



COVID-19
RISK ASSESSMENT 2020-21
VERSION 12
16 November 2020

A	Date: 16 November 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 - 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) 16 November 2020 External advice: LCC H&S Team DfE	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 • We actively encourage all staff, students and families to engage with the Liverpool Mass Testing pilot scheme and report any positive results to covid@abbotsleaschool.co.uk email address as soon as possible. 	M



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			<ul style="list-style-type: none"> • 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 vouchers available to staff to increase seasonal resilience, if available • All staff consulted, informed, instructed and trained (1-2 September 2020 and ongoing through RA review) 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 if re-usable changed frequently during the day. 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) 	M



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			<ul style="list-style-type: none">• 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">• 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 escorting students from/to transport, for a brief professional 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 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, and whichever 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• Always open doors and windows when leaving your bubble during the day to increase ventilation• As the weather changes, be mindful of needing to dress warmer than in the past due to windows being open• Extend your care to the students, especially those who might be underdressed due to their sensory needs <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)	
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Table with 5 columns: ID, Risk Area, Affected Parties, Mitigation Measures, and Risk Level. Row 1: School biometrics and crisis management. Row 2: Classroom environment (Students, Staff, Contractors) with ventilation, hand hygiene, and PPE measures. Risk Level: M.



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Table with 5 columns: ID, Activity, Participants, Measures, and Frequency. Row 1: Detailed COVID-19 measures including PPE, minimalist approach to furnishings, handling of resources, and teaching records management. Row 2: School day details for staff and students, including school day (Monday-Friday, 8:30-14:30) and expectations (school uniform).



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			<ul style="list-style-type: none"> On 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 school Any 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 day Students may not bring any unnecessary soft toys or other personal items Students 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 14:30 <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. <p>Term 2:</p> <ul style="list-style-type: none"> Arrival: buses to arrive on a first-come first served basis between 8:30-8:45am only. Staff to wear PPE and line up, as per rota, in front of the main school building and take first-come-first-served approach to arrivals, escorting students to their Zones and Bubbles; then returning to repeat until all students are welcomed Departure: Buses instructed to arrive at 14:15 or Zone 2 and 6 only; at 14:25 for Zones 3, 4 and 5; individual taxis instructed to arrive for 14:30 for all individual pick-ups. <p>All transport providers arriving too early may be sent away at the gate.</p>	
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			<ul style="list-style-type: none">- Zone 2 and Zone 6 students to gather in their travel groups, outside of the main school building entrance for 14:15.- Zones 3, 4 and 5, to be organised into their travel groups, and line up in those at 14:25 in front of the main school building.- Individual students traveling in taxis to be escorted for 14:30. <p>Punctual, orderly and well-led by the class teams arrival of students at the end of the day is key.</p> <p>Parents/carers dropping their children at school</p> <ul style="list-style-type: none">• The school times for your child are: 8:30am – 14:30.• The arrival time is therefore 8:30am in the morning and collection is at 14:30.• There are no parents/carers parking on site during start and end of the school day and parents are not to park their cars in the staff car park.• 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. 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	
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			<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) <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. 	
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			<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	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<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 • When usual cleaning team is absent (in part or full), agency cleaners will be sourced prioritising learning zones over The House. • In such situations, Facilities Team will support cleaning of the frequently touched surfaces in The House and end-of-day cleaners will clean all other areas. • Staff will be asked to wipe surfaces around their work place and wipe any resources used. <p>Reference existing school COSHH risk assessments:</p> <ul style="list-style-type: none"> • 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. • Cleaners to wear PPE at all times as they work cross-bubbles 	M



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			<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. • When usual cleaning team is absent (in part or full), agency cleaners will be sourced prioritising learning zones over The House. • In such situations, Facilities Team will support cleaning of the frequently touched surfaces in The House and end-of-day cleaners will clean all other areas. • Staff will be asked to wipe surfaces around their work place and wipe any resources used. 	
5	Students and staff who become symptomatic during the school day	<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. 	H



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			<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> <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) • Many positive cases diagnosed in term 1 and 2 proved to be in asymptomatic individuals • 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 • 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. • Transport arrangements for all students and staff in that Bubble will be scrutinised and all students and staff in contact with the infected person will be informed that they must self-isolate. • The same applies to a positive case being diagnosed amongst the transport team, who will automatically close that transport route and all those using it will have to self-isolate. 	H



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Table with 5 columns: ID, Risk Category, Affected Parties, Description, and Impact. Row 7: Continuity of service provision, Students/Families, Scenarios for closure and mitigation strategies, High impact.



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Table with 4 columns: ID, Date, Risk Category, and Description. Row 1: Staffing levels, 5.11.2020, Staff shielding, Students shielding. Row 2: Lockdown 5.11.2020, Staff shielding, Students shielding.



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	Families shielding	<p>Students who are issued shielding letters this time round will be home educated with remote learning provided.</p> <p>Some families of our students may be shielding, too. This, in itself is not the reason for the students not to attend school. Each case of request for home education during lockdown will be considered on an individual basis with school-led safeguarding duties and welfare checks exercised during any such period of home education, as per Keeping Children Safe In Education duties.</p>	
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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
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)



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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
9	Support for all and learning from practice	Communication, reactive response, debrief, lessons learnt, change of practice and support	SLT	DAILY	ONGOING



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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 dynamic risk assessment each day
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
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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					<p>14.10.2020 – call with PHE confirmed that the school is managing a number of cases well and that it is not an outbreak out of control.</p> <p>9.11.2020 – Head of HR liaising with HSE. Recommendation to review cleaning regime in staffrooms, toilets and other frequently used transition spaces. Guidance issued to staff that week and reiterated in whole staff briefing on 13.11.2020</p>
15	Lockdown 5.11-2.12.2020 and shielding	Seeking clarity on the shielding guidance	Head of HR	4.11.2020	DfE guidance received and shared with staff 4.11.2020
16	Pilot new transport arrangements	Term 2 plans drawn and communicated	Head of Finance and Operations	2.11.2020-6.11.2020	<p>Monitoring impact of trying to minimise transport window 4.11.2020</p> <p>16.11.2020 – new travel arrangements working well, with mornings smooth and afternoons improving</p>



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					with careful control measures in place.
17	Liverpool testing pilot	Seeking clarity from LCC on schools	Headteacher	6.11.2020	Liverpool Testing Pilot rolled out and staff engaging.

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: 16.11.2020</p> <p><i>Please note an electronic signature will suffice.</i></p>
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