



COVID-19
RISK ASSESSMENT 2020-21
VERSION 7
14 September 2020

A	Date: 14 September 2020	School: Abbot's Lea School	Team: Schools	Location: Beaconsfield Road, Woolton, L25 6EE
	Review Date: - When new guidance is issued nationally or locally - When operational feedback is received from the stakeholders - Weekly at SLT meeting - Termly by the GB	Ref: ALS/COVID/2020-21	Assessor: Ania Hildrey, Headteacher Moderators: Strategic Leadership Team (SLT) 14.09.2020 External advice: LCC H&S Team	Approved by: ALS Governing Body during its extraordinary meeting on the full GB, on 26 August 2020.

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities
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C	List Hazards Here	List Groups of People at Risk	List Existing Controls (wherever possible)	Risk Level
Ser N°				
1	Covid-19 virus: new virus with emerging scientific knowledge and no known vaccine	Employees (staff) Contractors Students Visitors	Guidance, communication and co-operation: <ul style="list-style-type: none"> • Follow the latest national Governmental guidance and local authority or Public Health guidance issued at the time and respond accordingly • Review practice in light of the advice and adjust as needed • Communicate well – internally and externally, including reporting of suspected or confirmed cases, supporting any Test and Trace system in operation • Make seasonal flu vaccine, or vouchers to obtain a vaccine, if available, to staff to increase seasonal resilience 	M



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			<ul style="list-style-type: none"> All staff consulted, informed, instructed and trained (1-2 September 2020) with regard to the procedures in place for the protection against infection from the virus Where we refer to PPE, we always mean face mask (other items of PPE like gloves, face shields and aprons are also available) Cooperation with the Health and Safety Executive in the event of a spot check 	
2	General school environment	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>School will be divided into Zones and, within those, bubbles:</p> <ul style="list-style-type: none"> Zone 1 – The House (each office/room/area is a self-contained bubble) Zone 2 – Christmas Island and Malawi (2 bubbles) Zone 3 – Spain, Italy, Wales, Ireland, Portugal, France (6 bubbles) Zone 4 – Canada, USA, Brazil, Peru (4 bubbles) Zone 5 – Mozambique, Botswana, Madagascar, Kenya, Seychelles, Cape Verde (6 bubbles) Zone 6 – Tasmania, Samoa, Papua New Guinea, Australia, New Zealand, Fiji (6 bubbles) <p>Staff break and work spaces will increase separation:</p> <ul style="list-style-type: none"> As much separation as possible for staff within a given zone has been created with the staff spaces as follows: <ul style="list-style-type: none"> Zone 1 – staff to use their offices or outdoors for breaks and access to small kitchenette upstairs (in PPE only) Zone 2 – staff to use Training Room (first floor central area) with access to the small kitchenette upstairs in PPE only Zone 3 – staff to use Staffroom – right side room Zone 4 – staff to use Family Room Zone 5 – staff to use Staffroom – left side room (with access to the right side in PPE) Zone 6 – staff to use Conference Room <p>Sensory Integration Clinic and sensory room:</p> <ul style="list-style-type: none"> These facilities will be closed until further notice, pending a further risk assessment related to zone access and cleaning regime 	M



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			<p>Outdoors:</p> <ul style="list-style-type: none"> Outdoor learning activities to be actively promoted – both on site and externally - as much as possible <p>Ventilation:</p> <ul style="list-style-type: none"> All rooms to keep windows open at all times and those with external doors to open the doors as frequently as possible to thoroughly ventilate the space <p>Visitors:</p> <ul style="list-style-type: none"> The school will operate restricted access for visitors (where possible after school day and in The House only, with mandatory PPE) <p>School biometrics:</p> <ul style="list-style-type: none"> Access through biometrics will be disabled, allowing staff and students in KS5 to use their badges for access <p>Crisis management:</p> <p>In crisis situations, the risk of Covid-19 is secondary to the immediate other threats, and our usual duty of care applies and so:</p> <ul style="list-style-type: none"> Dynamic risk assessment of all activities and responses will be applied by the school staff Normal school Positive Behaviour Support policy and procedure is in place Normal school fire evacuation and lockdown procedure is in place Fire evacuation assembly will take place in Zones and Bubbles 	
2	Classroom environment	Students Staff Contractors	<p>Ventilation:</p> <ul style="list-style-type: none"> Each class to have windows open at all times If a class has external doors, those are to be open as frequently as possible, and always during breaks, to maximise ventilation 	M



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			<p>Hand hygiene:</p> <ul style="list-style-type: none">• Each classroom with handwashing facilities is to maintain at least hourly hand washing by all staff and students, plus washing hands as needed.• Hand sanitising gel to be used frequently <p>Personal Protective Equipment (PPE):</p> <ul style="list-style-type: none">• PPE items made available to be used by the staff as required• PPE items to be made available to students if they wish to use them• Staff leaving their zone must wear PPE (face mask) at all times• Students who provide their own re-usable masks should store it in a sealed plastic bag during the day and ensure hands are washed after removing it. <p>Minimalist approach to furnishings and resources to be used by all, at all times:</p> <ul style="list-style-type: none">• Excess furniture, including soft furnishings, soft toys and any other resources causing clutter and preventing easy surface cleaning removed• Excess resources removed• Class teams to maintain this approach daily and operational leaders to quality assure daily <p>Handling and management of all other resources:</p> <ul style="list-style-type: none">• Any equipment or toys used are to be wiped after use by the staff before another student using it• Any items requiring a deeper clean by the cleaning team after school are to be left in the classroom's quiet room or, if no quiet room in the class, in an agreed corner of the room. <p>Teaching and learning records management:</p> <ul style="list-style-type: none">• Any work completed by the students in their books will be managed by the class team in the usual way, with hand hygiene and wiping of surfaces, if needed	
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			<ul style="list-style-type: none">Electronic capturing of the learning and progress and recording of it daily via photographic evidence stored on Staff share drive.	
3	School day	Staff Students	<p>School day:</p> <ul style="list-style-type: none">Monday – Friday8:30-14:30 <p>Expectations of students and families:</p> <ul style="list-style-type: none">Students must wear a school uniform to school each dayOn days that the students have PE, they are to come into school in their PE kit and remain in their PE kit all day (the same applies to the staff in terms of dress code)Students may bring a school backpack to schoolAny packed lunch brought into school must be packed in a way which allows the school team to dispose of all of the packaging (plastic or paper bag, but no lunch box)Students may bring a water bottle which must be named and washed at home each dayStudents may not bring any unnecessary soft toys or other personal itemsStudents who bring a mobile phone will give it to the staff member on arrival and the phone will not be available to them during the day until they leave at 2:30pm <p>LA SEND Transport:</p> <ul style="list-style-type: none">Protocol has been agreed in conjunction with LCC SEND Transport and other Transport companies and the plan is to:<ul style="list-style-type: none">Have students transported on buses in Zones;Transport to arrive and for students to be collected in Zones by ALS staff;All entrances to the buildings to be used externally to minimise congestion in corridors of the main entrances;Hand washing upon entering the classroom after transport;Extended 30 minute arrival and registration and departure window introduced to cope with the predicted slower arrival and discharge process.	M



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			<p>Parents/carers dropping their children at school</p> <ul style="list-style-type: none"> • There will be no parents/carers parking on site during start and end of the school day; • There are therefore three options for dropping your child at school: <ul style="list-style-type: none"> - walk your child to school (only one adult may accompany the child onto site; please wear a face mask and proceed to the area to the left of the main school building) - park respectfully and legally in nearby roads and walk onto the site with your child (as above); - drive your child onto the school site and join the transport traffic queue (the child will be collected from your vehicle and you will be asked to remain inside your vehicle); • Parents/carers are requested not to gather at entrance gates or doors, or remain on site (unless they have a pre-arranged appointment) once they have handed over their child to the staff. • This process will be monitored closely so refinements can be made where necessary. <p>Classes will be kept together thereby minimising mixing with other classes as much as possible.</p> <ul style="list-style-type: none"> • This is normal operating practice. To be maintained. <p>Break times (including lunch) will be staggered for classes to minimise mixing and keep any such activity in Zones</p> <ul style="list-style-type: none"> • Breaks of any kind will be in Zones • Key Stage Leaders overseeing breaks • Lunch will be served in Bubbles, using the model of Family Service <p>Where possible, the numbers using toilets will be managed in line with social distancing guidelines.</p> <ul style="list-style-type: none"> • WCs used in Zones • Staff using WCs to use face masks • Hand washing to be strictly adhered to (before and after use of the toilet) <p>Staff instructed in the following working practices:</p>	
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			<ul style="list-style-type: none"> • Staff will read and follow this risk assessment at all times, making suggestions for safer solutions, where identified, to the members of the Leadership Team • Collaborate with all colleagues in their bubble, zone and the wider school to maximise the success of safe operation • Aim to maintain 2m social distancing, where practicable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. • When outside of your Bubble, keep distance or use PPE (face masks) • When outside of your Zone, always use PPE (face masks) <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining physical distancing.</p> <ul style="list-style-type: none"> • Maximise outdoor activities where possible • Collaborate with others to avoid double-booking of facilities • Collaborate closely with the Zone Cleaner and communicate directly any requests or corrections <p>Students regularly reminded to maintain physical distancing.</p> <ul style="list-style-type: none"> • Staff instruction and correction, posters, tape, furniture layout, social story. <p>External meetings:</p> <ul style="list-style-type: none"> • All external meetings should be conducted online as much as possible • Where it is not possible, no more than 6 people may be present • All participants must wear masks <p>Welfare home visits:</p> <ul style="list-style-type: none"> • Where necessary, welfare visits to students' family homes will be conducted • Person(s) conducting those will wear PPE • Doorstep visits will be favoured and if entering the house is necessary, this will be done with maintaining social distancing and PPE use • Visits will be kept to the essential minimum time 	
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4	Cleaning	Staff Students Visitors Contractors	<p>All cleaning staff are experienced and have received appropriate training.</p> <ul style="list-style-type: none"> • Both directly employed and external contractors are trained. <p>Reference existing school COSHH risk assessments:</p> <ul style="list-style-type: none"> • No change to existing COSHH risk assessments with the exception of the introduction of Dettol Spray. • COSHH risk assessment available on request. <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p> <ul style="list-style-type: none"> • Available to staff and reminders about changing PPE will be given during the day. <p>Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p> <ul style="list-style-type: none"> • Playground furniture changed for easy-clean ones. • End of school day wiping by cleaners and by staff during the day when possible. <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <ul style="list-style-type: none"> • School will be fully cleaned at the end of each school day. • Cleaner in each Zone throughout the school day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned. • Each class has access to cleaning equipment if needed in an emergency. • Classrooms where a student or staff member has become symptomatic during the school day will be deep cleaned along with areas the person may have been. • Termly deep cleaning planned. 	M
5	Students and staff who become symptomatic during the school day	Staff Students Visitors	<p>Students (and staff) who become symptomatic during the school day will be isolated from the rest of the student group and their parents (students) will be called to come and collect them. Staff will be sent home to self-isolate.</p> <ul style="list-style-type: none"> • First Aid Room used as self-isolation zone. • If more than one person needs to isolate then the following rooms can be used – Therapy Office, Job Coach Office, Meeting Room (next to Job Coach Office). 	H



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		Contractors	<p>If staff are unable to maintain social distancing from isolated student, appropriate PPE should be worn e.g. a surgical face mask.</p> <ul style="list-style-type: none"> • Yes, in place. <p>Any areas, items and surfaces the student has come into contact with should be thoroughly cleaned as soon as possible.</p> <ul style="list-style-type: none"> • Yes, provisions made. 	
6	A confirmed case of Covid-19	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>In a case of COVID-19, the school will always seek PHE Advice and act accordingly.</p> <p>Current provisional plan is:</p> <ul style="list-style-type: none"> • Anyone with symptoms must refrain from attending school, engage with Test and Trace system and the school requests that you report in writing the results of your test. • At the time of writing the main symptoms of COVID-19 are at least one of: <ul style="list-style-type: none"> -new continuous cough (this means coughing a lot for more than an hour or 3 or more episodes in 24 hours. If you usually have a cough it may be worse than usual. -fever (temperature of 37.8 or higher) -loss of, or change in, normal sense of smell or taste (anosmia) • In a case of a suspected case during the school day, a student or staff will be isolated in the First Aid room (or alternative room if needed) and set home as soon as possible • Staff and students must have at least two next of kin contacts, with phone numbers, emails and postal addresses on the school's database; any changes must be communicated immediately so that emergency contact can be established swiftly • If a case is confirmed for a student or a staff in a given Bubble, that Bubble will be closed and its members will be sent home to self-isolate and take part in a Track and Trace activity; This is because there will be no social distancing within the Bubble • Transport arrangements for all students and staff in that Bubble will be scrutinised and any students and staff in contact with the infected person will also be informed (this is likely to affect some students from different bubbles but within that zone if they share SEND transport). • Families of students in that Zone will be informed of the confirmed case and advised to be vigilant in observing any potential symptoms, as well as given authorised permission to withhold their child from school, whilst awaiting testing and results. 	H



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			<p>In short:</p> <ul style="list-style-type: none"> • It is certain that the Bubble would close • It is likely that the whole Zone may need to be closed • It is probable that the neighbouring Zones may need to be closed (for example if there is a sibling in another Zone or a staff member in a personal relationship in another Zone) • It is unlikely that the whole school would need to be closed <p>This provision plan is subject to external advice received at a time and may, therefore change.</p>	
7	Continuity of service provision	<p>Students</p> <p>Families</p>	<p>There are a number of scenarios where the school's operation might be closed – either partially or fully. This could include:</p> <ul style="list-style-type: none"> - Isolated case of infection affecting their Bubble and maybe the Zone and SEND Transport - Cluster of infections, affecting Zones, SEND Transport and possibly the whole school - Widespread number and distribution of cases, affecting one or more school buildings. - Insufficient staff numbers to deliver safe education - Insufficient cleaning and infrastructure provision to maintain levels of hygiene required - Lack of resources, including provision of PPE - Local, regional or national lockdown - Directive to close (partially or fully) from any regulatory body <p>In any of the above cases, the school will mitigate the negative impact of a closure by adopting DfE recommended range of blended approaches to educational provision:</p> <ul style="list-style-type: none"> - Direct on site interactive teaching - Direct online interactive teaching (via Zoom) - Indirect teaching through provision of pre-recorded lessons (platform based) - Indirect teaching through provision of resources (school website) <p>If the school reaches unacceptably low levels of staffing, which would make the school's operation unsafe, the school will take the following steps to remain open for as many groups as possible:</p> <ul style="list-style-type: none"> - Merging bubbles within Zones and providing cross-curricular, cross-key stage or cross-departmental teaching, with the restriction of the breadth and depth of the curriculum on offer 	H



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			<ul style="list-style-type: none"> - Merging bubbles within Zones and shortening school day to half-day provision only - Partial closure of the parts of the provision, in the following order: <ul style="list-style-type: none"> • Key Stage 5 will close first • Key Stage 4 will close second • Key Stage 3 will close third • Key Stage 2 will close fourth • Early Years and Key Stage 1 will close last <p>The reason for this rationale is the level of independence we expect students to gain with age and so, their ability of being able to engage with a home-based e-learning programme.</p> <p>In a case of partial closure of onsite teaching, there will be an increase in the interactive remote teaching.</p> <p>The decision to change the operation of the school (merge groups) rests with the Headteacher (or their named deputy), with no need for the wider consultation.</p> <p>The decision to close the school – partially or fully – rests with the Headteacher, who will consult with the Chair of GB and Director of Children’s Services (or their named deputies).</p> <p>Any communication regarding closure will be communicated to the stakeholders using existing channels:</p> <ul style="list-style-type: none"> - Parentmail - Text - Website notification - Facebook - Twitter 	
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Risk Level:

High: Accident likely with possibility of serious injury or loss

Medium: Possibility of accident occurring causing minor injury or loss

Low: Accident unlikely with control measures in place



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<i>D</i>	Controls (Ser N° to correspond with Hazard Ser N°)	E To be completed by the Manager			
Ser N°	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	School organised into zones and bubbles	Reminder to students and families Reminder and CPD for staff Ongoing monitoring of compliance	HT	1 September 2020	17 July 2020 A. Hildrey
2	Classes staying in their rooms (bubbles) within a corridor (Zone) and working with the same team of staff (class team). If staff work outside of the Zone, PPE to be used	Class Teams to adhere to the system set	Deputy Headteacher	3 September 2020	2 September 2020 E.Tobin
3	Sufficient numbers of staff in place, including first aiders and designated safeguarding leads. All staff trained.	Head of HR to monitor and action if absences increase	Head of HR	31 August 2020	31 August 2020 M. Griffiths (supply agency used to add capacity in Week 3)
4	Additional cleaning provided – within the bubble (by staff having access to wipes and spray), within the Zone (by the zone cleaner), within the whole school (after school cleaning team), deep cleaning (termly contractor)	Head of Finance and Operations investigating and option of daily fogging	Head of Finance and Operations	31 August 2020	31 August 2020 A. Cocklin
5	Hand hygiene prioritised with hourly hand washing, followed by “when required” sanitising	Additional hand sanitising stations created Hourly hand washing to be rolled out to all	Head of Care and Safeguarding	1 September 2020	1 September 2020 A. Twomey



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6	Physical distancing promoted at all times	Class Teams to implement	Deputy Headteacher	1 September 2020	1 September 2020 E. Tobin
7	Limiting visitors	Plan for external meetings and reviews to be created by EHCP Coordinator	Head of Care and Safeguarding	1 September 2020	1 September 2020 A. Twomey
8	PPE in place	PPE in situ and ongoingly replenished Weekly report from Facilities Manager required from September on actual numbers of each item	Head of Finance and Operations	1 September 2020	17 August 2020 A.Cocklin
9	Support for all and learning from practice	Communication, reactive response, debrief, lessons learnt, change of practice and support	SLT	DAILY	ONGOING

F	Once additional controls are implemented, what will the overall risk level be:	Risk assessment signed off by: Signature: A. Hildrey Date: 14.09.20 <i>Please note an electronic signature will suffice.</i>
	High Medium Low	