COVID-19
RISK ASSESSMENT 2020-21
VERSION 21
18 March 2021

A	**Date:** 18 March 2021	**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 - In light of LCC H&S advice	**Ref:** ALS/COVID/2020-21	**Assessor:** Ania Hildrey, Headteacher **Moderators:** Strategic Leadership Team (SLT) 18 March 2021 **External advice:** LCC H&S Team Director of Public Health Liverpool Director of Children's Services, LCC Director of Education, LCC DfE CCG External clinical guidance from testing commissioned provider	**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 and reduction of risk to life and health of staff

C Ser Nº	**List Hazards Here**	**List Groups of People at Risk**	**List Existing Controls (wherever possible)**	**Risk Level**
1	**Covid-19 virus: new virus with emerging scientific knowledge and vaccine**	Employees (staff) Contractors Students Visitors	**Guidance, communication and co-operation:** • Follow the latest national Governmental guidance and local authority or Public Health guidance issued at the time and respond accordingly	M

			• We actively encourage all staff, students and families, as well as their bubbles to engage with the home-based testing scheme and report any positive results to covid@abbotsleaschool.co.uk email address as soon as possible. • We offer secondary students home-based testing kits using fast flow tests • We offer staff home-based testing using fast flow tests • Tests should be done twice a week, 3-5 days apart, with staff required to report their results to the school as employer, via survey or QR code, as given out to staff • All employees of the school, regardless of their job role, for the duration of Covid-19 pandemic crisis, may be required to work on the frontline of our provision and through that, offer direct and close support to the students; • As a result, all staff are actively encouraged to engage in the vaccination for special schools' staff launched by Liverpool City Council and CCG on 25 January 2021 • Staff taking part in the vaccination programme must confirm with HR their vaccination status (after 1st and then after 2nd vaccine has been received) • 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 with regard to the procedures in place for the protection against infection from the virus • Where we refer to PPE, we always mean disposable face mask (other items of PPE like gloves, face shields and aprons are also available, to be used in addition to disposable face masks) • Disposable masks must be changed frequently during the day. Guidance on this is as follows: Face masks must: • 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**	Staff Students Visitors Contractors	**School will be divided into 6 Zones and, within those, bubbles:** • Zone 1 – The House (each office/room/area is a self-contained bubble) • Zone 2 – Christmas Island and Malawi (2 bubbles); 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) • 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); There are some areas in the school which do not belong to any particular Zone and are shared spaces, for example: - Reception (and toilets in The House) - Main school entrance corridor (and its adjacent rooms and toilets) - Main school hall - Playgrounds, car park, and the grounds Those areas are maintained by the Facilities Team and cleaned regularly to allow safe usage. **Staff break and work spaces will increase separation:** • 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: ○ Zone 1 – staff must use small kitchenette upstairs (in PPE only) and Training Room, which is also SI Job Coach's working space and SI learning space ○ Zone 2 – staff must use room at the top of the upper corridor (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	M

			Staff day: **General:** All staff are required to attend work on site from week commencing 8 March 2021 during their contracted working hours. As part of the reasonable leadership instruction, at these exceptional times, all employees, regardless of their job role, are expected, during the Covid-19 pandemic crisis, to be prepared to work directly and closely with the students in order to help with the smooth operation. All staff are advised that, due to the pandemic, communications will continue to be predominantly via email, Zoom or other such remote methods, with only immediate teams meeting in person for regular face-to-face meetings. As such, we expect all staff to continue to operate continuous readiness to work through technology and so, at the end of each working day on site, staff must take their issued technology devices home (together with charging cables and headsets) to enable them to participate remotely in any work required. Before arrival: - 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	

			On arrival: - 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 During the school day: - 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) - Deployment to another Zone will only happen where necessary and Operational Leadership Team will make that decision in communication with each other. When working in another Zone, staff must wear PPE. - It might be that, due to Covid-19, the class staff are due to support is not on site on a given rota day. OLT will then make a decision about staff' deployment that day. Each such situation will be assessed on a case by case basis. - You may also 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. **At the end of each school day:** - 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 **Sensory Integration Clinic and sensory room:** • 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. **Outdoors:** • Outdoor learning activities to be actively promoted – both on site and externally - as much as possible **Ventilation:** • 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 • Always open doors and windows when leaving your bubble during the day to increase ventilation • As the weather continues to fluctuate, 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	

			Visitors: • The school will operate restricted access for visitors (where possible after school day and in The House only, with mandatory PPE) **School biometrics:** • Access through biometrics will be restricted to minimise hand contact, allowing staff and students in KS5 to use their badges for access **Crisis management:** **In crisis situations, the risk of Covid-19 is secondary to the immediate other threats, and our usual duty of care applies and so:** • 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	**Ventilation:** • 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 **Hand hygiene:** • 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 **Personal Protective Equipment (PPE):** • PPE items made available to be used by the staff as required	M

			• 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. **Minimalist approach to furnishings and resources to be used by all, at all times:** • 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 **Handling and management of all other resources:** • 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. **Teaching and learning records management:** • 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	**School day for the students:** • 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) • On the last day of Term 4, which ends at 1pm, this will be adjusted accordingly with Zone 6 and 3 leaving at 12:45pm, Zone 4 and 5 at 12:55pm, and Zone 2 at 1pm	M

			Expectations of students and families: • 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 the end of the school day. **LA SEND Transport:** • Protocol has been agreed in conjunction with LCC SEND Transport and other Transport companies and the plan is to: o Have students transported on buses in Zones; where possible o Transport to arrive and for students to be collected in those Zones by ALS staff; o All ALS staff to wear masks and sanitise hands on entry to buildings and then again prior to assisting another group of arriving students; o All entrances to the buildings to be used externally to minimise congestion in corridors of the main entrances; o Hand washing upon entering the classroom after transport for students and after completing transport duty for the staff; o Extended 30 minute arrival and registration and departure window introduced to cope with the predicted slower arrival and discharge process. **Term 4:** o **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 Zone 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. ○ On the last day of Term 4, which ends at 1pm, this will be adjusted accordingly with Zone 6 and 3 leaving at 12:45pm, Zone 4 and 5 at 12:55pm, and Zone 2 at 1pm **All transport providers, including families, arriving too early may be sent away at the gate.** **Punctual, orderly and well-led by the class teams arrival of students at the end of the day is key.** **Parents/carers dropping their children at school** • 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: - 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); • Families 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. **Classes will be kept together thereby minimising mixing with other classes as much as possible.** This is normal operating practice. To be maintained. **Break times (including lunch) will be staggered for classes to minimise mixing and keep any such activity in Zones** • Breaks of any kind will be in Zones • Key Stage Leaders overseeing breaks	

			• Staff to wear masks when outside of their Zone • Lunch will be served in Bubbles, using the model of Family Service **Where possible, the numbers using toilets will be managed in line with social distancing guidelines.** • WCs used in Zones, where possible • Staff using WCs to use face masks • Hand washing to be strictly adhered to (before and after use of the toilet) **Staff instructed in the following working practices:** • 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. • Always aim to keep distance or always use PPE (face masks) when outside of your Zone **Lessons and activities planned to make best use of school resources (staff) whilst maintaining physical distancing.** • 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 **Students regularly reminded to maintain physical distancing.** • Staff' instruction and correction, posters, tape, furniture layout, social story.	

			External meetings: • All external meetings should be conducted online as much as possible • All participants of onsite meetings must wear masks • Some therapeutic interventions which require face-to-face contact (for example SALT) or close physical contact (OT), staff might not wear a mask and are offered Covid-19 testing on arrival • Interim Ofsted visits and other essential professionals 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 **Welfare home visits:** • 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 • 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	**All cleaning staff are experienced and have received appropriate training.** • 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. **Reference existing school COSHH risk assessments:** • COSHH risk assessment available on request.	M

			Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments • 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 **Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.** • Playground furniture changed for easy-clean ones. • End of school day wiping by cleaners and by staff during the day when possible. **Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.** • 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**	Staff Students Visitors Contractors	**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.** • 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	H

			If staff are unable to maintain social distancing from isolated student, appropriate PPE should be worn e.g. a surgical face mask. • Yes, in place. **Any areas, items and surfaces the student has come into contact with should be thoroughly cleaned as soon as possible.** • Yes, provisions made. Period of self-isolation is 10 days.	
6	**Testing and a confirmed case of Covid-19**	Staff Students Visitors Contractors	In a case of COVID-19, the school will dynamically track and trace all those in direct and close contact with the positive case and always seek PHE Advice and act accordingly. • 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: -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) • New variants of Coronavirus may include other symptoms or present as asymptomatic. Seek NHS advice if unwell. • Many positive cases diagnosed 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	H

			• 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. Staff who may have visited the Zone would be risk assessed on a case by case basis. • 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. • Anyone who tests positive must self-isolate immediately, inform covid@abbotsleaschool.co.uk and then request a confirmatory PCR test via NHS; if that test comes back negative, normal activity, including attendance at ALS will resume. • Whilst the person who had tested positive using fast flow test awaits the PCR test, all contacts must self isolate. If the PCR test comes back negative, the self-isolation by association will be lifted immediately and students brought back to school the next school day. • Track and Trace is now 2 days, and not 48 hours, which means if a person testing positive using fast flow test on a Sunday evening, will trigger self-isolation of all those they were in contact with on Friday. • Home-testing packs for families will also be made available by the NHS but this is not to be distributed or managed in any other way than promotion, by ALS. Testing for someone with a recent Covid-19 diagnosis: • If staff/student have recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity. These people are exempt from testing by both PCR and LFD within 90 days of a positive test, unless they develop new symptoms. • However, they may choose to take an LFD test after the isolation period. • If found positive on LFD test, they will be required to self-isolate for 10 days or longer if	

			symptomatic. This should only be done after completion of the required self-isolation period (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). • They are still required to self-isolate if identified as a close contact of a positive case, even if this is within the 90-day window. In short, if a positive case is diagnosed: • It is certain that the Bubble may close • It is possible that the Zone may close • 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 This provision plan is subject to external advice received at a time and may, therefore, change. Period of self-isolation is 10 days, unless engaging in daily testing.	
7	**Continuity of service provision**	Students Families	We expect all students to attend, unless: - They are shielding with the medical evidence to support this measure - They are self-isolating by association to a close contact - They are unwell (with Covid-19 or otherwise). All students not attending school but well enough to engage with learning will be expected, encouraged and supported to learn from home. All students, families and staff will continue to have access to our Mutidisciplinary Team support, including direct therapy, advice and guidance.	H

			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. If, despite the above safety control measures, 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: - 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 Bubbles 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 In a case of partial closure of onsite teaching, interactive remote teaching will remain active for all students. 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. 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). Any communication regarding closure will be communicated to the stakeholders using existing channels: - Parentmail – email and text - Website notification - Facebook - Twitter	

8	**Shielding**	Staff classed as extremely clinically vulnerable Students previously shielding	Staff classed as extremely clinically vulnerable must continue to shield. Pregnant employees above 28 weeks must shield. Pregnant employees (pre-28 weeks) are asked to contact head of HR for a confidential risk assessment. Extended duty of care risk assessments put in place for any other staff who have health problems 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

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)
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
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 Heath 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
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 buy 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.
18	Covid-19 vaccination approved in the UK	Seeking clarity about schools' entitlement to the vaccine	Headteacher	2.12.2020	25.1.2021
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
22	Letter from LCC/CCG shared with staff and special school vaccination programme started	All staff informed	Headteacher	26 January 2021	27 January 2021
23	Year 7+ students' families have been contacted on 9 February 2021 to conduct a feasibility audit of secondary age students' testing on site.	Secondary aged students' parents informed	Headteacher	9.2.2021	12.2.2021
24	LCC consultation and H&S appraisal of the planned on-site testing for secondary aged students and staff and home-based testing for secondary aged students and staff	LCC H&S	Headteacher	1, 2, 3 and 4 March 2021	Onsite visit on 4 March 2021 quality assured arrangements
25	ALS Trade Union representatives invited to contribute to risk assessment	TU reps	Head of HR	w/c 8 March 2021	4.3.2021
26	Year 7+ students' families have been contacted on 4 March 2021 with information about on-site and home-based Covid-19 testing offer, from week commencing 8 March 2021.	Secondary aged students' parents informed	Headteacher	4.3.2021	4.3.2021

27	Staff' update on the protocol, including testing	All staff informed and invited to take part, with prior consent	Headteacher	4.3.2021	4.3.2021
28	Letters to all families about full re-opening	All families	Headteacher	4.3.2021	completed
29	Website update for all, Head's weekly newsletter and letters to all families	All stakeholders informed	Headteacher	5.3.2021	ongoing
30	QA visit by LCC H&S on Monday, 8 March 2021 to assess testing centre by external clinical provider	Update risk assessment and practice, as advised	Headteacher	8.3.2021	9.3.2021
31	Home-testing kits to be distributed	Student and staff distribution	Head of Finance and Operations	8.3.2021	12.3.2021 completed

F	**Once additional controls are implemented, what will the overall risk level be:** **High** **Medium** **Low**	**Risk assessment signed off by:** **Signature: A. Hildrey** **Date: 18.3.2021** *Please note an electronic signature will suffice.*