

## COVID-19 Risk assessment – wider opening of the school

### ***Health and Safety Risk Assessment – Re-opening Schools – COVID-19***

<b>Academy / School</b>	Emmanuel College			<b>Assessment No.</b>	
<b>Site</b>	Emmanuel College	<b>Location</b>	Gateshead		
<b>Subject of Assessment</b>	Emmanuel College Secondary School. Approx. 1500 students, aged 11-18				
<b>Assessed by</b>	EC Senior Staff	<b>Date</b>	9 <sup>th</sup> July 2020 (original) Updated June 2021	<b>Review date</b>	<b>July 1 2021</b>
<b>Details of workplace/activity</b>	Students and employees taking part in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off (where applicable), First aid and external visitors to the school.			<b>Persons Affected</b> <i>(Who may be harmed)</i>	
				Students, Employees, Contractors and Visitors.	

This is an adapted risk assessment following changes to government and DfE guidance in May 2021. Updated guidance from 24 May 2021 is here: [Schools coronavirus \(COVID-19\) operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/schools-coronavirus-covid-19-operational-guidance)

#### **Close contacts**

Staff and students should self-isolate if they are a close contact of someone who has tested positive for COVID-19 (PCR or LFD test).

Close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
  - been within 1 metre for 1 minute or longer without face-to-face contact or sexual contact
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane

This link gives more details on how long those with a positive test or who are close contacts should self-isolate: [How long to self-isolate - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk/health-a-z/coronavirus/coronavirus-how-long-to-self-isolate/)

### **Where local restrictions apply**

To conform to WHO new advice, schools and colleges should take additional measures in locations where transmission of the virus is high. These areas are defined as areas of national government intervention.

Schools and colleges will need to communicate quickly and clearly to occupants in areas where new local restrictions have been imposed.

### **Consulting and sharing Coronavirus (COVID-19) risk assessment**

Schools should consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by staff. Schools and staff should always come together to resolve issues.

Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (The HSE would expect all employers with over 50 staff to do so).

### **LFD tests**

There is a separate risk assessment on mass testing in College.

### **Face coverings**

Following changes to government guidance, College guidance on face coverings is as follows:

#### **Face Coverings in Education May 2021**

[Face coverings in education guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

*From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils and students in classrooms or communal areas, in all schools and FE providers. Face coverings will also no longer be recommended for staff in classrooms. In all schools and FE providers, we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).*

Therefore,

Students will **no longer** be required to wear face coverings in College.

For staff:

- Face coverings will not be recommended:
  - in classrooms.
  - in the staff work area or in the restaurant, since social distancing is possible.
  - Outside.
- Face coverings should be worn when moving around the corridors, or in other communal spaces where social distancing is not possible.

**June 22 amendment**

Whilst the general guidance on face coverings remains as detailed above, a temporary amendment for the College was clarified after discussions with PH and senior staff. This amendment made the following clear from June 22.

- 1.) Students do not have to wear face coverings during lessons.
- 2.) It is recommended that students continue wearing face coverings as they move around the building.
- 3.) Staff should continue wearing face coverings in communal areas but should continue to use their judgement and *may remove them when addressing students in communal areas or if wearing a face mask hinders their ability to work effectively with students.* Staff may choose to wear face coverings in classrooms if they wish to **but this is not a requirement.**

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
1.	<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p>	<ul style="list-style-type: none"> <li>The College has informed parents, students, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection).</li> <li>Parents received guidance on re-opening via recorded video and an animated PPT. prior to the end of the summer term 2020</li> <li>They then received more detailed instructions in August on how students should attend College and protocols in College, as laid out in this risk assessment. The instructions consisted of letters home and an option to view the College’s risk assessment and wider opening plan. This current risk assessment will be available on the College website. The procedures for students and parents for the 8 March re-opening are very similar to the procedures in Term 1, which stakeholders are now used to.</li> <li>Overall, parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children and any other local important procedures, emphasising their role in terms of the local and national approach would also be appropriate as that potentially impacts on school life and the whole pandemic control measures</li> <li>College attendance policy has been updated to give parents guidance for students attending College during the pandemic.</li> </ul>	Low	<p>Students and staff maintain social distancing in College where possible and students do not mix between bubbles unless in exceptional circumstances as detailed below.</p> <p>Staff social distance between each other and staff communal spaces that could encourage cross contamination, such as staff rooms, are removed.</p> <p>There are specific procedures during lunch times to limit the risks of infection transmission via food preparation and serving. This includes kitchen staff following all up to date procedures and guidance in regards to food preparation and serving. There is more detail below.</p> <p>Significant staff training on all safety measures has been</p>	Low

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	<ul style="list-style-type: none"> <li>• Parents of SEND students or those with care plans have been individually consulted in order that plans are reviewed to include any new safety measures; <b>Mrs Scott (AVP-Student Support)[ASC]</b> has updated risk assessments, in line with LA guidance, for all students with EHCPs and significant SEN.</li> <li>• Staff have been briefed, consulted and trained in new procedures prior to students returning. Prior to the school re-opening in September, this training consisted of an initial presentation sent to staff in July and the release of the College's strategy. This allowed for staff feedback and consultation. Following this, there were further briefing documents and staff have access to the wider opening plan, and the risk assessment. There was detailed practical training on the staff training day 1 September. This training consisted of:               <ol style="list-style-type: none"> <li>1.) Briefing on school procedures and the plans for re-entry of students (i.e. safety measures for staff and students, timetable changes, new Technology, safeguarding training and the staggered arrival and departure times);</li> <li>2.) Training and briefing regarding First Aid, infection control and College protocols;</li> <li>3.) Expectations on staff conduct and interactions with each other and with students;</li> <li>4.) A walkthrough of the areas of the College to illustrate procedure moving forward.</li> </ol> </li> <li>• Any further changes on guidance and procedures have been communicated to students and staff.</li> </ul>		<p>carried out with all staff prior to wider opening, and further training will be carried out as necessary.</p> <p>This risk assessment and accompanying re-opening plans will be continually modified and tweaked depending on changing government guidance and advice.</p> <p>Any student displaying COVID-19 symptoms will be immediately removed from a classroom setting where there are other students and staff. They will then be isolated in the COVID-19 First Aid room, attended by staff with PPE, until they can go home (see below).</p> <p>Welfare procedures ensure that vulnerable students will be given be-spoke support.</p>	

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	<ul style="list-style-type: none"> <li>• Risk assessments and plans were discussed with some staff on a one-to-one basis to enable staff to speak about their own situation and in case reasonable adjustments need to be made.</li> <li>• The College has tried as far as practically possible to be flexible and accommodate additional measures for vulnerable staff and students where appropriate.</li> <li>• An ongoing review will be carried out for expectant mothers from 28 weeks gestation and for new or expectant mothers with underlying health conditions to identify reasonable adjustments and home working arrangements when required. The HR team and <b>Mr McKenzie (AVP-Staff Welfare) [PMC]</b> have taken a lead on this.</li> <li>• Staff are up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including:  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a> </li> <li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to students.</li> </ul>		<p>Parents have been informed that any students with COVID-19 symptoms should not be in College and should self-isolate appropriately in line with guidance.</p>	

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	<ul style="list-style-type: none"> <li>• Staff can access the free helpline <a href="#">Education Support Partnership</a> for school staff and targeted support for mental health and wellbeing.</li> <li>• There are communication, consultation and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively.</li> <li>• Employees have had sufficient training and briefing regarding infection control and school protocols in order to make the College COVID-19 secure.</li> <li>• Hazard reporting mechanisms are in place and easily accessible. Staff should inform their line manager if it is a non-urgent issue. If there is an urgent issue, they should inform <b>Mr Ogborn (Senior VP)[NOG]</b>, <b>Mrs Hooker (Vice Principal) [RHO]</b> or <b>Mr Waterfield (Principal)[MWA]</b>. <b>Mr Steer (AVP and H&amp;S Lead)[GST]</b> and <b>Mr Thompson (H&amp;S Coordinator) [GTH]</b> should be informed if there is a health and safety issue.</li> <li>• COVID-19 guidelines are published in the school's website as behaviour, safeguarding and remote learning addendums and have updated as appropriate and incorporated into more general policies as necessary links. This risk assessment will also be published on the website.</li> <li>• It is envisaged that for the majority of support staff, working in College all or nearly all of the time is necessary for their work to be undertaken effectively. Individual requests for home working will be considered on a case by case basis.</li> </ul>			

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		<ul style="list-style-type: none"> <li>Staff who work from home will be provided with suitable training to ensure appropriate equipment, workstation set up and working arrangements are in place. Home working training is available from the Judicium e-learning portal</li> <li>Whenever possible, meetings take place remotely via videoconferencing or phone, and emails are also used for communications. (See below for more detail).</li> <li>People deemed vulnerable should take particular care to minimise contact with others.</li> <li>Individuals who are identified as Clinically Extremely Vulnerable should resume shielding, not attend College and refer to updated guidance: <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a></li> <li>More detail on the support for staff and students at this time is relayed below.</li> </ul>			
2.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> <li>Drop off / entry to the school.</li> </ul>	<ul style="list-style-type: none"> <li>Procedures relating to student entry, exit, movement, lunch and accompanying staff duties is laid out in the College Duty Policy, written by <b>RHO</b>.</li> <li>Students are able to enter College site from 08:00 to 08:25 in recognition of the particular circumstances and needs of parents in dropping students off. Gates at the path will close at 08:25 and students who arrive after that need to enter College through main reception and make their way directly to tutor rooms. It also allows a larger window for students to be dropped to reduce the risk of 'crowding' and infection. In view of the particular College travel arrangements and</li> </ul>	Medium	The SMT will keep these procedures under review and will consult with parents or students who are not following the new procedures/start and finishing times as agreed.  Arrival procedures are reviewed every day to ascertain whether changes	Low

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	<p>procedures in College, it is not necessary to specify particular times for year group drop-off, since students are placed in year group zones immediately they enter the College site.</p> <ul style="list-style-type: none"> <li>• Students are dropped off either by College bus in the turning circle or walk to College through designated entrances (see below), or cycle to College and park in designated cycle racks (one for each year group) or are dropped off by car/park car in the Watergate car park near College.</li> <li>• In line with the guidance, students will be encouraged not to use public transport or specific school buses, but to walk or cycle to College or to be dropped off by parents. <b>GST</b> has liaised with parents and council to ensure safe advice and procedures for those students cycling to College. Students have to wear helmets and high vis vests.</li> <li>• In view of the College’s specific circumstances, it is recognised that some students will travel by public transport and that some students will need to travel by specific school buses, in which year groups might mix, despite parents being urged to consider other means of transportation. In order to facilitate wider transport plans, students are allowed to cycle to College for the first time. Students have been informed by letter to parents (prior to the Autumn term 2020) where their specific cycle rack is (Year 11 at Granary, Year 8 and 9 at the back of College, Year 10 under the Granary bridge, Year 7 and SF between Art and Music).</li> </ul>		<p>need to be made to improve procedures.</p> <p>Staff will be trained on how students should specifically conduct themselves arriving in College to mitigate any risks and duty staff reminded of students’ role in appropriate social distancing.</p> <p>Hand sanitiser checked every day to ensure there is enough for following day.</p> <p>If necessary, students and parents spoken to individually about appropriate social distancing and conduct when arriving at College.</p> <p>There are frequent checks to ensure that hand signage notices are not removed.</p> <p>Teachers in classrooms who greet and register students are specifically trained in the</p>	

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	<p>Furthermore, if students do need to take public transport or school buses, they have been instructed how to do this as safely as possible in line with the guidance, including wearing face masks and distancing on the bus where possible. The College is liaising constantly with the bus companies to look at how this can be improved and travel to College made safer. Nexus released updated guidance in August 2020 making clear specific safety procedures on their buses and requirements for students. Senior staff tweak procedures as necessary as to safeguard students on buses, including catering for the potential 'overspill' of students who cannot fit on buses.</p> <ul style="list-style-type: none"> <li>• A specific College transport management plan has been enacted in view of the anticipated larger number of cars bringing students to College. This involves stopping access to the College turning circle for parents' cars, and shutting the 'SF car park', and instead encouraging parents and SF students to park in the Watergate car park. A path has been made from Whicham Highway (near the car park), allowing safe and easy student access into College. Staff are able to continue to park in the College car park and the car park at the front of College, near the entrance to Technology. The College is exploring with the council the possibility of the entrance to Watergate Park being widened to allow easy access for cars entering and exiting the site.</li> </ul>		<p>procedures necessary to ensure compliance in regards to students socially distancing from teachers and hand sanitising thoroughly.</p> <p>Staff will continue to use the staff car park in the main College entrance and the Tech entrance up to the Year 10 'barrier'. If full, staff need to use the small Watergate car park, which is discouraged, or the large Watergate car park.</p> <p>Staff will supervise the beginning and end of the day to ensure that parents do not try to enter the turning circle or wait outside the College in their cars.</p>	

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	<ul style="list-style-type: none"> <li>• All student entrances to the site, walkways in College and outside year group zones allow for appropriate distancing. The routes leading from entrance points are supervised by staff from 8am.</li> <li>• Students enter College site <u>and then immediately enter College through their respective entrance, rather than congregating outside</u>. This is to minimise transmission risks. Students enter the College through different doors and into different zones according to their year groups. These constitute a year group 'zone' and for Year 10,11, 12 and 13, their specific 'bubble'. Year 7-9 are split into smaller class sized 'bubbles'. All year groups have a dedicated entrance to College:               <ol style="list-style-type: none"> <li>1. Year 7 enter the College site via the main pedestrian entrance, and go immediately to the Geography and History classrooms (Year 7 'zone') via the quad doors;</li> <li>2. Year 8 enter the College site via the top gate from Wickham Highway, and go immediately to the Maths classrooms (Year 8 'zone') via the back of College and through the IT OE door;</li> <li>3. Year 9 enter the College site via the top gate from Wickham Highway, and go immediately to the English classrooms (Year 9 'zone') via the back of College and through the door at the bottom of the stairs near the English classrooms and dance studio. A white line separating Year</li> </ol> </li> </ul>			

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	<p>8 and 9 down the back of College ensures no mixing between year groups;</p> <p>4. Year 10 enter the College site via the main pedestrian entrance, and then proceed immediately to the RE classrooms (Year 10 'zone') via the entrance next to Tech and RE. Their zone is marked by barriers next to the staff parking and by a white line showing where they must not go beyond near the Year 8 and 9 entrance.</p> <p>5. Year 11 enter the College site via the top gate from Watergate park, and then go immediately to the MFL classrooms (Year 11 'zone') via the Granary entrance;</p> <p>6. Year 12 and 13 enter the College site via the main entrance and then go immediately to the SF 'zone', which consists of the library, IT OE and SF centre, where multiple workspaces will allow for communicating and working within their bubble (see details below). JLL and duty staff take ownership over safe conduct within SF during this time. Students will then proceed to their tutor rooms at 8:20. Year 12 and 13 constitute separate year group 'bubbles'. Year 13 congregate in the SFC and Year 12 in the</p>			

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	<p>Library and OE. Neither year group is permitted in the other space.</p> <p>See below for specific procedures prior to the path being completed.</p> <ul style="list-style-type: none"> <li>• If students arrive by school bus in the turning circle, the following happens: Year 7 and 10 enter College via the main pedestrian entrance as before and congregate in their specific outside areas. Year 12 and 13 enter College via the main entrance. Year 8,9 and 11 walk around the outside of College, past the Year 10 area and up the stairs near the Granary to their specific zones and their specific entrance. It is recognised that while there is a brief period of different year groups mixing, this is very brief, outside, with students obeying social distancing requirements (1m+) and the risk is minimal.</li> <li>• Drop-off points and timings for each group have been identified as above, and this information will be cascaded to parents.</li> <li>• Parents have been told not to leave cars and congregate if dropping students off by car at Watergate park;</li> <li>• Once students enter the buildings, they will hand sanitise using hand sanitisers in each of their tutor rooms;</li> <li>• Entrance doors are held open, reducing the number of occupants touching the doors;</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Good hand washing signage to instruct students how to do this effectively is displayed throughout the College;</li> <li>• Students will not be permitted to gather with any students at the start and end of the day and will be encouraged and to appropriately distance from each other at all times in communal areas (1m+). Details on specific procedures for this are laid out below. They are supervised from 8am by staff outside and supervised as they make their way to their tutor rooms.</li> <li>• Late students will be subject to appropriate College discipline procedures and will enter College via the front entrance. Students will be late from 9:00am.</li> <li>• Staff and students will be appropriately inducted as to students entrance procedure and staff will be on hand to guide students appropriately when they enter the building, and to monitor student conduct and movement.</li> <li>• The opening of the path from Wickham Highway in November 2020, coinciding with the second lockdown, has ensured that students can safely enter and exit College as detailed above. In discussion with senior staff, a decision was taken to allow all year groups to enter via this gate, when walking down Wickham Highway. Whilst this changes the initial risk assessment, the ability of students to distance both on the path and then in school when going to different entrances as well the greater visibility of duty staff because of the new duty rota (see below), means that</li> </ul>			

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	<p>this was agreed. There is also the added concern that students walking along Whickham Highway are more likely to be in danger from cars and cars parking, so there is a need to minimise this danger.</p> <ul style="list-style-type: none"> <li>• Students have been asked to social distance where possible when travelling to and from College.</li> <li>• Students travelling to and from College by car have been advised by letter to parents of the latest government guidance in relation to car sharing and necessary procedures to ensure that this is as safe as possible and risks are minimised.</li> <li>• Since the second lockdown, a revised duty rota has been put in place, ensuring that senior staff or allocated duty staff are at the following places from 8-8:30am and from 15:15-16:00/15:             <ul style="list-style-type: none"> <li>1 – Dunston and Lobley Hill Shops (two members of staff)</li> <li>2 – New student entrance on Whickham Highway</li> <li>3 – Lobley Hill bus stop (on Consett Road)</li> <li>4 – Turning circle</li> <li>5 – Buses in the turning circle.</li> <li>6 – Main gate.</li> <li>7 – Low yard</li> <li>8 – Top gate</li> <li>9 – MUGA entrances/Top yard</li> <li>10 – Year 8/9 exits (rear of building)</li> <li>11 – Sixth Form Centre/main reception</li> <li>12 – Year 7 zone and stairway</li> <li>13 – Year 8 zone and stairway</li> </ul> </li> </ul>			

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3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Pickup / leaving the school.</li> </ul>	Low	<p>Departure procedures are reviewed every day to ascertain whether changes are needed to improve and tweak procedures.</p> <p>Staff will be trained on how students should specifically conduct themselves departing from College to mitigate any risks.</p> <p>The Head of Year who supervises particular zones will be vigilant that students are departing in a mature and distanced fashion and address any immediate conduct concerns.</p> <p>The number of staff who monitor areas, such as the car park and towards the Lobley Hill shops, where students are likely to congregate, will be increased</p>	Low

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	<p>keeping back year groups/student groups as appropriate to allow safe leaving of College until the Watergate Park entrance is completed. The list of duty points above makes this clear.</p> <ul style="list-style-type: none"> <li>• Students are required to leave the school grounds and go straight home, not to congregate on the school grounds, nearby roads, recreational areas. As mentioned above, this is reinforced by duty staff.</li> <li>• If students are getting a school bus, specific procedures are in place to ensure that students line up appropriately in year groups, distance appropriately (1m+) when lining up, and wear a face mask in line with guidance when they alight on a bus. Duty staff reinforce this.</li> <li>• Children of College staff can proceed to a specific classroom (Rm39) where they can social distance until they leave with their parents. Students in this room have to sit with students from their year group/class 'bubble' as appropriate and social distance from other groups.</li> </ul>		<p>as necessary if there are growing issues here.</p> <p>If necessary, students and parents will be spoken to individually about appropriate social distancing and conduct when departing from College.</p> <p>Staff will not let students go unless they have confirmation that this is the exact time when students need to leave.</p> <p>There will be frequent staff patrols to ensure that students are not 'wandering' the corridors or that they are not congregating outside but proceed home. If students do remain in College, they need to remain in specific workstation areas, such as a Year 11 study room or SF workstation, or specific classroom, if on an academic support or catch-up session.</p>	

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4. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: <ul style="list-style-type: none"> <li>Classroom use / activities.</li> </ul>	<p><b>Guidance on masks and face coverings in various indoor settings is clarified above.</b></p> <p>The College is committed to a full and broad curriculum and will not compromise on this when College re-opens in March.</p> <p><b>All students fill out a contact log at the end of the day, indicating any students that they have socialised/sat with as appropriate with during lunch.</b></p> <p><b>College day</b>            07:00 College opens to staff            08:00 – 08:25: Staggered arrival period (registration at 08:30)            08:45-09:15: Good Morning Emmanuel            09:15 Lesson 1            10:00 Lesson 2            10:45 Lesson 3            11:30 Lesson 4 (Lower School Lunch)            12:15 Lesson 5 (Upper School Lunch)            13:00 Lesson 6 (afternoon registration at 13:00)            13:45 Lesson 7            14:30 Lesson 8            15:15 – 16:00: Staggered departure period            15:15-16:00: Catch-up provision            16:00 – 17:00: Optional Year 11 support            16:00 – 18:00: Optional Year 13 support            19:00 School closes to staff</p>	Medium	<p>The SMT will monitor classrooms daily (from appropriate distance) to ensure that procedures are being followed. If necessary, intervention with teachers will follow if procedures are not being followed. The person immediately responsible for this will be SMT lead for each zone.</p> <p>Timetable room allocations and student groups within zones will be reviewed regularly by <b>NOG</b> and <b>Dr Benbow (AVP)[KBE]</b>.</p> <p>The SMT will contact parents should concerns about welfare and conduct arise, which could affect health and safety on site. If there are wider concerns about a student working in College, they will be subject to the College behaviour and discipline policy, which could</p>	Low

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	<p><b>There will be no large gatherings such as assemblies or collective worship with more than one 'bubble'. Good morning Emmanuel, a daily streamed online briefing and presentation, is the daily act of worship.</b></p> <p>Whole staff briefings/meetings/insets will be conducted in large indoor spaces in which appropriate social distancing can be maintained between staff – such as leaving one seat between staff. This will be reviewed continually in view of government guidance for organisations and businesses operating safely, with consideration given to remote 'Zoom' or 'Teams' meetings where appropriate.</p> <p>Staff can meet in person in departments in large classrooms or in large offices (or in the LT for the biggest departments), but strict social distancing needs to happen and they should ensure that they are always 2m+ away from each other.</p> <p><b>Year group Leads</b>  <b>Yr7 – Miss Dickinson &amp; Miss Lown (assistant)</b>  <b>Yr8 – Mr Wiecek &amp; Mr Yellowley (assistant)</b>  <b>Yr9 – Mrs McAloon &amp; Mr Graham (assistant)</b>  <b>Yr10 – Miss Butterfield &amp; Dr Douglas (assistant)</b>  <b>Yr11 – Mr Ingham &amp; Mrs Buckley (assistant)</b>  <b>Y12/13 – Mr Lloyd and Sixth Form Pastoral Leads</b></p> <p>This role involves a particular member of staff (Head of Year and assistant Head of Year) taking ownership over a particular year group 'zone' and providing a degree of 'high</p>		<p>result in temporary exclusion.</p> <p>All classrooms and desks and any other areas students use are cleaned every day as per procedures (see below).</p> <p>Students working in the welfare room will always socially distance from staff, and staff will monitor this. <b>ASC</b> has been taken off a teaching timetable so as DDSL and Head of Student Welfare, she can closely direct student conduct and support in this area and ensure exemplary provision for vulnerable students.</p> <p>Staff instructed and reminded that academic and personal development support (such as helping a student in a classroom) must always adhere to appropriate social distancing.</p>	

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<p>accountability/low control' by taking ownership over an area of College.</p> <p>. This member of staff will:</p> <ul style="list-style-type: none"> <li>• Ensure and 'own' safe movement and conduct within their area, especially at lesson changeovers, ensuring safety and good conduct whilst staff move around the building.</li> <li>• Support staff with 'First Call' and if students need to be removed because of health/conduct concerns.</li> <li>• Always aim to be on patrol in their areas when not teaching. If they are teaching, their place will be taken, where possible, by other members of SMT, notably <b>RHO</b> and <b>NOG</b>.</li> <li>• Conduct learning walks on occasion.</li> <li>• Be a first point of contact should a member of staff need support with a particular student.</li> <li>• Support staff should they not be able to teach (see staff section below).</li> </ul> <p>A member of the SMT oversees student conducts and attitudes in each 'zone' between lessons to increase visibility.</p> <p><b>'Bubbles' and zones</b>  <b>KS3: KS3 remain in their <i>taught</i> classes for the whole day; this will entail remaining in the same seats in the same classroom for <i>all</i> lessons.</b> This includes during tutor time. This includes for lunch. At lunchtime, students sit with their class and next to the person they have sat next to all day</p>		<p>Hand sanitisers will be checked prior to each day to ensure that there is enough hand sanitiser in each classroom.</p> <p>Students will be trained in conduct and behaviour expectations in their initial sessions by their classroom teacher when they return in September and via remote assemblies.</p> <p>Students displaying any symptoms of COVID-19 will be removed immediately according to First Aid procedures (see below).</p> <p>College will reflect on practice weekly via SMT meetings and other avenues in which concerns can be raised. The College will take on advice and experience from other schools as they make further decisions on provisions moving forward.</p>	

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<p>and will, therefore, <u>not</u> be in any indoor space with any group but their class. They also line up within their tutor/class group. After lunch, students can socialise more widely within their year group in KS3, but have to fill out details in their contact tracing book. Duty staff ensure that groups are no larger than six and students social distance where possible.</p> <p>Furthermore, if groups of students are required to self-isolate, instead of being in College, this change will correspond to lots of teachers and tutors becoming available, who will then be able to contribute to expert home learning for students via Its Learning.</p> <p>Lunch procedures for individual class 'bubbles' are laid out below, as are procedures for when the whole year group are outside.</p> <p><b>KS4 and Sixth Form:</b> These students are taught within year group 'bubbles' due to the particular demands of their curriculum and can move classroom. They do not communicate or are in proximity with any other year group. However, at lunch, students also line up and eat within their tutor group to ensure the year group 'bubble; is broken up and students only eat within their tutor group. However, unlike KS3, students to not have to sit next to a certain person within their tutor group.</p> <p><b>Essentially, every year group has a physical 'zone' where the year group is, both outside and in College for</b></p>		<p>Each HOD is responsible for ensuring, under the direction of their respective Cluster Lead, that equipment is not shared between 'bubbles' and remains within a particular zone.</p> <p><b>ASC and NOG</b> will review SEND procedures in light of latest guidance as a result of pandemic restricting some SEND support and co-curricular activities being cancelled, which could support SEND students.</p> <p>Set 9 in all year groups aside from Year 11 has been removed so that there is more staff capacity for cover if necessary and that students fit easily within certain zones.</p>	

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	<p>lessons. For KS3, this 'zone' is broken down into eight further 'bubbles' within each year group. For KS4, this is the same at lunch, although students are taught across groups. At KS5, students are in year group 'bubbles'.</p> <p>However, with a confirmed COVID case, efforts are always made to ensure accurate contact tracing within the 'bubbles'. See below.</p> <p><b>Classrooms:</b></p> <ul style="list-style-type: none"> <li>• Classroom furniture has been reduced where necessary, leaving only the required number of desks and chairs in the classroom/area. Displays and unnecessary fixtures in the classrooms that could spread infection have been removed. This is designed to enable successful cleaning of all surfaces;</li> <li>• Departmental displays in the corridors, as far as possible, have been removed.</li> <li>• In classrooms, soft chairs have been removed for students to enable easier cleaning of surfaces.</li> <li>• Classroom seating is designed in rows, so students sit side by side and facing forwards.</li> <li>• Where possible each classroom/area will be well ventilated, with windows opened before the start of the day and doors opened during lessons.</li> <li>• Hand sanitisers and wipes will be available in every classroom and used as directed. <u>At the start and end of a lesson, teachers should wipe down their desk.</u></li> </ul>			

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	<ul style="list-style-type: none"> <li>• Classroom sizes are restricted to a normal class (approximately 30) students, 1 teacher and LSA if required (specific needs of class).</li> <li>• Classrooms have been organised to achieve a distance of 2m between students and teachers at all times. Furthermore, teachers and students are reminded to distance when possible and teachers not to remain in close proximity below 1m distance with students for extended periods of time. Teachers are able to teach 2m away from students by teaching from the front of the classroom. Tape demarks a 'safe' zone for staff to teach from and a 2m gap between that and students and between students and the teacher desk. Teachers wear face coverings where it is not possible to socially distance from a student in line with College policy, although they always adhere to the guidelines so they are <u>not</u> a close contact, as detailed above.</li> <li>• All teachers have their own laptop, which they will take from classroom to classroom. This takes away the need for desktop computers on teacher desks, which are a contamination hazard. Once all laptops have arrived and Screenbeam installed and staff trained in this, desktops will be removed.</li> <li>• Students are managed while entering the room to avoid contact with each other and the teacher.</li> <li>• Students and staff use hand sanitiser on entry to the classroom.</li> </ul> <p><b>Tutor rooms</b></p>			

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	<ul style="list-style-type: none"> <li>• When students arrive in College, they proceed to a designated classroom in their zone, which will be their tutor group for that year, or for KS3 students, their classroom for all lessons (bar 'specialist classrooms'). KS3 students do not line up in class 'bubbles' prior to proceeding into College, to avoid any close contact between students.</li> <li>• Students can store coats there.</li> <li>• They sit in a seating plan, as directed by a member of staff. For KS3 students, this remains their seat for the rest of the day for all lessons.</li> <li>• Students stay in this room until 09:15, following the live streaming of GME at 08:45.</li> <li>• Following the end of lessons at 15:15, students return to their tutor room and remain there until leaving College at their designated time of departure. For KS3 students, this will have been their classroom all day.</li> <li>• Prior and following College, students are supervised by their tutor and get on quietly with homework or extended reading/study.</li> </ul> <p><b>Most lessons</b></p> <ul style="list-style-type: none"> <li>• Students and staff use hand sanitiser on entry to the classroom.</li> <li>• Students in different year groups will be in classrooms for nearly all their lessons in their discrete 'zones':               <ul style="list-style-type: none"> <li>• Year 7: History and Geography</li> <li>• Year 8: Maths</li> <li>• Year 9: English</li> </ul> </li> </ul>			

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	<ul style="list-style-type: none"> <li>• Year 10: RE and Rm6</li> <li>• Year 11: MFL and two Science rooms</li> <li>• Year 12 and 13: specified classrooms around the College.</li> <li>• Students in KS4 may move between classrooms within this zone, depending on set, but will stay in the zone for their lessons. This prevents interaction with other year groups and maintains the year group bubble. It also prevents crowded corridors at lesson changeovers: the only two groups moving around the College will be SF or students going to specific bookable classrooms.</li> <li>• Heads of Year in different 'zones' will take ownership of student movement and conduct within their respective area.</li> <li>• Teachers therefore move between different rooms between zones depending on their lessons.</li> <li>• Teachers should primarily teach from the front, in order to maintain adequate distancing between them and students.. However, at all times, teachers should avoid unnecessary close contact or proximity with students. At all times, teachers should avoid becoming a 'close contact'.</li> <li>• The same procedures for teachers apply to LSAs. <b>ASC</b> will look at specific procedures for LSAs in order to ensure exemplary support for students whilst keeping them and the students safe. Creative solutions could include LSAs conducting a lot of work 'behind' the scenes, such as making resources. LSAs will not</li> </ul>			

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	<p>ordinarily work outside one year group 'bubble'. <b>ASC</b> and <b>NOG</b> will continue to consult on ensuring safe and effective LSA support. LSA individual student support can happen in the corridors with the students appropriately socially distanced at 2m+.</p> <ul style="list-style-type: none"> <li>• Staff will be able to observe colleagues and 'pop in' to lessons. They need to ensure that observe distancing procedures at all times. When doing this, they should wear face coverings and should sit at the front within the 'safe' teaching 'one.</li> </ul> <p><b>Specialist classrooms</b></p> <ul style="list-style-type: none"> <li>• Whilst most lessons can happen within the specific zones, some Science, Drama, Technology and Music lessons might require specific equipment, which is only available in certain classrooms. In this case, teachers will 'book out' a particular classroom and take their class there from their usual classroom.</li> <li>• When students move between zones, they follow the procedures laid out below on student movement and social distance appropriately.</li> <li>• Whilst students carry out Science experiments or practical tasks in Technology, appropriate distancing between students and teachers and between students will be maintained where possible.</li> <li>• Musical instruments will need to be cleaned between use by different year group or class 'bubbles'.</li> </ul> <p><b>PE lessons</b></p>			

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	<ul style="list-style-type: none"> <li>• Senior staff work closely with <b>Mr Barlow (Head of PE)[ABA]</b> to ensure a balanced and broad PE curriculum – which will consist of <i>instruction, activity, reflection</i> and <i>evaluation</i>. The PE curriculum will be different but will not be compromised.</li> <li>• Students change for PE as normal in PE changing rooms, mindful that any students changing next to them should be included in their contact tracing books. Students are supervised and are encouraged to change as quickly as possible at the start and the end of the lesson. All changing rooms are cleaned between usage by different year groups.</li> <li>• Staff are able to use the changing room, showers and the cardio room before and after College. When using the changing rooms, they should socially distance and clean their areas subsequent to use using the hand towels and sanitiser provided. The cardio room has a maximum usage of four and staff distance when using equipment (as laid out in the cardio room) and clean equipment after use.</li> <li>• PE should consider carefully the following aspects to ensure social distancing and to aid contact tracing should this be necessary:               <ol style="list-style-type: none"> <li>1.) Staff should keep careful records of which groups students are in, both in terms of teams and activities.</li> <li>2.) Full contact sports, such as rugby, do not happen. Sports, such as basketball and football may happen, but only within bubbles and even</li> </ol> </li> </ul>			

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	<p>then, the teacher supervises the activity carefully to minimise unnecessary contact (such as players congratulating each other after a goal).</p> <p>3.) When students are lining up, or waiting for an activity, they need to be 1m+ apart at all times.</p> <p>4.) All inside areas should be appropriately ventilated, especially in view of how people breathe during physical activities.</p> <p><b>Sixth Form</b></p> <ul style="list-style-type: none"> <li>• There are work stations and tables in the Sixth Form centre, library and IT OE for students to work at, using their own devices. They can socialise in these spaces at lunch. Year 12 work and socialise in the IT OA and the Library and Year 13 in the SFC. Neither year group is permitted in the other space.</li> <li>• There are not enough for all students to have a designated work space, but enough so that all students, when not in lessons, are able to work.</li> <li>• Before College, and during lunch times, students will be supervised by designated staff who will encourage distanced work and study and social interaction that is safe and appropriate.</li> </ul> <p><b>After College study</b></p>			

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	<ul style="list-style-type: none"> <li>• Students who participate in catch-up sessions leave the College via their respective year group exit.</li> <li>• Following March 8 re-opening, there is no plan to have any co-curricular clubs or societies aside from catch-up provision. This will be periodically reviewed depending on local guidance and the changing infection rate.</li> </ul> <p><b>Welfare, ALP, Referral</b></p> <ul style="list-style-type: none"> <li>• It is recognised that some students might require support outside specific 'zones' in welfare, or ALP or Referral and that this will require 'mixing' of the bubbles.</li> <li>• Staff and students will maintain 2m distance from each other at all times.</li> <li>• No equipment will be shared. Students will not be permitted to share or use desktops.</li> <li>• The ALP now only has capacity for <b>three</b> students in total and Referral room <b>six</b> students. Desks are always 2m apart from each other.</li> <li>• The rooms will be measured to ensure 2m+ between all work spaces.</li> <li>• Students working in the room regularly, where possible will maintain a regular position in the room.</li> <li>• Students will sanitize their hands when they enter and leave the room.</li> <li>• The work spaces will be cleaned after each use.</li> </ul>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)

- **ALP:** Staff must not send students to work in ALP without proper consultation – the timetable will be updated and used to decide access according to the above guidelines.
- No student can access ALP for PE and those not participating must accompany their class.
- Where students are withdrawn from lessons for reasons other than support with an SSO they should be situated within their bubbles to work independently.
- An email from **NOG** made the following clear to staff:
- *Tables and chairs have been re-arranged throughout the student support area and the referral room. In the referral room, tape indicates where students can safely sit and all desks are 2m+ away from teachers.*
- *Staff working together in these areas must ordinarily be 2m away from each other. If they are less than 2m away from each other, they should always be more than 1m and any interaction should be less than 15 minutes.*
- *Staff should be cognisant of COVID secure guidelines and ensure that:*
- *Any interaction of less than 1m should be momentary, less than 1 minute and should be avoided where possible.*
- *Any interaction more than 1m but within 2m should be less than 15 minutes.*

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<p><b>Instrumental, music and drama lessons</b></p> <p><b>Instrumental lessons:</b></p> <ul style="list-style-type: none"> <li>• With the exception of piano lessons (see below), all students learn on their own instrument to reduce the risk of infection transmission.</li> <li>• Any groups of students learning will always be in the same year group or class (KS3) 'bubble'. Group lessons have been reduced as much as possible.</li> <li>• Any lessons involving a wind instrument or singing take place in a classroom in which 2m social distancing can be easily maintained and not in a practice/peri room. Because of the increased risk in transmission, teacher and student are always to be 2m+ apart. When singing, students will be instructed not to raise their voices unduly and where appropriate to use microphones to reduce the need for loud singing. The College follows the guidance laid out by the government in regards to this risk: <a href="https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing">https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</a></li> <li>• Other lessons, involving drums, guitar and piano will take place in practice rooms. Doors of practice rooms will be open as much as possible, and teachers and students will maintain distance as much as they can.</li> <li>• Following each piano lesson, the student thoroughly wipes down the piano with the wipes provided and the piano is cleaned thoroughly at the end of each day by the cleaners.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Before and after each lesson, the student and teacher hand sanitise.</li> <li>• If a student is self-isolating, a lesson can take place over Zoom if agreed by the parent.</li> </ul> <p><b>Drama lessons:</b></p> <ul style="list-style-type: none"> <li>• Any equipment used by a drama group, including chairs and tables, is isolated within one year group. All chairs and equipment are cleaned at the end of each day.</li> <li>• Group activities minimise close contact between students and between students and teachers, and students do not sit in semi circles facing each other.</li> </ul> <p><b>Music lessons (GCSE)</b></p> <ul style="list-style-type: none"> <li>• KS3 students will not be using musical equipment.</li> <li>• GCSE students do not share musical equipment. There is particular reference here to Sibelius. Students have their own keyboard and work from a laptop or desktop designated to them. They do not share equipment.</li> </ul> <p><b>Science lessons (bookable lessons and practicals)</b></p> <ul style="list-style-type: none"> <li>• All labs facing forwards where possible.</li> <li>• Windows open for ventilation</li> <li>• PPE available for emergency/first-aid</li> <li>• Students and staff must wash their hands before and after handling any equipment, this should ideally be using soap, water and paper towels as this is the most effective method. If this is not manageable, then hand</li> </ul>			

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	<p>gels should be used, and these must be non-alcohol based</p> <ul style="list-style-type: none"> <li>• Teachers must aim to maintain a 2m distance when observing pupils as they work through practical activities, but should use the visor if not possible.</li> <li>• Equipment can be shared by pupils within the same bubble. Equipment will be kept on specific 'year group' trolleys in the prep room.</li> <li>• Resources that are shared between classes can ideally be kept for 48 hours between use. Resources shared between bubbled will be quarantined for 72 hours.</li> <li>• Secure storage space has been set aside in the prep room and R55 to allow the quarantining of equipment between bubbles.</li> <li>• If key equipment is needed before the 72-hour period has elapsed, then cleaning will be considered to bring the item(s) back into use but this is to be kept to a minimum.</li> <li>• Labs will be cleaned by cleaning staff and technicians if the lab is used between bubbles. A rigid rota system is in place and all staff must follow this system.</li> <li>• 6th form students have their own personal safety glasses that they keep with them in their bags.</li> <li>• Equipment is collected in by students and placed in the trays on the movable trolleys. These trolleys are then transported by the technicians.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Science technicians have been given guidance by CLEAPSS on 'meticulous cleaning'.</li> <li>• Y7-Y11 students will be given safety glasses which will always be cleaned after use. <a href="http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf">http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf</a></li> </ul> <p><b>Technology</b></p> <ul style="list-style-type: none"> <li>• Most Technology lessons happen in year group 'Zones'.</li> <li>• Where Technology lessons happen in the Tech area, students in SF work on their own devices to avoid the sharing of equipment.</li> <li>• Where different students need to use practical equipment, such as drills or tools, all students wear disposable gloves which are then got rid of following the lesson. All classrooms are then cleaned prior to being used by another class.</li> </ul> <p><b>General resources and equipment</b></p> <ul style="list-style-type: none"> <li>• Individual and very frequently used equipment such as pencils and pens are not shared including electronic equipment, such as computers.</li> <li>• Staff and pupils have their own items where possible.</li> <li>• Classroom based resources, such as textbooks, are only shared within a year group and within a class 'bubble' (KS3) where possible. HODs will ensure that</li> </ul>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<p>resourcing is thus planned carefully and extra books and resources bought if need be. It should be emphasised that since Year 10 and 11 will have their own laptops this academic year, many textbooks can be accessed online or pages uploaded onto Its Learning</p> <ul style="list-style-type: none"> <li>• These resources will be cleaned regularly as are classroom surfaces (see section for cleaning)</li> <li>• Resources shared between bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously between use at the end of each College day. PE staff will clean sports equipment at the end of each lesson.</li> <li>• Outdoor equipment will be more frequently cleaned.</li> <li>• The College limits the amount of equipment students bring to school to only essential, which will be outlined to students and parents in communications home</li> <li>• Shared resources can be taken home but this is avoided where unnecessary.</li> <li>• All such resources are cleaned before used by others.</li> <li>• Staff are able to take students' books home to mark and students can take books home to complete work.. It is recognised, however, that marking physical pieces of work, such as examinations and assessments will be essential at times.</li> </ul> <p><b>Supervision</b></p> <ul style="list-style-type: none"> <li>• Each year group 'zone' has a designated Head of Year and assistant Head of Year who patrols that area and support staff and students there during lessons and</li> </ul>			

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	<p>between lessons. They are present as much as possible, unless they themselves are teaching or undertaking another vital task. They will decide on specific movement rules within their 'zone'.</p> <ul style="list-style-type: none"> <li>• At lesson changeover, when teachers are moving between groups, there needs to be close supervision of students within zones. Teachers who are not teaching the next lesson should stay within the zone until the next lesson's teachers arrive. Senior staff should prioritise being 'out and about' every lesson changeover to ensure exemplary conduct and practice. Lesson changeover is not applicable to KS3 students, since they stay in the classroom, but they still require expert and close supervision.</li> <li>• Where students are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene, students will be sanctioned and supported appropriately according to the College behaviour and discipline policy. First Call is available and can be utilised if students' conduct is not appropriate.</li> <li>• <b>RHO</b> has clarified specific staff expectations in the duty policy and in presentations to staff and students.</li> </ul> <p><b>Support from Network</b></p> <ul style="list-style-type: none"> <li>• On occasion, staff and students will need technical support with laptops and associated technology.</li> <li>• If students and staff go to the network office, they need to spend a minimum of time there and always</li> </ul>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<p>ensure they stand at the entrance to ensure 2m distance between them and the network managers.</p> <ul style="list-style-type: none"> <li>• When the network manager or technician go to classrooms, they need to ensure they are always 1m+ from anyone else and 2m if they are working with a colleague for any length of time.</li> <li>• It is recommended that when handling equipment from other students and staff, that they wear disposable gloves, disposed after each interaction with personal equipment, and hand sanitise before and after any touching of equipment.</li> </ul>			
<p>5. Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>• Dining;</li> <li>• Moving around the school;</li> <li>• Break-time / playgrounds.</li> </ul>	<p><b>Student interaction and movement around College</b></p> <ul style="list-style-type: none"> <li>• As made clear above, whilst all year groups are in different 'zones' <b>and do not meet any other year groups at any time</b>, for KS3, their zones are sub-divided into different class sized bubbles for all lessons, and for lunch. This means that any mixing between 'bubbles' within these year groups is limited to the start of the day and a short time after lunch in their appropriate outside space.</li> </ul> <p><i>For all students, the following applies when interacting within a year group, and within 'bubbles' for KS3, outside:</i></p> <ul style="list-style-type: none"> <li>• <i>Students should stay 1m or more away from each other where possible (aside from sitting at lunch).</i></li> </ul>	Medium	<p>SMT and duty team specifically monitor student movement at lunch to encourage good conduct and appropriate distancing.</p> <p><b>NOG and Mrs Jones (Business Manager)[LJO]</b> will have weekly, and at the start more frequent, meetings with kitchen staff to address concerns and tweak procedures as necessary.</p> <p><b>Mr Wildgoose (Facilities Manager)[IWI]</b> and</p>	Medium

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>• <i>They should therefore never touch each other.</i></li> </ul> <p><b>Duty staff are appraised of these procedures and student informed of how they should interact.</b></p> <p><b>There is signage advising students or procedure and 2m tape demarking distance around College to reinforce procedure.</b></p> <p><i>When moving around College, the following should also apply:</i></p> <ol style="list-style-type: none"> <li>1.) <i>KS3 students should only move around College within their class 'bubble' and should distance (1m+) - this would only be applicable</i></li> <li>2.) <i>KS4 and SF students should only move around College within their year group 'bubble' and should social distance (1m+).</i></li> </ol> <p><b>Student movement around the College:</b></p> <ul style="list-style-type: none"> <li>• Students walk in corridors using the left-hand side;</li> <li>• Where corridors are not wide enough to provide 2m separation (although passing in the corridor is deemed low risk), they are designated one way where possible; An example of this is the area around the Geography and History classrooms.</li> <li>• Due to few students moving around College, there is no need for markings within <i>all</i> the corridors, although there are constant reminders in the corridors on the floors and walls and doors to social distance, stay 2m</li> </ul>		<p>facilities team, working with <b>NOG</b>, will ensure that cleaning procedures are appropriate every day and that lunch places are cleaned as per policy.</p> <p>Staff will be allocated a particular restaurant to eat in and a particular period to eat. This ensures that not too many staff or students are eating at once and appropriate staff distancing can be maintained.</p> <p>Staff training will specifically address and walk through with staff how they have lunch, operate in classrooms and where their workstations are. All staff will be notified of their workstation prior to them coming into College.</p>	

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<p>apart, wash/sanitise hands and 'catch it, bin it, kill it'. The basic rule is to keep to the left at all times and ensure social distancing.</p> <ul style="list-style-type: none"> <li>• When moving around College, students are encouraged to distance as much as possible, even within class/year group 'bubbles', whilst recognising that keeping 2m apart will not always be possible. However, social distancing as much as possible is key, alongside other safety measures. Student always need to be 1m+ away from each other when walking around College.</li> <li>• Where possible, all spaces are well ventilated using natural ventilation (opening windows). Where possible, windows are opened by facilities or by the SMT zone leader at the start of the day.</li> <li>• Additional furniture, coats, bags are not permitted in the school corridor. Staff will be able to keep their bag and coat at their specific workstation.</li> <li>• Corridors are sterile environments and kept as clear as possible.</li> <li>• At all times, students will move with their year group only (and class in KS3) and will not mix with other year groups. Movement by a year group, especially at KS3 is minimised as much as possible.</li> <li>• Staff will generally manage student movement but keep a suitable social distance from students and other staff.</li> </ul> <p><b>Break and lunch</b></p>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>• There are no break times.</li> <li>• Each year group has a specified lunch area during the appropriate period:               <ul style="list-style-type: none"> <li>○ Year 7: L&amp;F (period 4)</li> <li>○ Year 8: Granary (period 4)</li> <li>○ Year 9: Main Hall (period 4)</li> <li>○ Year 10: L&amp;F (period 5)</li> <li>○ Year 11: Granary (period 5)</li> <li>○ Year 12 and 13: Main Hall (period 5).</li> </ul> </li> </ul> <p>They can socialise in line with College guidance within zones outside but remain in their tutor groups at all times.</p> <p><b>If it is wet, students remain in their tutor/classrooms until directed to proceed to their dining area. They then return to their classrooms following lunch.</b></p> <p><b>KS3 lunch</b></p> <ul style="list-style-type: none"> <li>• Students make their way out to their respective open space and line up in tutor groups. Students hand sanitise their hands as they leave the building and before removing their face coverings.</li> <li>• When students are waiting to go in for lunch, or when they are outside after lunch, they remain within their tutor groups so that no class interacts with another class. At no point is there any distant of close contact with another class within the year group.</li> </ul>			

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	<ul style="list-style-type: none"> <li>Once in the building, students hand sanitise (and hand sanitise afterwards), line up in seating plan order and then eat their lunch as a group, sitting in a designated and numbered space next to the person they sit next to in class. Essentially, the class eating plan applies when students are lining up for lunch and when they eat lunch. The tables and chairs will then be cleaned before the next group sits at those seats (see cleaning regime below).</li> <li>The lunch tables in all dining areas are designed so that groups can eat lunch separately (so that several class 'bubbles' can eat at the sametime with an appropriate space between groups.</li> <li>Once students have finished their lunch they will be able to go outside to their area to socialise within their year group. At this point, students do not need to stay within their tutor group.</li> </ul> <p><b>KS4 and SF lunch</b></p> <ul style="list-style-type: none"> <li>At lunch time, KS4 students proceed immediately to their designated outside space and line up in tutor groups, in line with the guidance for KS3 above. Tutor groups do not mix or interact with another tutor group. They stay within clearly marked boundaries and social distance. During lunch, they can sit anyone they like within their tutor group. After lunch, the students proceed outside and remain within their respective</li> </ul>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<p>tutor group areas, so ensure no unnecessary mixing or contact.</p> <ul style="list-style-type: none"> <li>• Sixth Form students go to their respective indoor 'zone' or outside to their congregation zone at the back of the building. Staff will encourage all students to proceed outside. If it is wet, students remain in their 'zone', in tutor rooms (or in the IT OE and Library or SFC for Year 12 and 13 respectively), supervised by duty staff, until sent to lunch.</li> <li>• When allowed in for lunch, students sanitise their hands at the entrance to their respective restaurant and proceed to their lunch area using their designated entrance to College. Yr12 and 13 eat separately.</li> <li>• See below for specific cleaning procedures.</li> <li>• Within the dining rooms, each lunch area is cleaned after each tutor group/class group/year group lunch (for KS3, 4 and SF respectively) and tables wiped clean with an appropriate disinfectant before and after lunch;</li> <li>• Seating is organised so that no person sits facing another while eating.</li> <li>• Staff sit separately at tables that are appropriately distanced from students and from each other (see section below);</li> <li>• Kitchen staff will always handle plates, cutlery and restaurant surfaces wearing gloves.</li> <li>• Those eating will pick up cutlery wrapped in individual napkins which are handed to them by kitchen staff who wear gloves; there is no need to touch anyone else's cutlery.</li> </ul>			

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		<ul style="list-style-type: none"> <li>• When serving food, markings on the floor will indicate where staff and students should stand so that appropriate distancing can be maintained.</li> <li>• As per guidance, the kitchens will be thoroughly cleaned before serving begins and after each day of operation.</li> <li>• Once staff and students get their food, they will be the only person to touch their plate, prior to putting it in the washing up area, where it will be handled by staff with gloves.</li> <li>• There is no finger scanning in operation. Students are given individual meal cards which are scanned via a contactless scanning system. Students will be trained in the safe use of these.</li> <li>• Following lunch, students proceed to their designated outside space, where they remain until returning to College via their designated entrance for lessons, as made clear above. Staff will supervise ensuring that appropriate distancing and conduct is always maintained (see above)</li> <li>• Daily inspection and enhanced cleaning programs are in place for external areas.</li> <li>• Students will be expected to bring their own bottled water to College.</li> </ul>			
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> <li>• Hand cleaning stations with sanitiser are positioned at each student, staff and visitor entrance to the school.</li> <li>• Details on hand sanitising whilst wearing face coverings is made clear above.</li> </ul>	Low	Staff train students in hand cleaning procedures and how frequently hand cleaning needs to take place.	Low

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>• All those entering the school are required to sanitise their hands.</li> <li>• Hand sanitising stations are also located on each floor, within each classroom and on entry to the dining area;</li> <li>• Hand washing sinks are located within each toilet provision.</li> <li>• Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively.</li> <li>• Students and staff have been shown how to wash hands properly.</li> <li>• Hand cleaning is recommended frequently and required at the following times:               <ol style="list-style-type: none"> <li>1. Entry and exit from the College;</li> <li>2. After using the toilet;</li> <li>3. On entry to the dining areas;</li> <li>4. Before and after eating;</li> <li>5. On entry to each classroom.</li> <li>6. Before putting on a face covering and after taking a face covering off.</li> </ol> </li> <li>• Students wash their hands at the toilets observing the protocols detailed below (only after using the toilet). Unnecessary touching of the face is discouraged.</li> <li>• Toilets and wash stations have single use paper towel for drying hands and hand dryers that do not require physical touching.</li> <li>• Unnecessary touching of the face will be discouraged.</li> </ul>		<p>Facilities team, with <b>NOG</b> as appropriate, check cleaning procedures each day to ensure that cleaning is done thoroughly and increase cleaning rota/frequency if necessary. They will also check that all necessary towels etc. are in place at the end of each day.</p> <p>Duty staff and appropriate SMT, and, in particular, the SMT lead for a zone, take the lead in ensuring that hand cleaning is in line with procedure.</p> <p>Cleaning team will be given specific training and direction from <b>IWI</b> on how frequently cleaning should take place and where it should take place. <b>IWI</b> will ensure that appropriate PPE is worn whilst cleaning.</p> <p><b>ASC</b> will ensure she liaises immediately with <b>IWI</b> and</p>	

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm, 'catch it, bin it, kill it'.</li> </ul>		cleaning team if there is an area suspected of having the COVID-19 virus.	
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>The College has implemented additional cleaning regimes. This includes the following:               <ol style="list-style-type: none"> <li>Frequent cleaning of classrooms, Toilets, common areas and dining halls;</li> <li>Frequent cleaning of all touched surfaces, such as door handles, handrails, tabletops, play equipment and toys.</li> </ol> </li> <li>Classroom furniture and soft furnishings will be reduced in order to improve the ability to effectively clean rooms.</li> <li>Classrooms will be cleaned at lunch breaks where possible and all classrooms and common study areas will be cleaned thoroughly after College.</li> <li>Toilets will be cleaned in the morning, after lunch and at the end of the day.</li> <li>All dining areas, including tables and chairs, are wiped cleaned between lunch periods and between different Yr7-9 class bubbles, between different Yr10 and 11 tutor groups and between Year 12 and 13 within the same lunch period. This involves cleaning both the tables and the chairs. Every table space and chair is also wiped clean after each staff member has eaten. There is a deeper clean of this area after each College day as made clear above.</li> </ul>	Low	Guidance and regime reviewed as local infection rate changes.	Low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>Equipment used by the students and staff will be suitably cleaned at the end of each day or before it is used by another person.</li> <li>All touched surfaces will be cleaned once a day. Handrails will be cleaned twice a day.</li> <li>Classroom furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; in particular, any 'soft' computer chairs in IT areas, SF centre, offices and the staff room will be replaced by plastic, easy to wash chairs.</li> <li>If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface clean with disposable cleaning materials and the associated waste will be double bagged to be stored securely for 72 hours before disposal as per the guidance set out in <u>COVID-19: cleaning in non-healthcare settings</u>.</li> <li>PE changing rooms are cleaned between bubbles.</li> </ul>			
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> <li>Staff should social distance with each other at all times if possible. When eating lunch, they sit at specific staff tables, with chairs distanced from each other (1m+) and always facing forward. This ensures that staff eating together is safe and minimises the risk of transmission. Staff need to ensure that they do not stay at the tables for extended periods of time. Students never sit at staff tables.</li> <li>Whole staff meetings (and staff meetings with large numbers of staff) usually happen remotely to minimise</li> </ul>	Low	<p>Staff will be talked and walked through specific social distancing measures and staff procedures as part of staff training prior to students returning on March 4 and 5.</p> <p>Staff informed via wider opening plan of where they</p>	Low

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<p>the number of staff in one place at one time and to reduce the risk of transmission. The College uses multiple venues to minimise any risk of transmission; this was the case in the staff inset.</p> <ul style="list-style-type: none"> <li>The staffroom and Science workroom, rm15 and seminar room are designated as specific staff work rooms, replete with workstations enough for all members of staff. Each teaching member of staff has their own workstation (aside from those with offices), where they can work on their laptops. Support staff also have their own specific work area. All Student Support staff, including LSAs, have their own desktop, which is not used by anyone else. Workstations will ensure that staff are sitting next to each other and facing forward, distanced, rather than facing each other. Staff do not have to sit next to each other, whilst working and will be able to maintain social distancing in their workstation. This is achieved by timetabling teachers next to each other who have free periods at different times as much as possible. This will not always be achievable, especially at lunch time. In view of this, in each staff work area, there are a couple of 'hot desks' that allow staff to work if the desk next to their designated workspace is taken. There are wipes to allow for cleaning when staff have finished using a 'hot desk'.</li> <li>Staff in the Science workroom 'hot desk' and clean surfaces after using a work station. The same</li> </ul>		<p>go once they arrive in College and how they work at College and where their workstation is.</p> <p>SMT lead or line manager to address any specific concerns in regards to social distancing and staff conduct as necessary.</p>	

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	<p>principles as to distancing when working (see above) are applied.</p> <ul style="list-style-type: none"> <li>• At the work stations, the distance between staff is approx. 2m (over 180cm) if staff are working with a space between them and the next person. This distance is appropriate and minimises transmission because staff will not be facing one another. Staff should avoid loud or extended talking in these areas to minimise transmission. They are quiet work areas.</li> <li>• The staff room is therefore not to be used as a staff room since it is not large enough to safely accommodate current staff numbers at a safe social distance from each other; if staff members want to socialise during the College day, they can use the specific staff tables in dining areas and talk with colleagues, whilst appropriately distancing. Staff are provided with a staff wide allocation which will allow them to have snacks and coffees during the day obtained from the dining areas. Wipes are provided so that staff clean the dining area they have been at during this period.</li> <li>• Each staff area has been assessed, and the only staff permitted there are those who use the work stations. The only exception to this is when staff need to access the staff room to use the photocopying machines. If this is the case, staff should sanitise before and after using the photocopiers, using the sanitisers available.</li> <li>• Employees will be provided with and wear PPE when required in accordance with Government guidance.</li> </ul>			

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	<p><b>Staff meetings</b></p> <ul style="list-style-type: none"> <li>• Whole staff meetings have been discussed above. As emphasised, the need for whole staff meetings will be minimised.</li> <li>• On occasion, HODs, Departments, SMT, SMT Exec, professional development groups will need to meet.</li> <li>• Meetings always need to happen in a space in which appropriate social distancing can be observed. Since it can be achieved without difficulty, 2m should normally be the distance observed; if there are exceptions to this, it needs to be agreed with <b>NOG</b> with a clear rationale why.</li> <li>• A meeting with an average sized department (4-7 staff) can take place in a normal sized classroom. Bigger departmental meetings might need to be in a larger classroom (such as rm45 or a Science classroom). HODs meetings or meetings of an equivalent size (more than around 12 staff) should happen in larger spaces such as the hall or LT.</li> <li>• When meeting, the meeting convener needs to make clear <i>where</i> the meeting will take place, <i>where</i> staff will sit and <i>how</i> social distancing can be maintained.</li> <li>• Staff should not share laptops or other electronic equipment.</li> <li>• Staff should not face each other and sit in a 'semi circle' where possible to reduce the risk of transmission. As</li> </ul>			

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	<p>above, if a meeting plans to do this, it needs to be cleared by <b>NOG</b> with a clear rationale and with safe procedures in place.</p> <p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• Staff will use the staff toilets in College, which are cleaned regularly as made clear elsewhere in the guidance. They are discouraged from using toilets in specific zones, so as not to mix 'bubbles'.</li> <li>• If staff need to use the toilet urgently during lessons when they are teaching multiple lessons (more than two) without a break, a Head of Year or First Call can take the lesson briefly. This has been communicated to staff by <b>KBE</b>.</li> </ul> <p><b>Procedure if a staff member feels ill with COVID-19 symptoms</b></p> <ul style="list-style-type: none"> <li>• If not in a class, a staff member will self refer to the COVID-19 room and normal procedure is followed, as detailed below, with the staff member receiving appropriate first aid if necessary.</li> <li>• If a staff member can drive home, they will be encouraged to do so. Medical help will be sought directly if necessary. They will then following COVID-19 procedures as detailed by the DfE, and linked to below.</li> </ul>			

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		<ul style="list-style-type: none"> <li>If a teacher is teaching, they will either call First Call, or inform the SMT Lead, who will take over the class and then tell <b>NOG</b> at the earliest appropriate opportunity who can arrange appropriate cover.</li> </ul>			
9.	<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes:</p> <ul style="list-style-type: none"> <li>Dealing with general First aid;</li> <li>Lack of trained first aiders;</li> <li>Dealing with a suspected case of Covid-19;</li> <li>Inappropriate handling/removal of clinical waste</li> <li>Intimate care procedures.</li> </ul>	<p><b>General principles</b></p> <ul style="list-style-type: none"> <li>A specific First Aid needs assessment has been completed appropriate to the College's needs.</li> <li>The First Aid assessment takes into account numbers and ages of students, number and training of employees.</li> <li>This information forms the decision on what activities and groups can safely be managed within the school.</li> <li>This includes sufficient first aiders for the school to the number of students.</li> <li>All students with medical plans are known to first aiders and have their plans stored on Schoolbase.</li> <li>All First Aiders are trained in specific medicals needs such as asthma, physical disabilities, epilepsy or severe allergy.</li> <li>Students' medical plans are assessed when deciding the level of First Aid cover needed.</li> <li>All First Aid staff have received epi-pen training is available at all times.</li> <li>Every staff member has responsibility to fill in accidents forms in the event of an accident which is logged by a first aider and stored in the accident log folder. Serious accidents are referred to GTH and passed to RIDDOR.</li> </ul>	Low	<p>Staff to be trained in First Aid room locations and procedures.</p> <p>Facilities staff to be trained in new disposal and waste procedures by <b>IWI</b> or <b>GST</b>.</p> <p><b>NOG</b> will inspect New COVID-19 room after location and fitting to ensure that it is appropriately equipped and has correct 'cleanable' furniture.</p> <p>Some staff might need to self-isolate at times. In view of this, the number of first aiders will be reviewed and added to as necessary.</p> <p><b>ASC</b> and <b>NOG</b> will conduct specific training with first aid</p>	Low

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	<ul style="list-style-type: none"> <li>• There is sufficient cover for Premises, Catering and Cleaning teams and there is a first aider on the facilities team.</li> <li>• A defibrillator is stored in reception and all staff are trained in its use.</li> <li>• First Aid kits are checked and replenished regularly.</li> <li>• First aid kits are stored in accessible locations around the school building.</li> </ul> <p><b>Dealing with suspected cases of COVID-19 or students who have tested positive from a LFD test: generic principles:</b></p> <ul style="list-style-type: none"> <li>• The College has a specific room/area dedicated for suspected cases of COVID-19 (the former parcel room).</li> <li>• The parcel room will be cleared of all furniture/equipment other than wipe clean materials.</li> <li>• Students that display symptoms of the virus during the school day or who have tested positive will be removed immediately from the classroom/area they are in, via staff phoning and students being collected by First Call or SMT, with appropriate social distancing being observed.</li> <li>• Students are then isolated in the COVID room until they are collected or additional medical assistance can be gained. This may be 111 support, or an ambulance.</li> <li>• Staff escorting the individual are provided with disposable gloves and apron if the 2m social distancing rule cannot be maintained.</li> </ul>		<p>and support staff to prepare them for wider opening.</p> <p><b>NOG</b> and <b>ASC</b> will check that PPE equipment is plentiful and available.</p> <p>Any extra training and guidance necessary for treating First Aid or those with COVID-19 will be undertaken when it comes available.</p>	

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>• Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection should be provided.</li> <li>• The classroom area or workspace the student leaves is subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely for 72 hours before disposal: this procedure could change if a test is negative.</li> <li>• Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels.</li> <li>• Where visible contamination, e.g. saliva droplets, is present face protection in the form of mask, goggles or face shield will be provided.</li> <li>• Students displaying symptoms will only use the accessible toilets near welfare/main stairs. These toilets will not be used for any other reason and will be immediately locked after a suspected case to enable thorough cleaning.</li> <li>• All site users will be advised re monitoring their own health, reporting of symptoms and self-isolating.</li> <li>• Staff that display symptoms will leave if they can the site to self-isolate, otherwise support will be sought from 111.</li> <li>• First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor.</li> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• First aiders have completed appropriate training for 'donning and doffing' PPE – PHE guidance: <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a>.</li> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance; <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• In the event of a student/staff displaying potential symptoms they must not attend until they can provide evidence of negative testing or have self-isolated for the appropriate time in line with guidance.</li> <li>• The parcel room is thoroughly cleaned after each use in line with guidance.</li> <li>• Points 10 to 12 of the DfE re-opening schools' guidance ('System of Controls'), p.8 makes clear how to respond appropriately to an infection engage with the NHS Test and Trace process, managing confirmed cases of coronavirus (COVID-19) amongst the school community, and containing any outbreak by following local health protection team advice.</li> <li>• Key principles are as follows:             <ul style="list-style-type: none"> <li>• <b>Suspected case:</b> isolate, test and inform local PHE</li> </ul> </li> </ul>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)				
	<ul style="list-style-type: none"> <li>• <b>Confirmed case:</b> identify potential school exposure and inform local PHE</li> <li>• <b>Assess the risk,</b> assess the risk and inform individuals concerned. If instructed, from response groups, which could lead, in extreme cases, to partial or whole school closure.</li> <li>• Details on how EC specifically respond to a confirmed case are laid out below.</li> <li>• <b>No student or staff member with COVID-19 symptoms should go to school.</b></li> </ul> <p><b>There is a separate risk assessment dealing with mass testing (LFD tests) in College, which includes procedures if there is a positive test.</b></p> <p><b>Dealing with suspected cases of COVID-19: specific guidance for EC</b></p> <table border="1" data-bbox="533 1019 1352 1343"> <tr> <td colspan="2" data-bbox="533 1019 1352 1084">Scenario 1: a parent/carer reports an absence related to Covid-19</td> </tr> <tr> <td data-bbox="533 1084 785 1343">Reception/admin</td> <td data-bbox="785 1084 1352 1343">If a parent reports a child's absence is due to them having symptoms of Covid-19 or a member of the household has Covid-19, or they need to quarantine due to travel, the child's absence should be recorded as X on SchoolBase for that day by the person taking the call.</td> </tr> </table>	Scenario 1: a parent/carer reports an absence related to Covid-19		Reception/admin	If a parent reports a child's absence is due to them having symptoms of Covid-19 or a member of the household has Covid-19, or they need to quarantine due to travel, the child's absence should be recorded as X on SchoolBase for that day by the person taking the call.			
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Hazards and Risks	Control Measures		Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)	
			<p>Check if the student has siblings in the school and request that they also do not attend school, if present they need to be collected from College.</p> <p>The SWO: attendance should then be notified immediately by email and in person if possible including the students name, year group, tutor and reason for absence.</p>			
		SWO: Attendance	<p>Contacts family by phone to establish:</p> <ul style="list-style-type: none"> <li>- The period of quarantine required if absence is due to travel aboard</li> <li>- Request the student or family member takes a test if symptoms are present and informs the parent that the child must not return until a negative test result is received.</li> <li>- If the family has been contacted by test and trace, which date was the contact with the confirmed case to confirm return to school date.</li> <li>- Completes Covid-19 log and updates P/SVP/VP following daily phone calls with parents.</li> </ul>			
Scenario 2: a child develops symptoms at school						

Hazards and Risks		Control Measures		Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		Teacher or staff member reporting	<ul style="list-style-type: none"> <li>- Contacts reception and asks for a student to be collected from the classroom (reception will ask if this is Covid-19 related to confirm)</li> </ul>			
		Reception/admin	<ul style="list-style-type: none"> <li>- Contacts first call to collect the student</li> <li>- Contact the parent/carer to collect the student (script below)</li> <li>- Informs the SWO: attendance of the student's name and year group and the time that they have been signed out.</li> <li>- Check if the student has a sibling in school, if so this student needs to also be collected from their classroom to be collected by parents.</li> <li>- As soon as reception know someone is coming to the COVID-19 room they inform facilities that someone has been put in the room and when they exit. This will be checked by welfare in addition. They also confirm to facilities the room where the student has been removed from, in order to signal where a thorough clean is</li> </ul>			

Hazards and Risks		Control Measures		Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
			<p>needed. On occasion, student support staff, in full PPE, will also clean the room following any positive test.</p> <ul style="list-style-type: none"> <li>- Any siblings need to be called by reception and placed in the Pastoral meeting room. Student support or facilities will need to clean that room also.</li> <li>- If a student comes to school with someone they live with with symptoms (but has not got symptoms themselves) they must be collected from school. They will await collection in the Pastoral Meeting room.</li> </ul>			
		First call/SMT	<ul style="list-style-type: none"> <li>- Collect student from classroom keeping a clear 2m distance at all times from the student. Take a face covering and ask the student to wear the face covering if they do not have their own.</li> <li>- Take the student to the Covid-19 room (parcel room) and wait outside for the first aider to arrive.</li> </ul>			
		First Aider	<ul style="list-style-type: none"> <li>- Collects PPE from the student support area.</li> </ul>			

Hazards and Risks		Control Measures		Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
			<ul style="list-style-type: none"> <li>- Checks on the welfare of the student and asks the student what their symptoms are.</li> <li>- Checks on the welfare of the student regularly whilst waiting to be collected.</li> <li>- Hands the student over to parents, giving the parent a summary of the child's symptoms and current condition.</li> </ul>			
		SWO: Attendance	Contacts family by phone to: <ul style="list-style-type: none"> <li>- Request the student takes a test and informs the parent that the child must not return until a negative test result is received.</li> <li>- Completes Covid-19 log and updates P/SVP/VP following daily phone calls with parents.</li> </ul>			
		<p><b>Negative test result:</b> upon receiving a negative test result the student and siblings will be able to return to College, as long as they are well and there is no evidence of a temperature.</p> <p><b>Positive test result (which the College is usually informed of from a phone call by parents):</b></p>				
		SWO: attendance	Informs the P/SVP/VP immediately of the result and provides them with the students' name, DOB, year group, last			

Hazards and Risks	Control Measures		Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)	
			date of attendance and date they became unwell or the test was taken.			
		P/SVP/VP	Contacts the local public health protection team. Updated guidance has emphasised the need to contact PH Gateshead as a priority and senior staff have appropriate contacts.			
		<p>The P/VP/SVP should be prepared to provide the following information, if not all information is available immediately this information should be gathered as quickly as possible.</p> <p><b>Details of your organisation</b></p> <ul style="list-style-type: none"> <li>- Name of school/provider</li> <li>- Location (including postcode and Local Authority)</li> <li>- Key contact details: name, phone number, email</li> <li>- Number of staff, pupils, capacity</li> </ul> <p><b>Details of the cases</b></p> <ul style="list-style-type: none"> <li>- Contact details of the people affected</li> <li>- Record of pupils and staff in each group</li> <li>- When the individual(s) became unwell or a test was undertaken</li> <li>- When they were last present in the setting</li> <li>- Nature of the roles/job undertaken by any staff affected</li> <li>- Known links between the individual(s) with COVID-19 (in or out of the setting)</li> </ul>				

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>- Number of people with which the individual(s) had close contact</li> <li>- Nature of the environment (for example layout and nature of the building)</li> <li>- Details of control measures e.g. bubbles, zoning, hand sanitization etc.</li> <li>- Has there been any contact with other agencies? for example Local Authority, Health and Safety Executive (HSE), Health and Therapeutic Services.</li> </ul> <p>The local PHE HPT will work with College to assess the risks and advise College of what actions to take, including informing students, parents and staff who may need to self-isolate.</p> <p><b>College specific process for COVID case management</b></p> <ul style="list-style-type: none"> <li>• This process has been verified by PH Gateshead and is now part of an established procedures to ensure that effective and immediate T&amp;T is carried out.</li> <li>• Senior staff are clear of who has which specific role in managing COVID cases.</li> </ul> <p><b>Establish student contact</b></p> <ul style="list-style-type: none"> <li>• Phone student and parent.</li> <li>• Confirm window of infection</li> <li>• Confirm seating plans and check contact log from classroom (upper school and sixth form). Visual check of room layout may be required.</li> <li>• Check attendance</li> </ul>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>• Add contacts from affected individual's list from phone call or from student contact log (in tutor room). This would be extra students that the student has been with at lunch.</li> <li>• Agree final list with lead member of staff, usually SVP.</li> <li>• phone/visit classrooms to remove students and hold at reception</li> <li>• Phone parents to collect students ASAP</li> <li>• Send confirmation emails to parents</li> <li>• <b>Whilst this is happened contact PH Gateshead to explain actions, check for correct procedures and take extra advice as necessary.</b></li> <li>• <b>Procedures are adapted accordingly if a student tests positive in school via a LFD test. This process is led by KBE and NOG.</b></li> </ul> <p><b>Establish staff contact</b></p> <ul style="list-style-type: none"> <li>• Send email to staff on the list who might have taught student to check no close contact.</li> <li>• Meet with any who may have had close contact.</li> <li>• Agree action, inform HR when SI and send confirmation email.</li> <li>• Inform senior staff.</li> <li>• Inform parents as appropriate and as advised.</li> </ul> <p><b>Close contacts</b></p>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>Where a pupil or member of staff has had Close Contact with an individual who has had a positive test, they should arrange to be tested and self-isolate for 10 days. If the test result is negative, the individual should continue to self-isolate for the full 10 days and if the test result is positive, the individual and their household should also isolate for 10 days. The definition of Close Contact is: Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test (students with a positive LFD test, should confirm with a PCR within 2 days. If a PCR is negative, they do not need to self-isolate):               <ol style="list-style-type: none"> <li>face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>sexual contacts</li> <li>been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>travelled in the same vehicle or a plane</li> </ol> </li> </ul> <p><i>Script for reception for symptoms:</i></p> <ul style="list-style-type: none"> <li>- <i>Your child has stated that they have one or more symptoms of Covid-19 (state them if known)</i></li> </ul>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>- Your child needs to be collected from the College as soon as possible and taken home to self-isolate</li> <li>- We would ask that you arrange for a test to be taken, if negative then they can return to College</li> <li>- The SWO:attendance will call you tomorrow to get an update</li> <li>- When you arrive to collect your child, please wear a face covering. A first aider will meet you when you arrive.</li> <li>- Do you have any other children present in College, if so they will also need to be collected and self-isolate until a negative test result is received.</li> </ul> <p><b>If students are sent home to self-isolate, this is accompanied by a letter detailing how long the student needs to self-isolate for. Accompanying this are details of how the student can access learning from home.</b></p> <p><b>Emmanuel College has written a policy, 'Excellence in the Remote Curriculum', which details how student will be supported in their remote education when self-isolating. More detail is below.</b></p> <p><b>General First Aid</b></p> <ul style="list-style-type: none"> <li>• The First Aid room is cleaned frequently and after each use (when first aid care has been provided).</li> </ul>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>• Staff dispensing medication to students should minimise contact and their wash hands before and after dispensing the medication. Gloves and face coverings or visors should be worn by staff when giving medication or treating a wound. Staff should social distance from students whenever possible.</li> <li>• Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> </ul> <p><b>Waste disposal measures</b></p> <p>Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full.</li> <li>• The plastic bag is placed in a second bin bag and tied.</li> <li>• It is put in a suitable and secure place and marked for storage until the individual’s test results are known.</li> <li>• Waste is stored safely and kept away from children.</li> <li>• Waste is not put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</li> <li>• If the individual tests negative, this can be put in with the normal waste.</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste.</li> <li>• If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged</li> </ul>			

	Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		by either local waste collection authority if they currently collect College's waste or otherwise by a specialist clinical waste contractor. They will supply College with orange clinical waste bags for waste bags can be sent for appropriate treatment.			
10.	Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: <ul style="list-style-type: none"> <li>• Parents;</li> <li>• Maintenance contractors;</li> <li>• External Teachers;</li> <li>• Inspectors;</li> <li>• Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Parents are not permitted to enter the school other than at reception, where they cannot enter the College site unless they are allowed through and staff are protected to a large extent from infection by perspex glass. Parents will be told specifically by letter that they should not enter College site unless in an emergency or invited into a meeting.</li> <li>• Parents have multiple emails and phone numbers they can use in case of enquiries, including specific welfare/safeguarding emails and numbers, academic support emails and emails for each of the 'school' teams'.</li> <li>• If parents need to drop off items for students, they should be left at reception for staff to collect.</li> <li>• Staff can video conference external agencies for meetings.</li> <li>• If a face to face meeting with parents or an external agency is required and visitors have to come into College, it will be conducted in a meeting room, such as the pastoral meeting room or a senior office, which allow for adequate social distancing. Social distancing must be maintained at all times. Procedures regarding face coverings in meetings are made clear above. All parents and visitors, unless exempt, should wear face</li> </ul>	Low	Any meetings that have to take place in College, will take place in larger offices, such as the Principal's office or Vice Principals' offices, in which social distancing can be maintained.  Measures will be taken and continually reviewed to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific lone working risk identified in which case social distancing rules will apply.  Measures in terms of parental contact and visiting will be reviewed as per local COVID-19 guidance and relaxed or tightened	Low

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<p>coverings in communal areas. They may take off their face covering in meetings where social distancing is observed.</p> <ul style="list-style-type: none"> <li>• Markings have been added to the floor at reception asking visitors to stay back at least 2m from the reception desk.</li> <li>• Visitors will only be permitted into the College if they have an appointment.</li> <li>• Visitors will only be permitted at their designated time and will be asked to wait outside of the school building or in reception until their school contact is available.</li> <li>• Visitors to College only enter and exit via reception which does not require them to open or touch any doors and reception staff are protected via a screen at reception.</li> <li>• Entry systems that require skin contact (e.g. key codes, push plates, handles etc.) are cleaned and disinfected throughout the day. There is hand sanitiser next to the visitor sign in.</li> <li>• The College contact is required to attend reception in good time to meet any visitor.</li> <li>• Delivered items will be left in the parcel room of the school building for staff to collect. This ensures that those delivering parcels do not have to pass through reception and staff are more protected from infection.</li> <li>• Touch screen sign in equipment in Reception to be wiped after use.</li> <li>• A record of all visitors, including contractors, to site will be kept and maintained;</li> </ul>		<p>depending on changes in infection rate. At all face to face meetings, social distancing will be practiced.</p>	

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>• The number of ITT trainees, supply teachers, peripatetic teachers and volunteers has been reduced where possible; they all receive an induction to inform them of the school’s risk assessment and controls to prevent infection risks in the school. When pertinent, relevant training is also provided</li> <li>• Staff travel to College alone using their own transport where possible. If they car share, they have to obey the new guidance in regards to safe car sharing in an area with lockdown restrictions. If staff travel to work via public transport, they need to ensure that they social distance as much as is possible.</li> <li>• Staff working on site employed directly by ESF, who do not normally work on the site, will be inducted into procedures by their appropriate on-site contact, or by the reception staff. This will be checked regularly by <b>NOG</b> to ensure there are no appreciable ‘gaps’ in understanding.</li> </ul> <p><b>Working with contractors</b></p> <ul style="list-style-type: none"> <li>• Procedures are in place to postpone non-essential maintenance.</li> <li>• Measures will be taken to ensure minimal contact with contractors where possible e.g. by ensuring work areas are unlocked and available unless there is a specific lone working risk identified.</li> <li>• Visiting contractors are advised they should adhere to social distancing requirements and keep at least 2m distance when attending College.</li> </ul>			

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>• Visiting contractors are instructed to wear appropriate PPE where necessary (which is a face covering in most circumstances) before entering College and avoid hand to face contact throughout.</li> <li>• Extra PPE will be disposed of in the normal way unless coronavirus contamination is expected.</li> <li>• Visiting contractors are advised to communicate via mobile phone or email before entering the College, therefore reducing the need to use intercom systems.</li> <li>• There are facilities to log contractors on and off College for fire records.</li> <li>• Visiting contractors are advised to communicate via mobile phone when respective works have been completed and prior to leaving the College.</li> <li>• Regular cleaning of work areas will continue and will include cleaning the area where contractors have been working once they have left the College.</li> </ul>			
11.	Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.	<ul style="list-style-type: none"> <li>• Each year group has been assigned a set of toilets which only they use:               <ol style="list-style-type: none"> <li>1. Year 7: first floor left-hand open plan toilets and accessible toilet next to Geography and History</li> <li>2. Year 8: first floor right-side open plan toilets</li> <li>3. Year 9: first floor toilets opposite staff room</li> <li>4. Year 10: ground floor open plan toilets</li> <li>5. Year 11: Granary toilets and accessible toilet at the Granary.</li> <li>6. Year 12 and 13: SF toilets on the bottom corridor.</li> </ol> </li> </ul>	Medium	<p>There will be frequent staff monitoring to ensure adherence to guidelines from students.</p> <p>Cleaners to report any problems regarding toilet cleanliness and risk.</p> <p>Enhanced cleaning regimes are in place in communal areas in regards to 'touch</p>	Low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>Students are allowed to go to the toilet during lessons, but only one student from a classroom is allowed to go at once. The Head of Year lead in every zone of the College, where possible, will monitor toilet use to ensure that there is no overcrowding and not too many students go at once.</li> <li>Toilets are cleaned throughout the day and at least five times a day as made clear elsewhere in the guidance.</li> <li>Students and staff are encouraged to close toilet lids where applicable before flushing.</li> <li>During lunch, students do not go to the toilet immediately following their lesson. Once let in as a tutor group, students clean their hands at their specified toilets or hand sanitise prior to lunch.</li> <li>After lunch, students can use their specified toilets prior to going outside again to their specified areas.</li> <li>When going to the toilet, students are required to wash their hands thoroughly with soap. Guidance will be made clear to students as part of initial training when they return in September.</li> </ul>		<p>points', especially in the toilets.</p> <p>First Call staff and SMT will monitor student conduct carefully at the toilets as part of a revised duty policy.</p> <p><b>ASC</b> and welfare/SEND team will work with students who need specific access to accessible toilets outside their zone and put in place bespoke procedures for every student concerned.</p>	
12.	Lack of staffing / insufficient staff ratios	<ul style="list-style-type: none"> <li>Adequate ratio of staff to students will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation.</li> <li>Reducing the number of sets in Year 7-10 ensures that more teachers are available to cover should this be required.</li> <li><b>KBE</b> communicated to staff new procedures for managing increased staff absence on 21/09/20, which will be maintained after March 8:</li> </ul>	Medium	<p>Staff and student ratios monitored daily by the Vice Principals.</p> <p>Staff model and rooming will be tweaked if necessary based on isolating groups of students and staff at home, although every effort will be</p>	Low

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>• Firstly, limiting cover requests so that typically only essential leave of absence and staff sickness need to be covered. Meetings involving outside agencies and essential training, such as first aid and teacher training subject days will still take place but we will seek to ensure these do not require lesson cover unless absolutely unavoidable.</li> <li>• Secondly, creating capacity at the beginning and the end of the day by releasing staff from assistant tutor responsibilities to be available for tutor cover instead.</li> <li>• Should all free staff have been taken, those with management time may be asked to cover a lesson and, where possible, be granted the equivalent time back in a different period that day.</li> <li>• Should all free staff, including those with management time, have been taken, staff may be asked to cover a lesson during a protected period and be granted the equivalent time back in a different period that day or that week.</li> <li>• Students are suitably supervised at all times based on a new and updated duty policy.</li> <li>• All new duty procedures were made clear to staff on the inset day on 1 September 2020 and are detailed in the 'Supervision Policy'. <b>RHO</b> updated duty procedures and a new duty policy was written and introduced to staff in March 2021 prior to students returning.</li> </ul>		<p>made to ensure that the broad and balanced curriculum is followed.</p> <p><b>ASC</b> and <b>NOG</b> will review support staff and First Aid ratios during weekly catch-up meetings.</p>	

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<p><b>Procedures for absence in different staff teams</b></p> <ul style="list-style-type: none"> <li>Teaching staff: teachers report absence in the usual way. <b>ARE</b> and <b>KBE</b> cover lessons as appropriate. In case of acute staff absence, the procedures above are followed. SMT are aware that MP and PP may be taken off them to contribute to cover. On rare occasions, SF lessons are not covered and students work, under supervision, in the SFC. This has rarely had to be used. There are also contingencies to send certain year groups home if staffing concerns were extreme.</li> <li><b>IWI</b> is responsible for managing absence in the cleaning and facilities team. The advantage of a large team entails that staff can cover absence. <b>IWI</b> manages any concerns or absences, liaising with <b>NOG</b> as appropriate. There is also, with acute need, the possibility of loaning facilities staff from other schools in the Trust to aid EC. The work across schools by facilities staff helps in this regard.</li> <li><b>LJO</b> manages the catering team, liaising with <b>NOG</b> as appropriate. In view of there being two restaurants, oversight and management of the restaurants can be shared should there be staff absence. On occasion, the number of courses and options offered could also be limited. Should there be any issues with the kitchens, <b>NOG</b> is informed immediately.</li> <li><b>KBE</b> works closely with the admin and reception team. There is capacity in the office to cover staff on</li> </ul>			

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<p>reception should this be necessary, although this has not had to be instigated as of yet. Multiple members of the 'back office' support staff are trained to also be on reception and all members of the support staff answer phones and deal with queries as appropriate.</p> <ul style="list-style-type: none"> <li>• <b>ASC</b>, working closely with <b>NOG</b>, manages the student support team. There are multiple student welfare officers and LSAs, who are able to cover for each other should there be acute absence concerns. Aside from the Principal and the Vice Principal (behaviour and standards) who are both trained to DSL level, there are three other DSLs (<b>NOG, ASC, ACO</b> and CP officers in the student welfare team), so there is adequate capacity in case one of them is off.</li> </ul>			
13.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>• The College adheres to the government guidance on managing buildings that are partially open.</li> <li>• The College has applied the series of guidance documents and advice sent out by Judicium regarding continued premises management at this time.</li> <li>• Facilities staff levels are maintained and suitable for the use of the building.</li> <li>• Appropriate cleaning and premises staffing levels are in place.</li> <li>• Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste.</li> </ul>	Low	<p>Facilities staff will be trained to ensure appropriate and safe maintenance during this time.</p> <p>All tools, communication devices such as radios used will be cleaned with soap and warm water (except electrical items) or a sanitiser which must have 60% or higher alcohol content.</p>	Low

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<ul style="list-style-type: none"> <li>• Contingency is in place for sudden facilities staff absence.</li> <li>• The guidance provided in Judicium Education Newsletters 'Managing School Premises during COVID-19 outbreak', a six-part series of guidance documents (in the form of newsletters) has been read and a 'Managing Premises Functions' separate risk assessment has been completed and will be updated as appropriate.</li> <li>• Good ventilation can help reduce the risk of spreading coronavirus; where possible windows doors (unless fire doors) will be opened to improve general ventilation through fresh air, when this is not possible, <b>IWI</b> will look at improving mechanical systems. <b>PMC</b> leads efforts to ensure that teaching areas are ventilated.</li> <li>• Facilities staff are present on site and normal procedures for managing the site followed.</li> <li>• Appropriate cleaning staffing levels are in place.</li> <li>• Waste removal and enhanced cleaning programmes are in place.</li> <li>• For potentially coronavirus contaminated waste special provision is put in place to dispose of such waste.</li> <li>• There is contingency in place for sudden premises staff absence – there are four members of the facilities team which allow for staff cover should this be necessary.</li> <li>• Social distancing guidelines must be maintained and if not possible, work must not continue.</li> <li>• Work will be planned and organised to avoid crowding and minimise the risk of spread of infection.</li> </ul>		<p>Facilities staff will follow strict handwashing guidance to wash hands and forearms with soap and water for at least 20 seconds.</p>	

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
		<ul style="list-style-type: none"> <li>Facilities staff who are unwell with symptoms of COVID-19 must not travel to or attend College.</li> <li>Tasks will be rearranged to enable them to be done by one person, or by maintaining social distancing 2m rule measures.</li> <li>Face to face contact will be avoided.</li> </ul>			
14.	Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental contamination or fire.	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitizer is in place.</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately.</li> <li>Material safety data sheets are held for all chemicals and readily available to all staff.</li> <li>All cleaning chemicals are stored safely and securely in accordance with requirements.</li> <li>COSHH safety training has been completed by all those using chemicals for cleaning.</li> <li>Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> <li><b>NOG</b> will liaise with <b>IWI</b> weekly to check that all COSHH assessments are updated in view of the increased use of chemicals in College due to hand sanitisers and disinfectants.</li> </ul>	Low	None	Low
15.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or	<ul style="list-style-type: none"> <li>Evacuation procedure should proceed as per normal. Students should leave the College building should there be a fire alarm and assemble at the top yard and MUGA in tutor groups.</li> </ul>	Low	Contractors will be advised of fire safety arrangements on arrival by the receptionist.	Low

Hazards and Risks		Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> <li>There are a few significant changes relating to social distancing:               <ol style="list-style-type: none"> <li>Staff should ensure that there is an appropriate gap between different tutor groups lining up and a 2m gap between different year groups.</li> <li>Students should always be lined up in year groups (and within class groups within that for Year 7-9 and tutor groups for 10-13) and students in KS3 should be lined up in seating plan order.</li> </ol> </li> <li>There will be continued review of the number of trained fire wardens in view of possible self-isolation, so that there are enough staff on site with the ability to sweep all used areas of the College.</li> <li>Fire system testing and maintenance has continued as normal.</li> </ul>		<p>Prior to the wider re-opening, all fire alarms and safety systems will be checked.</p> <p>All staff will be trained in how fire procedures are changing on their training day.</p> <p>Students will be informed of fire procedures on their first day in College as part of an initial presentation and training.</p>	
16.	Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging.	<ul style="list-style-type: none"> <li>The Catering Manager will review and implement the <u>Guidance for food businesses on coronavirus (COVID-19)</u>. All kitchen and catering procedures will follow this guidance.</li> <li>The Kitchen/Catering Manager will review and implement <u>FSA guidance on good hygiene practices in food preparation and PHE guidance</u>.</li> <li>The HACCP processes and waste disposal arrangements has been reviewed to reduce the spread of coronavirus.</li> </ul>	Low	<b>NOG</b> will review procedures with <b>LJO</b> and she will ensure they are followed during weekly meetings with catering managers.	Low

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		<ul style="list-style-type: none"> <li>Catering staff wear face coverings when appropriate when preparing and handling food and working in a communal area and social distance where possible.</li> <li>Staff at the tills serving students (with their contactless cards) will also wear face coverings and work behind screens.</li> <li>Staff only handle cutlery wearing gloves.</li> </ul>			
17.	Spread/contraction of COVID-19 during an educational visit.	<ul style="list-style-type: none"> <li>There are no plans to hold any educational visits in the academic year 2020-21, unless strictly necessary as per curriculum requirements.</li> <li>In line with Government advice, overnight and overseas educational visits will not be carried out during the Spring term.</li> <li>A risk assessment, in line with the school's policy, will be carried out for non-overnight domestic educational visits, should they be strictly necessary.</li> </ul>	Low	It is not expected that there will be any visits during 2020-21, at least in Term 2. If a member of staff views a visit as strictly necessary for the curriculum, a request will need to be passed to the Principal for approval.	Low
18.	Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed.	<ul style="list-style-type: none"> <li>If anyone becomes unwell in College with a new, continuous cough or a high temperature they are sent home/their parents or carer are contacted to collect them and they are advised to follow <u>COVID-19: guidance for households with possible coronavirus infection</u>. All procedures will be undertaken as detailed above.</li> <li>Parents/carers will be informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will collect the child needs to be provided and recorded for safeguarding</li> </ul>	Low	<p><b>NOG, RHO and MWA</b> to ensure appropriate liaising with the Local Authority.</p> <p><b>NOG and Mr Primrose (AVP)[KPR] and Mr Ridley (AVP) [DRI]</b> to monitor ITS Learning content as part of development planning, and support staff in engaging appropriately and fully with it and that self-isolating</p>	Low

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	<ul style="list-style-type: none"> <li>The school has identified the <u>Local Health Protection Team (HPT)</u> so they can be contacted immediately in the case of a case, the HPT details are available to the SMT.</li> <li>The College keeps informed of Government and Department for Education guidance and updates.</li> <li>Remote education plans are in place for students or groups that need to self-isolate. All students will receive appropriate online learning each day they are self-isolating in accordance with statutory guidance. All teaching staff are now familiar with ITSLearning and have delivered a comprehensive learning package through it. 'Excellence in the remote curriculum' has more details.</li> <li>A contingency plan is in place for a local outbreak, and if the College is asked to close temporarily by HPT or local authority to help control transmission. The plan may involve a return to remaining open only for vulnerable children and the children of critical workers only, and providing remote education for all other pupils.</li> <li>Staff will be notified of how to book a COVID-19 test. Details are found here: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a></li> <li>See above ('First Aid' section) for more details on how the College reacts to a suspected and confirmed COVID case.</li> </ul>		<p>students are provided with exemplary curriculum work.</p> <p><b>RHO</b> and student teams to ensure appropriate student engagement and conduct on ITSLearning.</p> <p>Remote safeguarding and learning policy addendums reviewed in the light of latest guidance should another lockdown take place.</p> <p>College will continually adapt plans and provision should there be a local outbreak and <b>infection</b> rate rises.</p>	

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
19. Damage to staff and student mental health and wellbeing, due to stress, unsettled routines and trauma of the pandemic, and possible associated bereavement.	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>Confidential employee helplines are available to help with mental health and stress support; the ESF Employment Handbook (p.24) gives details of these helplines.</li> <li>All staff have completed updated Judicium training on stress management.</li> <li>Regular meetings within staff teams will be mandated next term in order to ensure shared working and support. Departments meet in some form on two out of every three Fridays. <b>NOG, MWA</b> and <b>PMC</b>, alongside the wider SMT, regularly review duties and priorities to ensure that staff well being is prioritised and staff have space to teach.</li> <li>All staff meetings will begin with a 'huddle', in which all members share updates and struggles in confidence and an environment of mutual encouragement.</li> <li>Those staff members who are unable to access meetings in person, because they are isolating at home, will be contacted regularly by their line managers by phone or join meetings via Zoom/Teams: all staff who are self-isolating (unless it is the whole College) will be contacted regularly, and at least weekly, by both their line manager and by <b>PMC</b>.</li> <li>Communication and support networks are in place for staff and if there are particular concerns staff can raise them quickly and effectively. They can speak to: their line manager; to <b>NOG</b> , if there is a staff alignment or performance issue or a safeguarding issue; to <b>RHO</b>, if</li> </ul>	Medium	<p><b>NOG, PMC, RHO</b> and <b>MWA</b> to review weekly acute staff and student issues.</p> <p>Staff training to be adjusted as further issues arise after wider opening. Further training and advice could be given during staff training sessions.</p> <p>Student safeguarding and acute welfare concerns reviewed weekly in welfare staff huddle and safeguarding procedures monitored following this as appropriate.</p> <p><b>NOG</b> presents to governors termly a report on safeguarding, welfare and vulnerable students. Any changes or adaptation to looking after such students would be considered closely by <b>NOG</b> and <b>ASC</b> before being presented to governors.</p>	Medium

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	<p>they are concerned by student conduct; to <b>PMC</b>, if they have a staff welfare issue; to <b>GST</b>, if they have a health and safety concern.</p> <ul style="list-style-type: none"> <li>• Email and video communications from the <b>MWA</b> are sent to all staff regularly to keep staff updated and provide avenues for consultation.</li> <li>• All staff were reminded in an email communication of the availability of the <b>PMC</b> for assistance with any issue that arises; the 3 SMT cluster leads bring the concern for staff wellbeing to meetings with their respective heads of department. The HR department also keep up regular contact with members of staff.</li> <li>• Information is provided to staff on how to take care of their own mental health and wellbeing. Staff are pointed to the following sources of information/help:               <ol style="list-style-type: none"> <li>1. Every Mind Matters from Public Health England: <a href="#">10 tips to help if you are worried about coronavirus</a> also contains links to their pages on stress, anxiety, sleep and low mood, as well as guidance on talking to your child about coronavirus;</li> <li>2. <a href="#">Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</a> from Public Health England contains the section What can help your mental health and wellbeing, which outlines 14 things we can do;</li> <li>3. <a href="#">Wellbeing and mental health during Covid-19: A guide to looking after yourself and others</a>: A</li> </ol> </li> </ul>		<p>Student Support staff will be specifically trained to note and deal with students exhibiting distress or concern at College.</p> <p><b>NOG</b> and <b>ASC</b> will deliver appropriate support to some vulnerable students (such as those with ASD) who are more vulnerable because of their condition or who have expressed concerns at coming back in. This could consist of specific support and calls given over the holidays and tours of College prior to March re-opening, showing students where they will be studying.</p> <p>There is an extensive transition project on the College website, detailing support for Year 6 students. As part of this, <b>ASC</b> is liaising with SEND students</p>	

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	<p>guide to looking after yourself and others is a guide produced by Cumbria-based charity Every Life Matters and has been printed and distributed across the North East and North Cumbria. It includes a Wellbeing Plan to fill in as well as a page on how to Work well from home;</p> <p>4. <a href="#">Looking after your mental health while working during the coronavirus outbreak</a> contains numerous tips from the Mental Health Foundation specifically on working in a healthy and effective way from home. Tips include how to separate work and home lives; setting a routine; taking breaks in the working day; having a proper lunch break;</p> <ul style="list-style-type: none"> <li>• Line managers discuss with the staff they manage their home/work balance.</li> <li>• Staff are kept up to date on other related guidance and support in relation to themselves and students such as stress and wellbeing including: <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak</a></li> </ul>		<p>and other Year 6 students who might need more support to engage fully in the curriculum and make the transition to secondary school appropriately.</p>	

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	<ul style="list-style-type: none"> <li>• In relation to mental health and stress support organisation, details are available to staff including confidential employee help lines and information that can be provided to students; the ESF staff handbook gives details of these helplines for staff.</li> <li>• The Behaviour and Discipline policy provides a clear escalation pathway for staff should there be student conduct concerns in College or via remote learning.</li> </ul> <p><b>Staff work equipment at home</b></p> <ul style="list-style-type: none"> <li>• Staff have been provided with a work laptop to ease home working.</li> <li>• Information is provided to staff on how to achieve a suitable workstation (They have been pointed to <i>Temporary Working at Home: Workstation Setup</i> from the Health and Safety Executive: <a href="https://www.hse.gov.uk/toolbox/workers/home.htm">https://www.hse.gov.uk/toolbox/workers/home.htm</a>);</li> <li>• All staff are aware that advice and assistance are available from <b>Mr Middlemas (CMI)</b> (Network Manager) via email, phone, Microsoft Teams or the IT service desk to deal with software issues or minor equipment failure.</li> <li>• Staff are aware that assistance is available in relation to ITS Learning, from line managers and <b>RAR</b>. Videos have been made to train staff at varying levels of expertise in the use of the platform by some teaching staff.</li> <li>• Risks associated with manual handling have been considered and training provided to staff. Staff have</li> </ul>			

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	<p>completed online health and safety training in manual handling; if they have not completed it they can consult <b>GTH</b>.</p> <ul style="list-style-type: none"> <li>• On the College site, trollies and other lifting equipment is provided for the transport of office equipment to and from vehicles.</li> <li>• On the College site, team lifting and carrying is utilised where required.</li> </ul> <p><b>Staff work environment at home</b></p> <ul style="list-style-type: none"> <li>• Information is provided to staff detailing how to choose and achieve a suitable workspace.</li> <li>• Staff have been reminded of the possibility of remote working increasing the risks associated with the processing of personal data (communication on 27/03/2020).</li> <li>• Staff are able to complete the <a href="#">Assessment checklist for remote working</a> (pp.11-14) from the Institution of Occupational Safety and Health (IOSH) if they wish and discuss any issues that arise with their line manager.</li> </ul> <p><b>Supporting staff in College</b></p> <ul style="list-style-type: none"> <li>• The new line management system has a focus on staff welfare and ensures that line managers meet formally every half term with those they appraise.</li> <li>• Whilst the staff room is out of use as a 'staff room', the use of dining areas to socialise and catch up with colleagues will enable staff collegiality and relationship building to continue.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Staff know that they can always speak to <b>PMC</b> or <b>NOG</b> if they have a concern and their line manager is not available or it is not appropriate they speak to them.</li> <li>• Staff briefing happens every Friday period 7 and staff development every Friday period 8. It ensures that <b>MWA, NOG</b> and <b>RHO</b> are able to ensure staff are updated and have time to develop professionally.</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>• In the new term, certain procedures to support students remotely will continue, such as:               <ol style="list-style-type: none"> <li>1. Safeguarding phones that have been purchased for the DSLs. One is on 9-4 every weekday, including holidays, and the number has been advertised to students via the welfare page on the College website and in the College’s safeguarding addendum A link to the College welfare page is on every student’s home page on Its Learning;</li> <li>2. A welfare specific page on the website has been set up for students with links to specific helplines and website. A link to the College welfare page is on every student’s home page on Its Learning;</li> <li>3. A welfare page on ITS Learning has been set up to support students. This is updated weekly;</li> <li>4. A new email <a href="mailto:welfare@emmanuelctc.org.uk">welfare@emmanuelctc.org.uk</a> set up so that students and parents can contact the welfare in regards to welfare issues. This is on all safeguarding documentation and on the welfare</li> </ol> </li> </ul>			

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	<p>page on the College website. It has also been advertised to parents via a letter;</p> <ol style="list-style-type: none"> <li>5. The different Heads of Year now have a year group specific email address to deal with pressing Lower, Upper or SF concerns.</li> <li>6. All students have access to and have been given instructions in how to access work via ItSLearning, the College’s online learning platform. Under the direction of HODs, teachers all set work via ITSLearning for students who are working at home. Students working remotely will be required to ‘check in’ with a tutor. SF students are required to attend ‘live’ lessons from College which will be ‘Zoomed’ to students from the classroom. ‘Excellence in the Remote Curriculum’ gives more details on this.</li> <li>7. The College website has a wealth of resources specifically on how to support students and parents in online safety. This is increasingly being implemented into the College’s PD programme. More details are in the College safeguarding policy. The College is minded to support students online in line with the DfE guidance, p.48-9.</li> </ol> <ul style="list-style-type: none"> <li>• <b>ASC and Mrs Cowey (Student Welfare Lead)[ACO]</b> have had mental health lead courses which will allow them to support students adequately. ASC’s non-teaching timetable this academic year will also allow</li> </ul>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)
	<p>her to work closely with students who are most vulnerable and ensure that adequate provision is put in place for those students struggling as a result of the pandemic.</p> <ul style="list-style-type: none"> <li>• Training sessions with staff on how to support students during this period will be built into the staff development calendar.</li> <li>• <b>NOG, MWA, RHO</b> and <b>ASC</b> will have weekly welfare meetings, which focus, amongst other aspects, on how to support students and responding to acute crises that might emerge as a result of COVID-19.</li> <li>• The new personal development programme will focus on mental wellbeing and recovery as part of its drive to support students. This is led by <b>KPR</b> and <b>RHO</b>.</li> <li>• There is capacity in the student welfare team (three Student Welfare Officers and two Student Support Officers) to ensure that bespoke support and mentoring is available for students should they need it during the day.</li> <li>• The student welfare area and ALP, appropriately distanced and with clear procedures as made clear above, will be available for students should they need extra support during the College day. Students will not be able to self-refer.</li> <li>• <b>ASC</b> and <b>NOG</b> will work closely on ensuring that courses, counselling and resources are available next academic year to serve the students in our care,</li> </ul>			

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	<p>especially pertaining to trauma and bereavement recovery and mental health.</p> <ul style="list-style-type: none"> <li>The ALP will be utilised as an internal provision to students who need support outside the classroom and <b>RHO</b> and <b>NOG</b> are exploring an external AP which would be able to provide more support for those students who could be in danger of permanent exclusion, perhaps as a result of trauma or dislocation due to COVID-19.</li> <li>A new attendance policy will mandate attendance for all students, but put in place clear procedures to support those students who are struggling to attend due to a lack of routine or other concerns because of lockdown. <b>ASC</b> and <b>RHO</b> will lead this.</li> <li>The College safeguarding policy makes clear the following in regards to our COVID-19 response, with links to the appropriate addendums:</li> </ul> <p><i>Keeping Children Safe in Education remains in force throughout the response to COVID-19. Non statutory guidance on schools’ response to COVID-19 was withdrawn in July 2020. Any further statutory updates to safeguarding procedures in view of COVID-19 will be incorporated into safeguarding policy and procedures. Emmanuel College is committed to ensuring that safeguarding provision remains exemplary during the pandemic and is continually reviewing how to most effectively support students during this time. In particular, there is a revised focus on mental health support and supporting students’ attendance in College, as well as</i></p>			

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	<p><i>continuing to work with other agencies to care for vulnerable students.</i></p> <p><i>The College wrote a specific addendum to the Safeguarding Policy, making clear our provision for students during the initial lockdown. The College also wrote an online learning addendum and behaviour and discipline addendum. Whilst not all these procedures apply now that students are back in College, the following is still applicable:</i></p> <p><i>1.) How students ensure their conduct is safe and appropriate when interacting online with staff and with each other and the consequences for not adhering to this; the appropriate behavior and discipline addendum is now available as an appendix to the Behaviour and Discipline Policy.</i></p> <p><i>2.) Staff interaction with and teaching of students online. All provisions detailed in the online learning addendum still apply.</i></p> <p><i>3.) Various safeguarding procedures to ensure that students are safe in College:</i></p> <p><i>a. The student welfare page with links and appropriate contacts is still available and updated regularly: <a href="https://www.emmanuelcollege.org.uk/parents/welfare-support/">https://www.emmanuelcollege.org.uk/parents/welfare-support/</a></i></p> <p><i>b. A safeguarding phone, held by the DDSL (in contacts above), is on during office hours so that if any student or parent have concerns, they can ring up and speak to a safeguarding lead.</i></p>			

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	<p>c. A welfare email address (in contacts above) is monitored regularly by the DDSL and Student Welfare Lead. The email address has been advertised to students and parents and is a conduit for parents and students to disclose any concerns.</p> <p>d. Specific follow-up with students who are self-isolating or in quarantine. Any student in this situation is phoned regularly as appropriate to ensure they are safe and well. This task is undertaken by the College attendance officer. Should any student in this situation be deemed vulnerable or where there are safeguarding concerns, or if the student is on the SEND register, then the daily call is made by an appropriate member of the student support team (every student in this category has a designated member of staff to support them). Should staff not be able to make contact, then the DSL or DDSL are informed immediately and appropriate action is taken dependent on the specific circumstances of each student to ensure they are safe.</p> <p>In line with statutory guidance, the College is committed to providing work for students who are in quarantine or who are self-isolating. Staff will normally provide work via the online learning platform, Its learning. Mrs Scott, in her role as SENDCO, as well as DDSL, will specifically monitor the provision and completion of work by SEND students. The SEND Policy has been updated in this regard. The appropriate member of the student support team will specifically monitor the completion of work by vulnerable students and keep in regular contact with them via Its Learning.</p>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)	
20.	Vulnerable groups of students and staff more likely to be affected with COVID-19.	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• <b>PMC</b> has had conversations with and conducted risk assessments for the following groups of staff:               <ol style="list-style-type: none"> <li>1. BAME staff.</li> <li>2. Those categorised as clinically vulnerable or clinically extremely vulnerable (CEV).</li> <li>3. Staff who were previously shielding or who live in a household in which someone else shields.</li> </ol> </li> <li>• The purpose of such conversations and assessments was to ascertain what particular support needs to be put in place to ensure staff members are safe and feel supported as necessary. Information will be shared with HR and appropriate action plans put in place.</li> <li>• With staff consent, the names of vulnerable staff, and any details should it be appropriate and permission given, has been shared with the wider staff body. <b>PMC</b> will also approach HODs to ensure that all staff in each department are invited to speak to <b>PMC</b> should they have any concerns.</li> <li>• Face covering guidance will be continually reviewed and updated based on changing government guidance and requests different from agreed policy considered on an individual basis.</li> <li>• <b>PMC</b> is available as first port of call for staff with physical and mental health concerns. With <b>NOG</b>, he is reviewing all vulnerable staff procedures following the March re-opening and adapted procedures as appropriate.</li> </ul>	Medium	<p>Risk assessments will be updated as appropriate following rises in infection rates or changes in guidance.</p> <p>If other staff/students become more vulnerable to COVID-19, or a member of their family does, risk assessments will also be updated.</p>	Medium

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)	
		<ul style="list-style-type: none"> <li>• As part of this, and following Trustwide HR guidance, work practices for staff who were possibly clinically vulnerable has been revised; staff who need to work at home have been directed to as appropriate.</li> <li>• Whilst CEV staff should stay at home, CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</li> </ul> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>• <b>ASC</b> takes the lead with her team in putting in place risk assessments and bespoke support for the following individual students:               <ol style="list-style-type: none"> <li>1. Those categorised as clinically or CEV, the latter who have to be supported at home and cannot attend College.</li> <li>2. Students who were previously shielding or who live in a household in which someone else shields.</li> </ol> </li> <li>• This support could involve be-spoke packages involving extra welfare provision or particular procedures in place for lessons or lunch to safeguard students more rigorously than other students.</li> <li>• Following the November lockdown, <b>NOG</b> reviewed all individual student RA with <b>ASC</b>, and adapted</li> </ul>			

Hazards and Risks	Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions	Residual Risk (Very High, High, Medium, Low)	
		<p>procedure as appropriate. These will be adapted again to prepare for the March re-opening.</p> <ul style="list-style-type: none"> <li>• <b>ASC</b> will liaise with <b>NOG, DRI</b> (who is leading this) and the Heads of Year to ensure that students who are CEV are supported appropriately via remote education at home.</li> </ul>			