of govs to be invited to RA update meetings.</p> <p>Tier 4 – all meetings virtual</p> <p>Tier 4 – all governors are up to date with the RA.</p>	LMD LMD	Ongoing	
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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
Trustees					Ensure trustees are involved and updated on the RA, policies and procedures on the site.	<p>Schedule fortnightly meeting with nominated Trustee for school to brief on progress/risk assessment.</p> <p>Nominated trustee rep to be invited to RA update meetings.</p> <p>Tier 4 – all meetings virtual</p> <p>Tier 4 – all governors are up to date with the RA.</p>	LMD LMD	Ongoing	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Fire evacuation	Staff / Young People / Premises	4	4	16	<p>Follow the fire evacuation plan that is already in place.</p> <p>Each bubble to exit the building as quickly and as safely as possible.</p>	<p>To look at the floor/ ground plan and work through each bubble's exit points and how they would access and to where.</p> <p>Need to look at an alternative assembly point for HWA and NBS in response to COVID: NBS should use their parent car parking bay/playground and we use the car parking bays outside the Sports hall as each class can have a</p>			14.07.2020

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
						bay - meeting to be held with JFD			
Fire assembly points	Staff / Young People / Premises	4	4	16	Follow the fire evacuation plan that is already in place. Each bubble to have an allocated space at the fire assembly point.				14.07.2020