

### Scope of this Risk Assessment

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

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

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

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

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

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

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

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

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

<b>Organisation / Site :</b>	<b>Assessment done by:</b>	<b>Date:</b>
New Bridge College	Jaina Walton	27 <sup>th</sup> August 2020
<b>Task / Process Being Assessed:</b>	<b>Approved by:</b>	<b>Date:</b>
COVID 19 – September 2020 - Full Return to School	Moira Thompson- on behalf of the Executive Team	27 <sup>th</sup> August 2020

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

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<b>Compulsory for all settings, all of the time</b>									
Minimising contact with unwell individuals	Staff / Young People	3	3	9	<p>A separate self-contained COVID 19 medical area has been set up to support the containment of any infection until the unwell person leaves site. (This will be located on the ground floor next to the main office and near toilet)</p> <p>PPE has also been made available for use by the supervising staff member and training has taken place in the correct use of PPE. PPE may be required when supporting pupils to access other floors in the lift. This will only apply to key 1:1 staff.</p> <p>Our site has procedures in place to ensure that staff and students do not present with symptoms.</p>	<p>Signage be created and put up before opening.</p> <p>Staff/students to complete symptom questionnaire on arrival each day.</p>	JWN	Aug 20	
Hand cleaning	Anyone within the building	4	3	12	<p>Hand sanitiser is freely available and must be used at all entry / exit points at the time of exit and entry by everyone entering and exiting.</p> <p>All staff and young people must regularly wash their hands. They must be washed with soap and running water for at least 20 seconds. We have uploaded recommended methods for handwashing to NewTube and this is also available on the ipad.</p> <p>Pupils must be supported with effective handwashing. As a minimum we expect that handwashing will be undertaken:</p> <ol style="list-style-type: none"> <li>1. on arrival at and when leaving the site</li> <li>2. before and after handling food</li> <li>3. before and after handling objects and equipment that may have been used by others</li> </ol>	<p>Full assessment of the building to ensure hand sanitiser is available where required</p> <p>All staff/students to watch hand washing video on first day back.</p>	JWN	September 20	

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					<p>4. where there has been any physical contact 5. after people blow their nose, sneeze or cough. Disposable paper towels for drying hands are provided as this is recommended rather than electric hand dryers.</p> <p>Hand hygiene is critical before and after all direct contact with anyone, and after cleaning equipment and the environment.</p>	<p>Signage to go up relating to using hand towels.</p> <p>On site cleaner to check hand towels hourly in all bathrooms.</p>	<p>JWN</p> <p>Site Manager</p>	<p>August 20</p> <p>Daily</p>	
Respiratory hygiene		3	4	12	<p>We will promote the “Catch it, bin it, kill it” procedure and work with students to ensure it is implemented as fully as possible.</p> <p>Supplies of tissues will be freely available and in all rooms.</p> <p>Catch it, bin it, kill it posters will be in situ.</p>	<p>On site cleaner to check hourly.</p> <p>Foot operated bins to go in each room</p>	<p>JWN</p> <p>Site manager</p>	<p>Daily</p> <p>August 20</p>	
Enhanced cleaning (surfaces, detergents etc.)		2	2	4	<p>Our building is cleaned regularly throughout the day and at the end of day.</p> <p>All allocated rooms will have a red / green tag on the door. Green will mean that room has been cleaned and no-one has entered it since.</p>	<p>Cleaning staff to be appointed and rota coordinated.</p>	<p>JWN</p> <p>JWN</p>	<p>August 20</p> <p>September 20</p>	

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					<p>The first person to enter a room should leave the tag on the door but turn the sign around to show red</p> <p>There are additional red/green tags allocated to each bubble and staff in that bubble will place a red tag where extra care is needed re cleaning high-touch areas – eg. computer keyboard, certain objects or equipment.</p> <p>Once the area has been cleaned the cleaner will turn the tag to green.</p> <p>This ensures that:</p> <ol style="list-style-type: none"> <li>1. Cleaners are aware of areas that need to be cleaned and can avoid recleaning areas that maybe haven't been used</li> <li>2. You have the confidence of knowing that much used areas have been made clean and safe ready for use.</li> </ol> <p>Hard surfaces will be cleaned with warm soapy water or the normal cleaning products used.</p> <p>Particular attention will be given to clean 'high-touch' areas and surfaces. These areas will be cleaned at least once a day and more frequently in high-use areas based on local assessment by our facilities team, including bathrooms, railings, tables, toys, equipment door handles, push pads, taps and hand sanitiser dispensers.</p> <p>Additional full time cleaners have been allocated to all sites and cleaning schedules have been implemented.</p>	<p>Staff to be briefed on tag procedure.</p>			

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					<p>Cleaning staff will maintain social distancing from you, young people and each other at all times.</p> <p>All rubbish and waste will be disposed of in line with procedures laid down by our facilities team. It will be removed daily.</p>				
Social distancing		4	3	12	<p>It is important that social distancing measures are in place.</p> <p>We have put in place the following advice-</p> <p><i>“To avoid the risk of transmission to you and your colleagues, you should ensure that you follow social distancing advice both in and outside the workplace (<a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a>):</i></p> <ol style="list-style-type: none"> <li>1. <i>Where possible stay at least 2 metres away from everyone when you are not wearing PPE,</i></li> <li>2. <i>If you need to come within 2m of anyone at any time, please ensure that you put on PPE as per the guidelines, if appropriate</i></li> <li>3. <i>Try not to share transport with people from outside your house when travelling to and from work.</i></li> <li>4. <i>Try to avoid public transport, where possible.</i></li> <li>5. <i>Maintain social distancing when outside your home, staying at least 2 metres from people when in shops and other indoor and outdoor public places,</i></li> </ol>	<p>Staff briefing on social distancing.</p> <p>Staff workplaces to be cleaned down after use.</p> <p>Teacher works station to be at least 3m away from first student table</p> <p>Marked area for staff at front of room.</p>	<p>JWN</p> <p>JWN</p> <p>JWN</p> <p>JWN</p>	<p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p> <p>Sept 20</p>	

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					<p><i>Following this guidance as far as is possible will keep everyone safe and well including your family. These measures help ensure that the chain of infection is broken.</i></p> <p>In our schools, we recognise that it is not practicable to expect pupils to maintain consistent social distancing of two metres. Staff should however seek to ensure some distancing between pupils. This is based on medical advice and evidence which suggests that the risk of infection and transmission for children is likely to be lower.</p>	Highlighted on Protocols document that will be sent to all staff and shared again on training day			
PPE, where appropriate		3	3	9	<p>There is generally no need to use personal protective equipment (PPE) when undertaking routine educational activities at any of our sites.</p> <p>The list below is a guide to when PPE <b>may</b> be required:</p> <ol style="list-style-type: none"> <li>1. <b>Routine activities</b></li> <li>2. No PPE is required when undertaking routine educational activities in bubbles.</li> <li>3. <b>Suspected coronavirus (COVID-19)</b> <ol style="list-style-type: none"> <li>a. Gloves, aprons and a fluid-resistant surgical mask should be worn if a child or young person becomes unwell with symptoms of COVID-19 and needs direct personal care.</li> <li>b. Eye protection should also be worn if a risk assessment determines that there is a risk of</li> </ol> </li> </ol>	<p>PPE plan to be put in place regarding use of lift.</p> <p>Staff to be briefed on PPE when using lift with students.</p>	<p>JWN/NN</p> <p>JWN NNN</p>		

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					<p>splashing to the eyes such as from coughing, spitting, or vomiting.</p> <p>c. Gloves and aprons should be used when cleaning the areas where a person suspected of having COVID-19 has been.</p> <p><b>1. Intimate care</b></p> <p>a. Gloves and aprons should be used when providing intimate care to a child or young person. This can include personal, hands-on care such as washing, toileting, or first aid and certain clinical procedures such as assisted feeding.</p> <p>b. Fluid-resistant surgical mask and eye protection should also be worn if a risk assessment determines that there is a risk of splashing to the eyes such as from coughing, spitting, or vomiting.</p> <p>c. Gloves, fluid repellent gown, FFP3 mask and eye protection are indicated when undertaking aerosol generating procedures such as suction</p> <p>Gloves and aprons should be used when cleaning equipment or surfaces that might be contaminated with body fluids such as saliva or respiratory secretions.</p> <p>If PPE is assessed as being necessary then this is not an option, it must be worn if recommended.</p>				

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					<p>The use of PPE within our sites is based on a clear assessment of risk, taking into account each individual setting and the needs of the individual young person. We already have risk assessment processes in place which will continue be used to identify the need for the use of PPE. Following any risk assessment, where the need for PPE has been identified, it will be readily available and provided.</p> <p>Face Masks – new guidance states that facemasks are to worn by all students and staff in Lockdown Areas when they are in communal areas. As we have organised the groups into separate bubbles and taken away the use of communal areas for both staff and students there is not a need to wear face coverings on site. Staff moving across bubbles may wish to wear masks and students may also feel safe in wearing them. This is a personal choice but face coverings will have to be provided by yourself and families for students.</p> <ul style="list-style-type: none"> <li>• <i>From 1 September 2020, new advice will apply to the use of face coverings by staff and pupils in some schools, and learners in further education</i></li> <li>• <i>In areas of '<b><u>national government intervention</u></b>', the government <b>will require</b> adults and pupils to wear face coverings when moving around their school, such as in corridors and communal areas where social distancing is difficult to maintain</i></li> </ul>				

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					<ul style="list-style-type: none"> <li>Nationwide, the government is not recommending face coverings are necessary in education settings generally</li> <li>However, secondary schools and colleges will have the discretion to require face coverings in communal areas where they can't safely manage social distancing (if they believe that it is right in their particular circumstances).</li> </ul>				
Engage with the NHS Test and Trace process		3	3	9	<p>We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department.</p> <p>Log visitors on filemaker. (JWN to brief admin team on this)</p>	Follow protocol document.			
Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community		3	3	9	We will ensure that we follow updated local information about confirmed cases and we will continue to liaise with the local PHE department.	Staff to be briefed on protocols relating to outbreak in college on first day back.	JWN	Sept 20	
Contain any outbreak by following local health		3	3	9	Each site has an identified area for housing suspected coronavirus cases which includes an isolated toilet.	Room to be identified in new building. Staff and	JWN	August 20/Sept 20	

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protection team advice					Procedures will be followed if we suspect the virus is present and ensure the senior person on site is immediately made aware.	students to be briefed on protocol for isolation.  Room identified near exit of building with toilet			
<b>COVID 19 Prevention</b>									
Ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting		4	3	12	<p>If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak. We will continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.</p>	Film to be produced for families	SMH	Aug 20	

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					<p>In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.</p>				
<p>If someone becomes unwell in the setting</p>		4	4	16	<p>We have put stringent procedures in place that must be adhered to if a case of COVID-19 is suspected. This process is :</p> <ol style="list-style-type: none"> <li>1. Immediately move the suspected infected person to the designated area reserved for this scenario.</li> <li>2. Get a message to the senior person on-site.</li> <li>3. The senior person on site will:               <ol style="list-style-type: none"> <li>a. set the process in place to notify parents/family etc and will arrange for the pick-up of the sick person.</li> <li>b. arrange for all areas used by the suspected person to be locked off for cleaning</li> <li>c. ensure premises staff are aware of areas where a clean down is required before re-opening</li> <li>d. complete a "COVID-19 Case" form:</li> <li>e. ensure track and trace is fulfilled where appropriate</li> <li>f. ensure tests are arranged where necessary</li> </ol> </li> </ol> <p>If there are multiple cases of COVID-19 at our sites we will work with experts from across the NHS and local</p>	<p>Staff to be briefed on process and to sign to say that they have attended briefing.</p> <p>Brochure / Protocol document to be shared with all staff</p>	JWN	Sept 20	

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					government to work together to prevent ongoing transmission. This will involve identifying those exposed, any person who is at increased risk and provide tailored infection control advice.				
<b>School Organisation</b>									
<b>Student Attendance</b>									
Expectation of pupil attendance		1	1	1	We will take responsibility to record attendance and follow up absence.	NNN to oversee daily.	NNN	Sept 20	
<b>Local Lockdown</b>									
Cross borough pupils re local lockdown					In the event of a local lockdown previous protocols with scenario planning to be put in place. Follow the guidance from Oldham LA.	As per protocols			
Cross borough staff re local lockdown					In the event of a local lockdown previous protocols with scenario planning to be put in place. Follow the guidance from Oldham LA.	As per protocols			
<b>Student Arrival</b>									
Start Times – fixed / staggered		3	3	9	Site leaders will risk assess safety and social distancing during arrival and collection times of young people and social distancing regulations will also be in place in the school grounds	3 entrance points identified for bubbles. Staggered arrival times	JWN	Aug 20	

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					<p>If required, we will attempt to stagger arrival and departure times as well as lunchtimes and breaks to ensure that movement and concentration of staff and pupils is minimised.</p> <p>Lumenus/Activ8 arrival 8:30am (AM will need access to lift so needs to use the main entrance to the building) Digital (all) arrival 8.45am (JG will need to use the same lift – need to ensure all cleaned after AM use) Employability Pathway arrival 9am. Staff Rota to support in place</p> <p>We have 14 pupils that will be using LA transport to get to and from College, these pupils who are being transported in larger minibuses will be mixing bubbles. We have worked with transport and all transport will drop off and pick up from outside Clean Plate Kitchen. I have assigned staff to each bus for drop off and pick up. JG – mum and JG very anxious – JWN has liasied with them for JG to use the back entrance at a time when no other bubble will be using it. (direct cleaner to clean area after use and lift) NBC1, 3 – arrival 8.30am departure 3pm NBC2 – arrival 8.45am departure 3.15pm NBC4, and 5 arrival 9am departure 3.30pm</p> <table border="1" data-bbox="752 1257 1529 1374"> <thead> <tr> <th></th> <th>Front</th> <th>Back</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>8:30am NNN/JWN 8.45am NNN, FJN (JG), MSR, LLN(AC)</td> <td>8.30 am DNM, SBM, MMS (PD) MNN,</td> </tr> </tbody> </table>		Front	Back	Monday	8:30am NNN/JWN 8.45am NNN, FJN (JG), MSR, LLN(AC)	8.30 am DNM, SBM, MMS (PD) MNN,	<p>for Digital/Employ ability pathway and (students that need lift access) groups as they will be using the same entrance to allow for clean in between arrival.</p> <p>Families and staff to briefed on staggered arrival times. - this has been communicated with families and staff.</p> <p>Up to date information to be sent to all staffing once JWN has met</p>	JWN	Aug 20	
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					<p>9am NNN, TMO, MSN TRANSPORT: arrivals and departures from clean plate NBC1 – BFR/NSY (8.30) NBC2 – MHD/LJT(8.5) NBC3 – AM (Sarah) 8.30am NBC4 – CTN? (9am) NBC5 – LLN/MSR (9am)</p>	with Chair of Governors to agree changes to time and staggered intake.			
					<p>Tuesday 8:30am NNN, Sarah (AM) (NNN to clean between AM and JG use of lift) 8.45am NNN, FJN (JG), MSR, LLN(AC) 9am NNN, TMO, MSN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) 8.30am NBC4 – CTN? NBC5 – LLN/MSR</p>	8.30 am DNM, SBM, MMS (PD) MNN,			
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					<p>Friday NNN to support 3pm Sarah with AM</p>	3pm JWN, SBM, MMS (PD) MNN, NSY (SJ)			

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
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Vehicle Management		3	3	9	<p>Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport.</p> <p>All supervising staff will wear high-vis jackets.</p> <p>Address and parking arrangement need to be sorted Whitelist for parking – staff, transport and parents needed.</p> <p>Staff will be allocated to each transport bus to then support pupils getting to college. See above for detail</p>	<p>Travel plan needs writing for new college campus.</p> <p>Travel plan to be communicated to staff and families.</p> <p>JWN to speak with Ben Holt (LA transport) regarding drop off and pick up points.</p>	<p>JWN/D WO</p> <p>JWN/D WO</p>	<p>Aug 20</p> <p>Aug 20</p>	<p>August 20 – see attached plan</p>

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete																								
Meet and greet		3	3	9	<p>We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people.</p> <p>Staff to man the entrance and exit points and support with the start and end of the day routine.</p>	<p>Staff to be rota'd to meet and greet students and to oversee social distancing protocols are adhered to.</p> <p>To be shared with staff via email and reiterated on training day</p>	<p>JWN</p> <p>JWN</p>	<p>Aug 20</p> <p>Aug/Sept 20</p>																									
<b>Break times</b>																																	
Indoor break		3	3	9	<p>Students to remain in bubble groups for break times. Smokers to be given set times to go out of the building for each bubble.</p> <table border="1" data-bbox="752 1094 1527 1318"> <thead> <tr> <th></th> <th>Bubble 1</th> <th>Bubble 2</th> <th>Bubble 3</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>LAY/MSN</td> <td>BHK/FJN</td> <td>CLE/SBM</td> </tr> <tr> <td>Tuesday</td> <td>BFR/GTL</td> <td>MSR/LJT</td> <td>MMS/MNN</td> </tr> <tr> <td>Wednesday</td> <td>NKD/LAY</td> <td>LLN/CHY</td> <td>LPN/RSR</td> </tr> <tr> <td>Thursday</td> <td>TMO/ATN</td> <td>FJN/MSR</td> <td>NSY/SBM</td> </tr> <tr> <td>Friday</td> <td>GTL/CMN</td> <td>LLN/DNM</td> <td>MHD/CTN</td> </tr> </tbody> </table>		Bubble 1	Bubble 2	Bubble 3	Monday	LAY/MSN	BHK/FJN	CLE/SBM	Tuesday	BFR/GTL	MSR/LJT	MMS/MNN	Wednesday	NKD/LAY	LLN/CHY	LPN/RSR	Thursday	TMO/ATN	FJN/MSR	NSY/SBM	Friday	GTL/CMN	LLN/DNM	MHD/CTN	<p>Students and staff to be briefed on break time protocols.</p> <p>Pastoral leads to coordinate smokers rota for outside access.</p>	<p>JWN</p> <p>NNN</p>	<p>Aug 20</p> <p>Sept 20</p>	
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Wet break					NA									
Outdoor equipment					NA									
<b>Lunch times</b>														
Menu options		3	2	6	Students to order lunches from SPT kitchen or to bring in packed lunch from home.									
Serving arrangements		3	3	9	Meals to be delivered to bubble entrance and collected by a member of staff from the bubble. Students to eat lunches within their bubble. Students are not permitted to leave the building at lunch time to go into Oldham to get own lunches – these need to be ordered or bought from home	Communication to go out to families RE staying in at lunch and lunch time protocols.	NNN	Aug 20						
1:1 support		3	2	6	Rota to be in place to allow for staff breaks.		JWN	Aug 20						
Supervision / Lunch duties		3	3	9	Lunch to be shortened to one hour, split into two shifts of 30 minutes. Lunch time Rota created with SLT and Pastoral all involved. Bubble 1	Staff rota to be created for each bubble to allow breaks for staff.	NNN	Aug 20						
										Monday	Tuesday	Wednesday	Thursday	Friday
					12:25 – 1pm					ATN/CMN /NKD/GTL ON LUNCH BFR/TMO /LAY/MSN ON DUTY	BFR/TMO/LAY/MSN ON LUNCH ATN/CMN /NKD/GTL ON DUTY	ATN/CMN/NKD/GTL ON LUNCH BFR/TMO/LAY/MSN ON DUTY	BFR/TMO/LAY/MSN ON LUNCH ATN/CMN/NKD/GTL ON DUTY	ATN/CMN/NKD/GTL ON LUNCH BFR/TMO/LAY/MSN ON DUTY
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**Student Departure**

End Times – fixed / staggered		3	3	9	<p>All groups to have staggered end time. Groups can leave via dedicated entrance/exit at the same time.</p> <p>Departure from Building: Lumenus/Activ8 to leave at 3pm Digital to leave at 3.15pm Employability Pathway – 3.30pm</p> <p>Staff Rota to support in place</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 40%;">Front</th> <th style="width: 50%;">Back</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">Monday</td> <td>                     NNN to support                      3pm Sarah with AM                      3.15pm FJN (JG)                      LLN (AC)                      3.30pm CMN, NKD, ATN                      TRANSPORT:                      NBC1 – BFR/NSY                      NBC2 – MHD/LJT                      NBC3 – AM (Sarah)                      NBC4 – CTN?                      NBC5 – LLN/MSR                 </td> <td>3pm DNM, SBM, MMS (PD) MNN,</td> </tr> </tbody> </table>		Front	Back	Monday	NNN to support 3pm Sarah with AM 3.15pm FJN (JG) LLN (AC) 3.30pm CMN, NKD, ATN TRANSPORT: NBC1 – BFR/NSY NBC2 – MHD/LJT NBC3 – AM (Sarah) NBC4 – CTN? NBC5 – LLN/MSR	3pm DNM, SBM, MMS (PD) MNN,	Families, students and staff to be briefed on end time.	JWN	Aug 20	Completed August 20
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Vehicle Management		3	3	9	<p>Traffic supervision processes are in place that cover arrival and departure of both parent pick-ups and LA transport.</p> <p>All supervising staff will wear high-vis jackets. - check that these have arrived</p>	Travel plan to be written.	JWN /DWO	Aug 20	
Meet and greet		3	3	9	<p>We will ensure that parents/carers and home/school transport personnel understand and observe social distancing when dropping off and collecting our young people.</p> <p>Departure from Building:</p>	Communication via letter home.	JWN  NNN	Aug 20  Sept 20	



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					<p>a. <i>Wear gloves or cover hands when dealing with open wounds</i></p> <p>b. <i>Cover cuts and grazes on your hands with waterproof dressing</i></p> <p>c. <i>Dispose of all waste safely</i></p> <p>d. <i>Do not touch a wound with your bare hand</i></p> <p>4. <i>Do not touch any part of a dressing that will come in contact with a wound.</i></p> <p><b>Give early treatment</b> <i>The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.</i></p> <p><b>Keep yourself informed and updated</b> <i>As this is a new disease this is an ever changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.</i></p> <p>a. <u><a href="#">Click here</a> to visit NHS 111</u></p> <p>b. <u><a href="#">Click here</a> to visit Gov.uk</u></p> <p>c. <u><a href="#">Click here</a> to visit Resuscitation Council</u></p>	<p>Staff to record First Aid incidents on CPOMS therefore no need for paper copies to be used – share will all staff – ensure that phone calls home still take place</p> <p>First Aider allocated to each bubble:</p>			

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						Bubble 1 – BFR/TMO Bubble 2 - MSR/FJN Bubble 3- MNN/SBM  NNN to support all bubbles if needed			
<b>Administering Medication</b>									
Administering Medication					NNN to administer all MEDs on site	NNN/JWN/KL D		Sept 20	
<b>Grouping Students - Bubbles</b>									
<b>Group Design</b>									
Standard Group		3	3	9	There will be 3 bubbles per floor in the college. Ground Floor – Pre-Interns/BTG/FF First Floor - all Digital groups Second Floor – Lumenus/Active8 The pupils will stay in their pathway groups for the days that they are in college. The Employability groups will stay at the college for the time being as each placement will need to be individually risk assessed. Pupils/staff will need to stay on site to support at breaks and lunch to ensure staff/students are kept safe	Communicated with staff/students		August 20	
Group eg. Discrete					N/A				

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groups / specialised classes																									
Staff deployment		4	4	12	<p>There will be static staff (TA's) that will stay with the Pathway groups. Teaching staff however will need to move around the building to teach the different groups. Cross site teaching for some staff will continue and these if on another site will spend a full day on that site. Challenge will be that certain staff will be accessing 3 different sites during the week;</p> <p><b>Cross Bubble Teaching</b></p> <table border="1" data-bbox="754 842 1529 1225"> <tr> <td>Staff</td> <td>Bubbles crosses</td> </tr> <tr> <td>LPN</td> <td>B3, NBS, NBLC (need to know how many bubbles LPN will cross when at other sites?)</td> </tr> <tr> <td>CLE</td> <td>B3, NBS, NBLC (need to know how many bubbles CLE will cross when at other sites?)</td> </tr> <tr> <td>MHD</td> <td>B1,B2, B3 and NBS (need to know how many bubbles MHD will cross when at other sites?) MHD will require an individual RA.</td> </tr> <tr> <td>BHK</td> <td>B1,B2, B3</td> </tr> <tr> <td>CHY</td> <td>B1,B2, B3</td> </tr> <tr> <td>RSR</td> <td>B1,B2, B3</td> </tr> <tr> <td>LJT</td> <td>B2 and NBLC (need to know how many bubbles LPN will cross when at other sites?)</td> </tr> </table> <p>It has been agreed by the HOS from the 3 NB schools/colleges that we will have a static group model for the first two weeks back in September this will be reviewed</p>	Staff	Bubbles crosses	LPN	B3, NBS, NBLC (need to know how many bubbles LPN will cross when at other sites?)	CLE	B3, NBS, NBLC (need to know how many bubbles CLE will cross when at other sites?)	MHD	B1,B2, B3 and NBS (need to know how many bubbles MHD will cross when at other sites?) MHD will require an individual RA.	BHK	B1,B2, B3	CHY	B1,B2, B3	RSR	B1,B2, B3	LJT	B2 and NBLC (need to know how many bubbles LPN will cross when at other sites?)	<p>Protocols to be explained to staff – all staff will be informed that the first two weeks we will work on a static class approach.</p> <p>AHN has shared guidance to support the curriculum content. JWN to share with staff</p>	<p>August 20</p> <p>1<sup>st</sup> Sept</p>		
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					depending on local guidance of lockdown measures. This will support staff and pupils.				
Temporary supply staff									
<b>Bubble containment</b>									
Bubble structure eg. Key stage, year groups		3	3	9	There will be 3 bubbles per floor in the college. Ground Floor – All employability Pathways (FF/BTG/Pre Interns) First Floor - all Digital groups Second Floor – Lumenus/Activ8 Staff entering these bubbles: MHD/CHY/BHK/RSR	Protocols for movement in these bubbles to be explained – staff to have this information to support pupils		August 20	
Related bubbles									
Placing vulnerable children		3	2	6	Personalised risk assessments will be in place where required.	JG AM Will need individual RA.			
Placing vulnerable adults		4	4	16	Groups have been carefully matched.  Mitigations etc have been explained to staff. Individual staff RA's will need to have taken place prior to opening TMO, MHD				

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Shared spaces		2	2	4	<p>Shared spaces have been used to a minimum.</p> <p>Clear protocols are in place for shared spaces that are unavoidable and particularly used by staff.</p>				
<b>Equipment and resources</b>									
Individual equipment packs		2	2	4	Individual resource packs are allocated to pupils in line with what was used during the Hub model.	Packs to be ordered.	JWN/NN	Aug 20	
Shared equipment & resources		3	3	9	Strict washing and cleaning schedules are in place to ensure correct use of shared equipment.	Staff to clean down any shared equipment each day.	JWN/NN	Sept 20	
Outdoor Learning		3	3	9	<p>Pupils should be given as much opportunity as possible to learn and have breaks outdoors. This has clear learning and well-being benefits but also has important benefits during the COVID-19 outbreak as:</p> <ol style="list-style-type: none"> <li>evidence indicates that the risk of infection is reduced outdoors</li> <li>evidence suggests that the virus does not survive long for long periods in sunlight.</li> </ol> <p>Social distancing is easier to observe and maintain outside</p> <p>ACTIV8 – plan to use the local community or parks to access outdoor learning.</p>	<p>All groups to have scheduled learning outside, which may be different to the norm.</p> <p>Ensure that SLT have RA</p>	HWN	Aug 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					Lumenus – have managed to establish links with Oldham Theatre workshop and Oldham Coliseum – RA for these will be needed.	areas being used			
Work Placements		4	4	16	Students will have access to work placements if they are COVID secure buildings and New Bridge protocols can be followed.	Individual risk assessments to be carried out for all placements.	DWO	Sept 20	
<b>Measures within the bubble</b>									
Maintaining distance		4	3	12	Guidance to be shared with staff and parents prior to opening regarding on the rules that will be followed by all at the college. Staff guidance to be shared and reiterated during training days	Guidance on maintaining social distancing shared with all	JWN	Aug/Sept 20	
Seating arrangements		3	3	9	Seating arrangements, desk areas, computers, games and activities etc. take account of appropriate distancing and minimise physical contact.  Desks and tables are positioned so that no-one is sitting face-to-face. If this is not possible then we will use screens	New chairs have been ordered which are wipeable.	JWN	Aug 20	Aug 20
Staff space		4	3	12	Staff will always use the same desk/table and chair. Where this is not possible the desk must be cleaned at the start and end of each occupancy by the occupant. Staff work rooms allocates within each bubble.	Wipes and cleaning equipment available in classrooms where more	Site manager.	Sept 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
						<p>than one deliverer will be present throughout the day.</p> <p>All staff to complete COSHH training.</p>	JWN	Aug 20	
Behaviour expectations		3	3	9	<p>A behaviour policy is in place and this includes an addendum that covers COVID 19 recommendations.</p> <p>There is a policy and COVID 19 addendum regarding physical intervention that covers COVID 19 recommendations.</p>	Behaviour policy/plan to be sent home and signed by families.	NNN	Aug 20	
<b>New Schooling Offer</b>									
<b>Onsite curriculum</b>									
Subject delivery	Staff/pupils	3	3	9	<p>English, Maths, ICT and PSHCE taught to all groups</p> <p>Pathways sessions to carry on during Pathway times.</p> <p>Activ8 – to use local parks and Mahdlo for sessions.</p> <p>Lumenus – have still got access to Oldham Theatre workshop sessions – use the space at NBC</p> <p>Digital – no issues as their floor will be set up for this</p>	Staff are aware of their expectations of delivery of a broad and	JWN/H WN	August/ Sept 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
					<p>Pre Intern/FF/BTG all work placements will need to individually risk assessed. BTG separate hospital RA established and so will need to adhere to this.</p> <p>English, maths and ICT support from curriculum lead for maths and Advisors for senior job coaches</p>	balanced curriculum. Ensure staff understand the protocol for moving across sites if cross site teaching			
Specialist curriculum areas	Staff/ pupils	4	4	16	<p>Covered above</p> <p>CLE – PE will support LC and DofE at NBS</p> <p>LPN – Lumenus will support LC and NBS</p> <p>MHD – to also support NBS maths delivery</p> <p>LJT – to support LC with ICT</p> <p>CHY- to support with English</p>				
Educational Visits	Staff/pupils	4	4	16	<p>Risk assessments to be created for all placements and external learning locations.</p> <p>Off-site learning unlikely to take place for first 3 weeks.</p>	RA carried out by SLT	JWN/HWN	Sept 20	
Offsite education	Staff/pupils	4	4	16	<p>Activ8/Lumenus - will be using areas in the community – to ensure that a full risk assessment is completed and approved before any external learning begins.</p>		SLT	Sept 20	
<b>Remote Learning</b>									
Assigned staff		2	2	4	ATN/LPN/CLE/LJT				
Remote curriculum		2	2	4	<p>ATN – to support LC with employability aspects of the curriculum</p> <p>Key staff are expected to cross site teach. Need to ensure that staff and students not put at risk with cross site movement.</p>				

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Meeting places		3	2	6	Staff area set up on each floor to support staff in ensuring that the virtual teaching/remote curriculum can be offered.				
<b>Premises</b>									
Circulation / movement		3	3	9	<p>We have implemented a clearly marked system where corridors are too narrow to allow for distancing. In areas of the building where a one-way system doesn't work, there will be clearly identified refuge areas.</p> <p>2m distancing markers will be applied.</p> <p>Some building areas may be closed off and not available for use until a change in national guidelines. These will be clearly marked with no entry signs.</p> <p>Fire Evacuation Plan to be completed for the building.</p>	<p>Signage to go up in new building regarding bubbles and movement around the building.</p>	JWN	Aug 20	
Lifts		4	3	12	Lifts will be assessed and markers will clearly show the accepted use of the lift or whether it has been taken out of action for the foreseeable future.	<p>No use of lifts apart from wheelchair users.</p> <p>Signage to be created and put up.</p>	JWN	Aug 20	
Stairs		4	3	12	Staircases are clearly marked to indicate the safe way to move up and down.	Signage to be created and put up.	Site manager.	Aug 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Toilet areas		4	3	12	<p>The use of allocated toilets is managed to allow social distancing, while ensuring everyone is as free as possible to use them. Toilets are allocated to each specific bubble.</p> <p>There is a maximum of 1 person per toilet area. If a toilet area is entered where someone is present that person must exit and wait outside the outermost door.</p> <p>Toilets will be cleaned on a regular scheduled basis by dedicated cleaning staff.</p>	<p>Signage to go up.</p> <p>Cleaner rota to be in each bathroom to be signed hourly.</p>	<p>Site manager.</p> <p>Site Manager</p>	<p>Aug 20</p> <p>Aug 20</p>	
Staff room		3	3	9	<p>Staff spaces have been allocated on for each bubble that maximise protection for all adults. Any provided equipment will be PAT tested and must be cleaned after each use. Wipes will be available and it will be the responsibility of the user to do this.</p> <p>Staff will bring their own crockery / drinking vessel etc. and take it home at the end of each day.</p> <p>The use of the site's knives, forks, plates, cutlery is prohibited and no-one should leave any in a dishwasher, as this puts others at risk.</p>	<p>Signage to go up with guidance,</p>	<p>Site manager</p> <p>Site manager</p>	<p>Aug 20</p> <p>Aug 20</p>	
Printer rooms		3	3	9	<p>Document printing/copying/scanning should only be undertaken when absolutely necessary. The printer must be wiped before using and must be wiped after using. This is the responsibility of the user. Wipes will be available next to the machine.</p>	<p>Signage to go up and staff and students briefed on minimal use.</p>	<p>Site staff/NN</p>	<p>Aug/Sept 20</p>	

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## Entrances & Exits

Dealing with visitors		3	4	12	<p>Signage is in place to direct to the appropriate area.</p> <p>Screens are provided in open reception areas to protect all school staff.</p> <p>Visitor lanyards will be cleaned between use or stored for 72 hours before further use. Separate storage tubs will be used that are clearly marked.</p> <p>Pens for signing in will be wiped after every use by the visitor. Wipes will be provided and it will be the responsibility of the visitor to wipe the pen.</p> <p>Log visitor contact details via filemaker visitor button.</p>		Site Manager	August 20	
Dealing with deliveries		3	3	9	<p>Signage is in place to direct to the appropriate area.</p>		Site manager	August 20	
Extended schools		2	2	4	<p>Extended schools will not be provided at this time. This will be reviewed when bubbles guidance is changed.</p>	<p>Review this before opening early for breakfast club.</p>	SLT	September 20	

## Admin

### Offices & hubs

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Seating / desk positioning		2	2	4	Desks/chairs have been positioned in line with current government guidance ie. 2 metres apart, screens if required, not facing each other.		Site manager	Aug 20	
Separation in open spaces		2	2	4	Clear indication of seating arrangements is in place. Signage is available around all seats etc.		Site manager	Aug 20	
Access arrangements		3	3	9	An instruction sheet is provided with building and circulation arrangements for external staff.		JWN	Aug 20	
Non classroom based staff expectations		2	2	4	Non-class based staff are working from home where possible. When guidance changes this will be re-assessed.	We will need admin staff on site due to the site being new. Screens need to be in place to ensure SMO safety.	Premises Team	Aug 20	
<b>Staff</b>									
<b>Staff Travel</b>									
Public Transport (bus/tram)		3	3	9	Face coverings are required at all times on public transport but these must not be used in school unless recommended in a risk assessment	Staff to be briefed.	JWN	Aug 20	
Car Sharing		3	3	9	We recommend face coverings at all times when car sharing but these must not be used in school unless recommended in a risk assessment	Staff to be briefed.	JWN	Aug 20	

What are the hazards?	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 – 5)	Severity (1 – 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date complete
Own transport		2	2	4	Guidance is in place for staff parking their cars.	Staff to be briefed/ Travel plan to be written.	JWN	Aug 20	