



COVID-19 RISK ASSESSMENT 2020-21

VERSION 10
13 October 2020

A	Date: 13 October 2020	School: Abbot's Lea School	Team: Schools	Location: Beaconsfield Road, Woolton, L25 6EE
	Review Date: <ul style="list-style-type: none"> - When new guidance is issued nationally or locally - When operational feedback is received from the stakeholders - Weekly at SLT meeting - Termly by the GB - Each time a positive case is reported to school - Each time a closure (partial or full) takes place 	Ref: ALS/COVID/2020-21	Assessor: Ania Hildrey, Headteacher Moderators: Strategic Leadership Team (SLT) 13 October 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 	M



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			<ul style="list-style-type: none"> • Make seasonal flu vaccine, or vouchers to obtain a vaccine, if available, to staff to increase seasonal resilience • 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) • Masks should be disposable, or re-usable but frequently changed. Guidance on this is as follows: Face masks must: <ul style="list-style-type: none"> • cover both nose and mouth • not be allowed to dangle around the neck • not be touched once put on, except when carefully removed before disposal • be changed when they become moist or damaged • be worn once and then discarded - hands must be cleaned after disposal <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe?utm_source=24%20September%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#how-to-work-safely-in-specific-situations-including-where-ppe-may-be-required</p> <ul style="list-style-type: none"> • Cooperation with the Health and Safety Executive in the event of a spot check 	
2	General school environment	Staff Students Visitors Contractors	<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) 	M



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			<p>Staff break and work spaces will increase separation:</p> <ul style="list-style-type: none">• Staff may only take their breaks in the designated staffroom (see below), outdoors (socially distanced from others) or offsite (following national guidance)• 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 must use small kitchenette upstairs (in PPE only)○ Zone 2 – staff must use Training Room (first floor central area) with access to the small kitchenette upstairs (in PPE only)○ Zone 3 – staff must use Staffroom – right side room○ Zone 4 – staff must use Family Room○ Zone 5 – staff must use Staffroom – left side room (with access to the right side in PPE)○ Zone 6 – staff must use Conference Room <p><u>Staff day:</u></p> <p>Before arrival:</p> <ul style="list-style-type: none">- Always check your work email for last minute notifications of closure- If unwell, do not attend and report your absence with exact symptoms, as soon as possible to: sick@abbotsleaschool.co.uk- If you received Covid-19 test results, please send the screenshot, clearly showing entire message, including date and time stamp to covid@abbotsleaschool.co.uk- If you share transport on the way to work with a colleague from outside of your Bubble, please wear PPE as you would do on public transport. Please share your transport arrangements with the school's Covid-19 Lead so that we can have a swifter track and trace information processing, possibly affecting you or your travel partner- Only arrive at work if you do not have Covid-19 symptoms, or other contagious disease	
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			<p>On arrival:</p> <ul style="list-style-type: none">- When you arrive at The House, put PPE on before entering the porch (always take one spare mask the day before to help you with this)- Use hand sanitisers in the porch every time before entering Reception- Sign in using your badge and, if required, replenish your PPE supplies provided for you (available by Reception desk)- Go to either your designated staffroom or directly to your Bubble- On entering staffroom and Bubble, wash your hands, or sanitise if your Bubble does not have hand-washing facilities <p>During the school day:</p> <ul style="list-style-type: none">- Your primary workspace is your Bubble- If you leave your Bubble at any point, including within your Zone, you must wear PPE- You may not enter other Bubbles, unless you have been instructed to by a member of the Leadership Team. This may be for a brief visit or re-deployment (for part of the day, full day or more than one day)- You may be called to support colleagues in another Bubble within your Zone, or even in another Zone in an emergency. In those situations, please always aim to continue to wear PPE and maintain social distance as much as possible. If your PPE has been compromised, or you simply did not have the time to apply it before responding to the crisis, please report it via email to covid@abbotsleaschool.co.uk, sharing specific dates, times and full names. This will help our track and trace practice.- When you take a break, only have it in your designated staffroom, outdoors, or offsite – whatever you choose to do, actively seek to distance yourself from others and do not share/merge tables to create a closer social environment.- Never have your break in another Bubble or Zone.- Always clean all of your dishes and take them away/put them away. Do not leave any items (mugs, plates, lunch boxes, cutlery, etc.) on any surfaces. They will be binned by the cleaners so that they can thoroughly disinfect all surfaces.- If you spot any areas which need additional cleaning, alert your Zone cleaner to it.	
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			<p>At the end of each school day:</p> <ul style="list-style-type: none">- Always complete all reporting before leaving the site- Always be aware that you might not be returning the next morning due to your Bubble/Zone closure and so, please never leave any consumables on site and always take with you all of the technology allocated to you (including chargers) so that you can work remotely.- Always ensure that the school has your contact details, including your mobile phone number- Always check your work email for any last minute notifications of closure <p>Sensory Integration Clinic and sensory room:</p> <ul style="list-style-type: none">• These facilities can now be used safely with fogging between users, with 30 minutes of time lapse between the end of cleaning regime and the next user. <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, whenever possible, 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	
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			<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 whenever possible • If a class has external doors, those are to be open as frequently as possible, and always during breaks, to maximise ventilation <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 bubble (even within their Zone) must wear PPE (face mask) at all times (apart from outdoors if social distancing can be guaranteed) • 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. 	M



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Table with 5 columns: ID, Activity, Participants, Measures, and Risk Level. Row 1: Minimalist approach to furnishings and resources to be used by all, at all times; Handling and management of all other resources; Teaching and learning records management. Row 2: 3 School day; Staff/Students; School day (Monday-Friday, 8:30-14:30); Expectations of students and families; M



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Table with 5 columns and 1 row. The fourth column contains text regarding lunch rules, LA SEND Transport, and Parents/carers dropping their children at school.



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			<p>Classes will be kept together thereby minimising mixing with other classes as much as possible. This is normal operating practice. To be maintained.</p> <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 • Staff to wear masks when outside of their Bubble • 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> <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 always use PPE (face masks) 	
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			<p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining physical distancing.</p> <ul style="list-style-type: none"> • Keep teaching to Bubbles • Where Bubbles are taught together, for example in PE sessions, bubbles are distanced, ventilation is increased and cleaning between usage is maximised • Staff to wear PPE • 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 • All participants of onsite meetings must wear masks • Interim Ofsted visits will be accommodated, with inspectors expected to adhere to the risk assessment and any directive given by school leaders on the day; deferral will be requested in case of an outbreak or other situation which inhibits leaders' ability to secure smooth operation of the school whilst hosting Ofsted visit <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 	
4	Cleaning	Staff Students	<p>All cleaning staff are experienced and have received appropriate training.</p> <ul style="list-style-type: none"> • All permanent cleaners on site trained, with effective communication raising operational "lessons learnt" via Facilities Manager 	M



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Table with 2 columns: Category (Visitors, Contractors) and Risk Assessment details (Cleaning protocols, PPE requirements, etc.)



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5	<p>Students and staff who become symptomatic during the school day</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<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 any available room will be used to accommodate them • All used rooms will then be thoroughly cleaned <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. 	H
6	<p>A confirmed case of Covid-19</p>	<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 	H



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			<ul style="list-style-type: none"> • 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. • All families will be informed of a case in the school. <p>In short:</p> <ul style="list-style-type: none"> • It is certain that the Bubble would close • It is highly 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	Students Families	<p>There are a number of scenarios where the school's operation might be closed – either partially or fully.</p> <p>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 	H



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Table with 4 columns and 1 row. The main content is in the third column, detailing mitigation strategies for school closure, including blended approaches and staffing adjustments.



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			<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 deputy, Director of Education).</p> <p>Any communication regarding closure will be communicated to the stakeholders using existing channels:</p> <ul style="list-style-type: none"> - Parentmail – email and 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

D	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



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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
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



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9	Support for all and learning from practice	Communication, reactive response, debrief, lessons learnt, change of practice and support	SLT	DAILY	ONGOING
10	Determination of thresholds for school operation changes – reduction of hours provided or partial closure due to staff shortages	Strategic Leadership Team has sought Operational Leadership Team's appraisal of the Red-Amber-Green thresholds for each Zone to determine the levels of manageable staff absences.	Deputy Headteacher and OLT	By Thursday, 1 October 2020	E. Tobin overseeing
11	PPE supplies sufficiency	SLT aware of regional shortages of PPE and sourcing additional supplies ongoingly	Head of Finance and Operations	5 October 2020	Completed. No concerns re supply.
12	Parentmail	Top up Parentmail texting facility to alert families quicker than via email Increase organisational capacity to send message via Parentmail (continuity plan)	Head of Finance and Operations	2 October 2020	Completed 2.10.2020
13	SEND Transport	Ensure that late notifications of closure are reaching all transport providers and families in good time	Head of Finance and Operations	1 October 2020	Completed 1.10.2020



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14	External moderation of risk management and advice	Consult with Public Health England and seek on-site support and moderation of our risk management control measures	Headteacher	12 October 2020	Call made on 12.10.2020 and returned on 13.10.2020 and support requested 13.10.2020; awaiting feedback
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F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p style="text-align: center;">High Medium Low</p>	<p>Risk assessment signed off by:</p> <p>Signature: A. Hildrey</p> <p>Date: 13.10.2020</p> <p><i>Please note an electronic signature will suffice.</i></p>
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