



COVID-19 RISK ASSESSMENT 2020-21

VERSION 16
11 January 2021

A	Date: 11 January 2021	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) 11 January 2021 External advice: LCC H&S Team Director of Public Health Liverpool Director of Children's Services, LCC Director of Education, LCC 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
---	---

	List Hazards Here	List Groups of People at Risk	List Existing Controls (wherever possible)	Risk Level
Ser N ^o				
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. • We offer staff on-site testing using fast flow tests 	M



COVID-19
RISK ASSESSMENT 2020-21
VERSION 16
11 January 2021

			<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 If and when Covid-19 vaccinations are available to school staff, support any such school-based vaccination programme to those who opt in, to protect them and the community from Covid-19 All staff consulted, informed, instructed and trained (1-2 September 2020 and ongoing through RA review, including 4 January 2021 INSET day and 5 January 2021 risk assessment briefing) 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, to be used in addition to face masks) Masks must be disposable and changed frequently during the day. Guidance on this is as follows: <p>Face masks must:</p> <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 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 6 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); during reduced lockdown operation, all students in Zone 2 will be deemed to be one bubble for the purpose of infection control. During restricted operation on site, the single toilet will be used by staff and the two-cubicle toilet for students' use. Both sets of facilities will be unisex. Zone 3 – Spain, Italy, Wales, Ireland, Portugal, France (6 bubbles) during reduced lockdown operation, all students in Zone 3 will be deemed to be one bubble for the purpose of infection control Zone 4 – Canada, USA, Brazil, Peru (4 bubbles); during reduced lockdown operation, all students in Zone 4 will be deemed to be one bubble for the purpose of infection control 	M



COVID-19 RISK ASSESSMENT 2020-21 VERSION 16 11 January 2021

Table with 5 columns and 1 row. The main content is in the 4th column, detailing COVID-19 risk assessment for Zone 5 and Zone 6, shared spaces, and staff break protocols.



COVID-19
RISK ASSESSMENT 2020-21
VERSION 16
11 January 2021

			<p><u>Staff day:</u></p> <p><u>General:</u> Whilst we operate a rota system, all staff are required to be ready to attend work every day, if required. Therefore, please always be ready to start work at 8:30am sharp and check your emails and answer phone calls at this time, and any time during your contracted working hours.</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- Sharing transport with those outside of your Zone is actively discouraged. If you share transport on the way to work with a colleague from outside of your Zone, 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- Maintain social distancing as much as possible <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 and exiting Reception- Sign in using your badge and, if required, replenish your PPE supplies provided for you (available by Reception desk)- Wear your bum-bag at all times when working with students- Go to either your designated staffroom or directly to your Zone- On entering staffroom and Zone, wash your hands, or sanitise if your Bubble does not have hand-washing facilities	
--	--	--	--	--



COVID-19 RISK ASSESSMENT 2020-21

VERSION 16
11 January 2021

			<p>During the school day:</p> <ul style="list-style-type: none">- Your primary workspace is your Bubble; during reduced lockdown operation, bubbles within the Zone are treated as one area of infection control and so, you do not need to wear PPE when within your Zone- If you leave your Zone, you must wear PPE- You may not enter other Zones, 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 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 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. <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 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 or change of staffing rota	
--	--	--	---	--



COVID-19 RISK ASSESSMENT 2020-21

VERSION 16
11 January 2021

			<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) <p>School biometrics:</p> <ul style="list-style-type: none">• Access through biometrics will be restricted to minimise hand contact, 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	
--	--	--	---	--



COVID-19
RISK ASSESSMENT 2020-21
VERSION 16
11 January 2021

			<ul style="list-style-type: none"> • Fire evacuation assembly will take place in Zones and Bubbles 	
2	Classroom environment	<p>Students</p> <p>Staff</p> <p>Contractors</p>	<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 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 	M



COVID-19 RISK ASSESSMENT 2020-21

VERSION 16
11 January 2021

			<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 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 for the students:</p> <ul style="list-style-type: none"> Monday – Friday 8:30-14:30 (note departure for Zone 6 and 3 is 2:15pm, Zone 4 and 5 at 2:25pm and Zone 2 at 2:30pm) <p>Expectations of students and families:</p> <ul style="list-style-type: none"> Students must wear a school uniform to school each day 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>	M



COVID-19 RISK ASSESSMENT 2020-21

VERSION 16
11 January 2021

			<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 those Zones by ALS staff; where possible, by Zone staff ○ All ALS staff to wear masks and sanitise hands on entry to buildings and then again prior to assisting another group of arriving students; ○ 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 for students and after completing transport duty for the staff; ○ Extended 30 minute arrival and registration and departure window introduced to cope with the predicted slower arrival and discharge process. <p>Term 3:</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 3 and 6 only; at 14:25 for Zones 2, 3, 4 and 5; individual taxis instructed to arrive for 14:30 for all individual pick-ups. <p>All transport providers, including families, arriving too early may be sent away at the gate.</p> <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. 	
--	--	--	---	--



COVID-19 RISK ASSESSMENT 2020-21 VERSION 16 11 January 2021

Table with 5 columns and 1 row. The central cell contains COVID-19 risk assessment details including drop-off options, class mixing, break times, toilet management, and staff working practices.



**COVID-19
RISK ASSESSMENT 2020-21**
VERSION 16
11 January 2021

			<ul style="list-style-type: none"> • 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. • Always aim to keep distance or always use PPE (face masks) when outside of your Zone <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 with some mixing within Zones • Staff to wear PPE when outside of their Zones • 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 	
--	--	--	--	--



COVID-19
RISK ASSESSMENT 2020-21
VERSION 16
11 January 2021

			<ul style="list-style-type: none"> During lockdown and restricted onsite operation, those will be enhanced, as we will not be seeing our students daily at school 	
4	Cleaning	Staff Students Visitors Contractors	<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 <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. 	M



COVID-19 RISK ASSESSMENT 2020-21

VERSION 16
11 January 2021

			<ul style="list-style-type: none"> • 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	Staff Students Visitors Contractors	<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 • Staff are offered fast flow test <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. <p>Period of self-isolation is 10 days.</p>	H
6	A confirmed case of Covid-19	Staff Students Visitors Contractors	<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) 	H



COVID-19 RISK ASSESSMENT 2020-21

VERSION 16
11 January 2021

			<p>-loss of, or change in, normal sense of smell or taste (anosmia)</p> <ul style="list-style-type: none"> • 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 staff will be isolated in the First Aid room (or alternative room if needed) and offered a fast flow test; if positive, or a person is unwell, they will be sent home as soon as possible; the staff will need to then engage with national testing programme • In a case of a suspected case during the school day, a student will be isolated in the First Aid room (or alternative room if needed) and sent 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 Zone, that Zone 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 may be no social distancing within the Zone • 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 Zone 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. • Once ALS has developed its capacity for daily testing of all staff who may have been in contact with a positive case, in order to minimise disruption and closure, we will offer (but cannot impose) daily testing to all those affected. Those who engage with the testing and test negative daily, will not need to self isolate and may continue working at school. • Secondary age students affected by a positive case in their Zone, may also be offered tests, subject to parental consent, to reduce the period of potential self isolation or disruption in onsite learning. <p>In short:</p> <ul style="list-style-type: none"> • It is certain that the Zone may close 	
--	--	--	--	--



COVID-19 RISK ASSESSMENT 2020-21

VERSION 16
11 January 2021

			<ul style="list-style-type: none"> 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> <p>Period of self-isolation is 10 days, unless engaging in daily testing.</p>	
7	Continuity of service provision	<p>Students</p> <p>Families</p>	<p>The school is currently operating reduced onsite provision, as specified below:</p> <ol style="list-style-type: none"> Children of essential key workers, as defined by the central government Children currently on Child Protection Plans (CP, section 47) Children currently classed as Child in Need (CiN, section 17) Children who are Looked After (LAC) Children currently subject to Early Help Assessment Tool (EHAT) Children eligible for Free School Meals (FSM) Students in our Early Years and Key Stage 1 (the youngest of our learners) Students in our Nurture Provision (most complex special educational needs requiring therapeutic support) Students completing internal Supported Internships (students whose employability support is essential at this point in time for them to secure best future) <p>All other students will receive twice daily direct live interactive teaching via Zoom and will also have access to a wide range of other learning via our platforms.</p> <p>All students, families and staff will continue to have access to our Mutidisciplinary Team support, including direct therapy, advice and guidance.</p> <p>Additionally, we support our staff and their families with Employee Assistance Programme which offers 24/7 advice, support, guidance and discreet therapy. This service is free of charge at the point of access for our team and their loved ones and offers wide-ranging services, including financial advice.</p>	H



COVID-19 RISK ASSESSMENT 2020-21

VERSION 16
11 January 2021

			<p>If, despite the above reductions, 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"> - Change staffing rota and bring all staff available for work into school - Temporary increase in staffing establishment by engaging agency and bank staff - Addition of midday supervisory capacity to allow permanent staff to be able to take breaks - Asking teachers to take their statutory PPA entitlement outside of the school day - Merging 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 - Shortening school day to half-day provision only - Partial closure of the parts of the provision, based on staff' availability. We reserve the right to decide on which Zones need to close based on our assessment of students' needs and staff' expertise - Closure to SI, Nurture Provision and Early Years would follow - Last groups to be denied onsite provision would be students most vulnerable students based on joint assessment with Social Care at LCC (many of those may also fall into the categories of SI, Nurture provision and Early Years and so would remain on site) <p>In a case of partial closure of onsite teaching, interactive remote teaching will remain active for all students.</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 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 	
--	--	--	--	--



COVID-19
RISK ASSESSMENT 2020-21
VERSION 16
11 January 2021

			- Twitter	
8	Lockdown - until further notice	Staff classed as extremely clinically vulnerable Students previously shielding	Staff classed as extremely clinically vulnerable and pregnant employees are to shield. Extended duty of care risk assessments put in place for any other staff who have health problems but are not shielding should be requested from Head of HR Students with shielding letters are to shield and engage in remote learning.	

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

<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



COVID-19 RISK ASSESSMENT 2020-21

VERSION 16
11 January 2021

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
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



COVID-19
RISK ASSESSMENT 2020-21
VERSION 16
11 January 2021

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
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



COVID-19
RISK ASSESSMENT 2020-21
VERSION 16
11 January 2021

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 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. 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



COVID-19
RISK ASSESSMENT 2020-21
VERSION 16
11 January 2021

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 Lockdown ended 2.12.2020. Tier 2 guidance shared daily by the Headteacher.
16	Pilot new transport arrangements	Term 2 plans drawn and communicated	Head of Finance and Operations	2.11.2020-6.11.2020	Monitoring impact of trying to minimise transport window 4.11.2020 16.11.2020 – new travel arrangements working well, with mornings smooth and afternoons improving with careful control measures in place. 27.11.2020 Decision reached that end of day transport needs to be revised and LCC SEND Transport team contacted to seek better solution for Term 3 or sooner. HoF&O leading this.
17	Liverpool testing pilot	Seeking clarity from LCC on schools	Headteacher	6.11.2020	Liverpool Testing Pilot rolled out and staff engaging.



**COVID-19
RISK ASSESSMENT 2020-21**
VERSION 16
11 January 2021

18	Covid-19 vaccination approved in the UK	Seeking clarity about schools' entitlement to the vaccine	Headteacher	2.12.2020	tbc
19	Period of self-isolation has been reduced from 14 to 10 days	Inform all stakeholders	Headteacher	14.12.2020	14.12.2020
20	Following announcement of lockdown on 4 January 2020, school risk assessment indicated the need to reduce onsite operation	Risk assessment conducted Staff consultation completed Family survey and calls completed Communication with Chair of GB and Director of CS in LCC completed Plans developed and communicated to all Implementation from 6.1.2021	Headteacher	4, 5, 6 January 2021	Completed 6.1.2021
21	Letter from LCC to families dated 10.1.2021 shared with all ALS families on 11.1.2021 with a request for support with reducing student numbers on site.	All families informed	Headteacher	11 January 2021	Completed 11.1.2021

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p align="center"> High Medium Low </p>	<p>Risk assessment signed off by: Signature: A. Hildrey Date: 11 January 2021 <i>Please note an electronic signature will suffice.</i></p>
----------	--	--



Liverpool
City Council

COVID-19
RISK ASSESSMENT 2020-21
VERSION 16
11 January 2021