

Risk Assessment

A	Date: 03 09 2020	School: Childwall Abbey School	Team:	Location: Childwall Abbey Rd, Liverpool L16 5EY
	Review Date: To be reviewed at least fortnightly in first instance	Ref: LCC Reopening School provision Guidance V2, appendix A, Model Risk Assessment	Assessor: Cath Piercy (HT), Karen Deegan (Business Mgr) & ASBC Ltd (Tony Shipley)	Head Teacher: Cath Piercy

B	Assessment of Risk for: LCC/ ASBC Adapted Model Risk Assessment for Covid-19; 02 07 20 (including minor update 26 08 20) aligned with LCC SI Full School Opening Resources Version 2 – 26 08 20 & Government Guidance for full reopening of schools 07 08 2020 (update 28 08 20)
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C Ser N°	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	Covid-19 virus: General	Staff Pupils Visitors Contractors	<p>The school will display a signed copy of the STAYING COVID-19 SECURE IN 2020 confirming a Covid 19 risk assessment for the school has been completed (posted in the school's H&S file).</p> <p>This risk assessment will be published on the School's web site as transparent information system in line with Government advice. <i>Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so). Sharing your risk assessment</i> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools This risk assessment will be shared with all staff during staff training days at the beginning of September.</p> <p>GENERAL INFORMATION All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p>	LOW Under current guidance for COVID-19

		<p>Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy See <i>LCC H&S Guidance Note GN18 & LCC PPE Check List. V3 update from LCC 'Reopening Schools ... 29th May</i> Appendix H – LCC PPE Policy</p> <p>Reference School infection control risk assessment, as required: <i>this Covid-19 Risk Assessment, plus Assessment 47 Infection Control & Communicable Diseases, plus guidance documentation GN29</i></p> <p>Pupils and staff who are symptomatic or who have household members who are symptomatic will not be allowed to attend school and will be requested to isolate as per national guidance (14 days general, minimum of 10 days from start of symptoms).</p> <p>Pupils & staff returning from visits to other countries, not exempt on the 'bridge list' will self-isolate for 14 days in line with Government requirements.</p> <p>Managers must also review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> ▪ New and expectant mothers ▪ Extended duty of care ▪ Stress ▪ Individual Pupil assessments <p>Note; For pregnant women from 28 weeks' gestation, or with underlying health conditions such as heart or lung disease at any gestation, a more precautionary approach is advised. Women in this category should be recommended to stay at home. <u>This advice shas been cited in full reopening of schools 07 08 2020</u></p> <p>See Covid-19 <i>virus infection and pregnancy (Royal College Of Obstetricians & Gynaecologists)</i>. Currently, there is no evidence to suggest that COVID-19 causes problems with the baby's development or causes miscarriage. <i>2.2 Risk to Baby</i></p> <p>Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:</p> <ul style="list-style-type: none"> • Vulnerable member of staff and/or pupil who has received a Government shielded letter. This requirement was finished 01 08 2020. See advice 18 08 2020 The government advises that; clinically extremely vulnerable & clinically vulnerable pupils and staff can return to school, in staff cases; if is not practicable to work from home. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 • Staff who have an extremely vulnerable household member. See advice above 18 08 2020 • Staff who live with a vulnerable person See advice above 18 08 2020 	<p>LOW Under current guidance for COVID-19</p>
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Safety Protocol-Childcare at CAS-Key worker and vulnerable pupils during lockdown" – shared with all staff, pupils, visitors and currently in use on site (kept under review)

Taken this out?????

		<p>Formal process in place for manager/colleagues to contact the person if required, as detailed within applicable risk assessment above. If a risk assessment is required for an extended duty of care, see model template on LCC SI Full School Opening Resources Version 2 – 26 08 20</p> <p>Manager to regularly update and inform staff re government guidance regarding covid-19 controls required:</p> <ul style="list-style-type: none"> • Gov.uk https://www.gov.uk/ • Public Health England https://www.gov.uk/government/organisations/public-health-england • Department for Education https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19#day-to-day-running-of-a-school • Health and Safety Executive https://www.hse.gov.uk/ <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> • HSE COVID19 latest information and advice • HSE Working safely during the coronavirus guide • Government guidance COVID-19: guidance for schools Covid-19 • Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable • Government publication COVID-19: cleaning in non-healthcare settings • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Government publication Best Practice: how to hand wash • Government guidance for food business on Coronavirus (Covid-19) https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 • Government guidance Covid-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) • Guidance for full reopening: schools 07 08 2020 updated 28 08 2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • Guidance; Actions for early years and childcare providers during the coronavirus outbreak 27 07 2020 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures • Government publication Best Practice: how to hand wash https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing 	<p>LOW Under current guidance for COVID-19</p>
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COVID 19 ADVICE / CONTACTS

Due to the rapidly changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.

Headteacher will refer to current NHS Advice, web; <https://111.nhs.uk/covid-19> or telephone 111. The DfE are providing COVID-19 advice Phone: 0800 046 8687 or Email: DfE.coronavirushelpline@education.gov.uk

Headteacher will refer to current PHE (Contact Tel: 0344 225 0562) Guidance <https://www.gov.uk/government/collections/phe-north-west-advice-support-and-services>

Should a case (C-19) arise at the school, the school will contact the local health protection team (HPT) for actions required. Cheshire & Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819

Other general queries can be directed to; Chris Price (C-19 *Single Point of Contact*); School Improvement Liverpool [email; SPOC@si.liverpool.gov.uk](mailto:SPOC@si.liverpool.gov.uk), Tel: 0151 233 3901

There is adequate supervision, where required, to ensure procedures are correctly adhered to.

Due to the changing advice on Covid-19, managers should ensure they review safe working procedures and protocols daily, until such time when it is deemed unnecessary.

There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:

- Public Health England and NHS YouTube video, Covid-19: putting on and removing personal protective equipment (PPE) – a guide for care homes

The majority of staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others.

PPE is only needed in a very small number of cases:

- children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms

<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>

LOW
Under current guidance for COVID-19

		<p>PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> • Disposable half face mask • Disposable gloves • Disposable aprons • Where personal care is to be provided eye protection/surgical face mask • <i>detail any other specific disposable PPE in use N/A at present</i> <p>Face Masks; <i>The government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom...</i> Childwall Abbey School will allow Staff & Pupils to make a personal choice on the wearing of face masks.</p> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream. <u>Only in the case of suspected contaminated or contaminated waste.</u> See Section 9</p> <p>All staff informed that hands should be washed regularly as per Government guidance. Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting ‘catch it, bin it, kill it’. Posters displayed in prominent areas and toilets.</p> <p>Additional personal storage for change of clothes for staff due to alternative travel getting into work where necessary e.g. cycling, walking, running; <i>Childwall Abbey have designated shower / changing area & lockers available if needed (identified on individual Risk Assessment as appropriate)</i></p> <p>Parents and Guardians kept informed via text bulletins, twitter, <i>plus Childwall Abbey School’s website, phone calls</i> etc. regarding proposals for reopening including start finish times and any new local rules regarding drop of and pick up etc.</p> <p>Staff kept informed via email, online meetings (<i>Zoom</i>) and site meetings following social distance guidelines, etc.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p>	<p>LOW Under current guidance for COVID-19</p>
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			<p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR: HSE RIDDOR reporting of COVID-19</p>	LOW
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>CAS split into 5 bubbles. Key Stage 3,4 and 5/Nurture will be separated and not cross into each other's bubble. This includes pupils, staff and cleaner. A further two bubbles are allocated for SMT and office staff.</p> <p>Some staff to teach pupils from different bubbles but only in an outside setting, practicing social distancing. Support staff will escort pupils outside to prevent staff entering bubbles.</p> <p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible. <i>N/A for Childwall Abbey School:</i></p> <ul style="list-style-type: none"> ▪ Students dropped-off by LCC contracted private transport companies; coordinated by LCC to ensure social distancing (SD) ▪ One transport (minibus) to decant one vehicle at a time to ensure student social distancing when entering the building. Designated C.A.S. staff to monitor daily ▪ Pupils brought to school by their Parent / Carer vehicle - entry managed by the school. Pupil and parent to wait in car until asked to decant. Designated C.A.S. staff to monitor daily ▪ Pupils arriving independently to be admitted by Reception staff and wait to be escorted to bubble by designated staff member ▪ Everyone entering school to use hand sanitiser on arrival. <p>Markings are NOT laid out on the playground for classes to line up at the start and end of the school day – lines laid out to maintain 2m social distancing. <i>Childwall Abbey School will not mark playgrounds in the September full reopening phase, see student arrival above; transported to site and directed straight to their classroom.</i></p> <p>Bubble form groups are allocated designated playground times or areas</p> <p>Any deliveries to the school e.g. stationery, cleaning chemicals will be securely stored and left isolated for 72 hours when possible, washing hands after the moving of the delivery.</p> <p>School first aid risk assessment to be reviewed, as required: <i>refer to WRA1 Workplace Indoor Risk Assessment – First Aid signage posted that identifies all First Aiders and locations of First Aid boxes.</i></p>	LOW Under current guidance for COVID-19

		<p>Childwall Abbey have solenoid magnetic hold open devices on most cross-corridor doors. The School lift is currently isolated until further notice, only being reactivated for one-off use when urgent need identified. Only one person at a time to use the lift unless used by a student – supervision is required – short duration face away from each other and wash hands afterwards. Lift controls will be regularly sanitised as other touch points. Cross corridor & stairwell fire doors and other high occurrence touch points will be cleaned regularly throughout the working day to prevent contamination of constant touch points.</p> <p>School biometrics and touchscreen entry control systems are in use during the Covid-19 pandemic for staff fob registering entry & exiting site:</p> <ul style="list-style-type: none"> • biometrics (touch screen access control) will be are disabled for visitor use (and staff if no remote fob type log in/out); visitor access will be logged in and out manually on a record sheet by the reception staff. Visitors during the pandemic will generally be discouraged from attending site unless there is no other option. • Fire Risk Assessment, Fire Evacuation Procedures, Security, Violence and Lone Working risk assessments are up to date and no adjustments required during the current pandemic. (designated SLT to act as Fire Marshals) <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> • Entrances to building / reception / offices • Classrooms/entrances to classrooms • Halls • Staff rooms / Rest Areas • Toilets <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain social distance. Childwall Abbey School have installed 2m markers in the corridors. Also; signage installed to various areas of the building reminding people to wash their hands regularly, and to maintain social distancing in line with Government Guidelines.</p> <p>Childwall Abbey School will instruct staff & pupils to keep left when passing in common areas (corridors and stair wells etc.). Staff verbally reinforce controls in corridors, walkways and stairwells where necessary.</p> <p>Note from; <i>Covid-19-implementing-protective-measures-in-education-and-childcare-settings</i>: <i>While in general, groups should be kept apart, <u>brief, transitory contact, such as passing in a corridor, is a low risk.</u></i></p>	<p>LOW Under current guidance for COVID-19</p>
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			<p>Whole school assemblies and collective worship are not to take place during the Covid-19 pandemic. These will be undertaken in ‘bubbles’ where appropriate.</p> <p>The use of the school staff rooms is minimised to maximise social distancing between colleagues. Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc. 3 rooms are allocated for Staff breaks to ensure social distancing is maintained. The staff break areas will be cleaned throughout day. Staff/pupils are not to have drinks (hot or cold) out of the break area / around the classroom.</p>	
3	Covid-19 virus: School reception and offices	Staff	<p>Staff are instructed to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue. The use of lanyards will be suspended for visitors – staff personal lanyards can be worn</p> <p>All waiting areas are reconfigured to ensure social distancing can be maintained. Seating, display stands and magazines are removed.</p> <p>Screens are installed to areas were staff are required to have face-to-face interaction with visitors. Staff who are able to work from home, are encouraged to do so.</p> <p>Office windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Workplace layouts are configured to allow staff to maintain social distancing of 2m when they are seated at workstations.</p> <p>Screens installed where it is not possible to move workstations or it is considered that the work activity is essential.</p> <p>Desk configurations and allocation are such that staff are not seated facing each other.</p> <p>Workstations are single user use. Sharing of workstations is not to be undertaken.</p> <p>Staff will be provided with necessary resources to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>A clear desk policy is in place. All work items and belongings are stored in desk pedestals or store cupboards when not in use.</p> <p>Telephones must not be shared and staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p>	<p>LOW Under current guidance for COVID-19</p>

			The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.	
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4	Covid-19 virus: Meetings	Staff	<p>All in-person meetings should be avoided whenever and wherever possible. Staff should use other means of remote communication to host meetings where facilities are readily available.</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures. Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users will be provided with necessary resources to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid attendees congregating in adjoining areas prior to and following meetings. Bubble staff will have a short weekly Progress and review meeting</p>	<p>LOW Under current guidance for COVID-19</p>
5	Covid-19 virus: Classrooms	Staff Pupils	<p>Secondary Schools:</p> <ul style="list-style-type: none"> ▪ Key Stages are grouped into ‘bubbles’ where class ‘bubbles’ are not practical due to the range of subjects being taught. ▪ Key Stages are to be kept separate from other years and mixing with other years minimised, as much as possible ▪ Older pupils are encouraged to maintain social distancing within groups where possible. <p>Teacher Working Zone; the Class Teacher has a >2m space at the front of the class area to maintain social distancing.</p> <p>Classes be kept together and mixing with other classes minimised, as much as possible.</p> <p>Timetables should be revised where possible to reduce movement around the school premises and to stagger busy transitional periods between classes. Staggered arrivals, departures, breaks & meal times in operation at Childwall Abbey</p>	<p>LOW Under current guidance for COVID-19</p>

Classes are back to normal capacity in line with government guidance. Childwall Abbey School will keep pupils in a 'Form Group Bubble':

Children are split into 'Key Stage Bubbles' with no classroom holding more than 30 pupils as per government guidelines whilst ensuring seats can be laid out maintaining 1m plus distance:

- Pupils will then be kept in their Class ('Bubbles') and should not mix other groups during lesson times. Should never mix with other Key Stages at ANY time. All children to return in September 2020. Pupils in Form group "bubbles" supported by 2 staff in classroom (additional staff to provide breaks).
- The group will be allocated one classroom to contain the potential spread of the virus until restrictions are lifted
- Childwall Abbey classroom desks & chairs have been laid out with the lead staff member having a 2.5m wide working zone area at their normal teaching position. Seating plan in place – designated pupil places to be identified by Form "bubble" staff.
- Staff supervising a cohort should also remain within this 'bubble' Within Secondary Schools and College settings there will be a requirement for subject specialist rotation of staff; this will be managed to limit mixing as much as possible. A modified curriculum and timetable will be in operation in the initial opening phase at Childwall Abbey School to maintain the bubble.
- Childwall Abbey break-times will be staggered to ensure students keep a safe distance
- Staff breaks are embedded within the modified timetable. 3 rooms are allocated for this purpose. (Cleaned throughout day) Staff/pupils are not to have drinks (hot or cold) out around the classroom.
- Teachers should ensure that all staff and students wash their hands regularly throughout the day particularly when eating and at the start and end of activities.
- Playtimes will be managed to ensure students keep a safe distance.
- Equipment i.e. keyboards, laptops, I pads, etc. should be cleaned throughout the school day

Guidance

Music

Music teaching in schools and colleges, including singing, and playing wind and brass instruments in groups

When planning music provision for the next academic year, schools should consider additional specific safety measures. Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and

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		<p><i>shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Measures to take follow in the next sections.</i></p> <p>Playing outdoors <i>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</i></p> <p>Playing indoors <i>If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</i></p> <p>Singing, wind and brass playing <i>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained.</i></p> <p>Social distancing <i>In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.</i></p> <p>Seating positions <i>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</i></p> <p>Microphones <i>Use microphones where possible or encourage singing quietly. By considering and adopting these cumulative risk mitigation measures, the overall risk will be reduced.</i></p> <p>Physical Activities in Schools; <i>Physical activity in schools Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning</i></p>	<p>LOW Under current guidance for COVID-19</p>
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systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

Schools should refer to the following guidance:

- [guidance on the phased return of sport and recreation](#) and guidance from [Sport England](#) for grassroots sport
- advice from organisations such as the [Association for Physical Education](#) and the [Youth Sport Trust](#)
- guidance from [Swim England](#) on school swimming and water safety lessons available at [returning to pools guidance documents](#)

Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.

Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.

Music & Physical Activity quotes from; Guidance for full opening of schools 28 08 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school>

Cleaning of hands is encouraged when changing classrooms / areas for different activities.

Classes should be kept together and mixing with other classes minimised, as much as possible.

All desks face the same direction i.e. front of the classroom.

Pupils are seated side by side as opposed to opposite each other.

For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared. [Childwall Abbey staff & pupils have their own stationary, etc., that isn't shared. Every child will have their own pencil case with all stationery needed. Other resources such as exercise books in individual trays/wallets. Pupils parents have been informed that pupils may not bring in their own stationary, pencil cases, or other personal items such as toys, sports equipment \(e.g. footballs\), etc.](#)

Resources shared between bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles. [Specialist subject teaching spaces are mothballed at present – see below.](#)

All unnecessary items are removed from classrooms and teaching environments as much as possible.

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		<p>Soft furnishings/toys and toys that are hard to clean (such as those with intricate parts) are removed from classrooms and stored elsewhere. Wipeable/washable fidgets in use, in bubbles. Knitted fabric chairs isolated. Staffrooms - with wipeable chairs. Fabric chairs exclusive to the individual; teacher's desk chairs and office chairs - wipeable chairs from other parts of school available on request. (Mentor's Room / N2 not in use)</p> <p>Childwall Abbey will purchase a steamer to clean soft furnishings (if needed to clean non-wipeable surfaces)</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school. keeping each 'bubble in one designated room.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held Specialist rotation of staff between classes will be managed as much as possible to limit movement.</p> <p>Workshops and Science Lab layouts follow the same layout considerations as general classrooms.</p> <p>Within Secondary Schools and College settings there will be a requirement for subject specialist rotation of staff; this will be managed to limit mixing as much as possible. A modified curriculum and timetable will be in operation in the initial opening phase at Childwall Abbey School to maintain the bubble. The duration of the Recovery Curriculum will be flexible and kept under review. Workshops and science labs layouts should follow the same layout considerations as general classrooms. Childwall Abbey have closed their Science, Food Tech., Resistant Materials, Art, Salon, Fitness Suite and Computing rooms until further notice. (kept under review)</p> <p>Cleaning of hands is essential and timetabled when changing classrooms for different activities.</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Classroom windows will be opened, where practical and safe to do so, to encourage as much natural ventilation as possible</p> <p>Pupils regularly reminded to maintain social distancing where possible.</p> <p>Air conditioning units can be used' see HSE guidance (HSE guidance 12 06 20). https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>	<p>LOW Under current guidance for COVID-19</p>
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6	Covid-19 virus: Dining areas	Staff Pupils	<p>Dining room be laid out so that 'bubbles' are separated whilst eating. Floor markings for meal distribution applied to dining room to indicate social distancing are in place</p> <p>Pupils served individually at the counter and return to their socially distanced tables in the dining room. Three sittings in operation. No self-service buffet, cutlery and drinks will be issued by staff.</p> <p>Lunch times will be staggered to ensure 'bubbles' do not mix.</p> <p>Dining room tables and chairs will be wiped down between sittings; cleaner assigned throughout lunchtime.</p> <p>Dining room supervisors, cleaners and serving staff (& teachers) to maintain 2m social distancing wherever possible.</p> <p>Water drink font (Gym) has been isolated. (when reactivating water fonts, follow legionella management procedures). Potable water in all classrooms, disposable paper water cones provided – not to be recycled.</p>	<p>LOW Under current guidance for COVID-19</p>
7	Covid-19 virus; School day	Staff Pupils Visitors Contractors	<p>Buses are allowed to drive to the school drop off point. Pupils will remain on the bus until collected by CAS staff who will check social distancing has been in place on the transport.</p> <p>School start times are staggered to aid safe management of pupils arriving and leaving the site.</p> <p>Parents/Carers/ other Agencies are requested to drop children off alone wherever possible i.e. not both parents attending at once.</p> <p>Parents/ Carers/ other Agencies are requested to wait in their vehicle during drop-off and pick-up.</p> <p>All Parents/ Carers/ other Agencies contact with school should be via telephone or email. Wherever possible, meetings will be via phone or Google Meet.</p> <p>Timetables are revised where possible to reduce the movement around the school premises and to stagger busy transitional periods.</p> <p>Break times (including lunch) staggered for classes to minimise mixing and dilute numbers using common areas such as walkways and toilets.</p>	<p>LOW Under current guidance for COVID-19</p>

			<p>Where possible the numbers using toilets will be managed in line with social distancing guidelines.</p> <ul style="list-style-type: none"> ▪ Childwall Abbey will run a one pupil at a time system (bubble staff to monitor) toilet use ▪ Hand driers can be used; paper hand towels, hand soap & pedal bins provided ▪ Safe handwashing guidance displays in toilets, classrooms and shared spaces e.g. dining hall, corridor 	LOW
8	Covid-19 virus; Working and teaching within the school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain 2m social distancing at all times, where practicable. • Teachers & LSOs should not communicate with pupils at close quarters where avoidable. • Limit number of surfaces touched, where possible. • Keep hands away from face as much as possible. • Regularly perform appropriate hand washing. <p>Lessons and activities planned to make best use of school resources whilst maintaining social distancing. Increased use of outdoor spaces when possible. Additional IT based teaching resources in place. Additional PSHE and Circle Time materials provided.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable.</p> <p>Classroom activities planned and structured with social distancing in mind; where possible and appropriate some lessons will be held outdoors.</p> <p>Changing of classrooms for different activities is minimised as far as is reasonably practicable. (bubbles allocated)</p> <p>Pupils regularly reminded to maintain social distancing.</p> <p>Pupil's behaviour closely monitored for deliberate coughing/spitting, breaking of social distancing rules or breaking the integrity of their allocated "bubble". Managed by school with the ultimate sanction of exclusion. Parents/carers and pupils will be required to sign a Home /School Contract to this effect, for the safety of the pupil, their peers and staff.</p> <p>Pupils regularly reminded to maintain social distancing.</p> <p>Pupil's behaviour will be monitored for deliberate coughing or spitting. Such behaviour will be dealt with by the school with the ultimate sanction of the pupil's exclusion.</p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>

This information now withdrawn – but still sensible – leave in or take out?

In certain SEN environments, maintaining 2m social distancing will be near impossible, for some pupil groups, not complying with social distancing is scientifically acceptable as children / young persons are at low risk from any serious consequences of covid-19, staff protection measures in this category should be reviewed. The school is to review measures to protect staff & pupils in this group, including:

- Contact with staff whilst handling a pupil; review EHC plans and risk assess (if required) vulnerable pupils including those attending an alternative provision.

Guidance: Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak - actions for educational providers and other partners

www.gov.uk/government/publications/coronavirus-covid-19-guidance-onvulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerablechildren-and-young-people **withdrawn?????**

Note; If a risk assessment determines that a child or young person's needs continue to be more safely met at home, local authorities, educational settings and parents should consider whether moving either equipment or services into a child or young person's home would enable them to be supported there. This may be a more feasible solution for day settings than residential settings, and may include:

- physiotherapy equipment, sensory equipment, online sessions with different types of therapists, phone support for parents in delivering interventions, in-person services, where necessary (if safe to do so- risk assessed)
- Below, extracts from; Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrensocial-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-theuse-of-personal-protective-equipment-ppe#is-ppe-required-for-tasks-involving-changing-nappiesor-general-care-for-babies> **withdrawn?????**

Intimate care (not usual at Childwall Abbey School, but occasionally required):

- *Is PPE required for tasks involving intimate care or general care? Staff should follow their normal practice when providing intimate care and caring for pupils more generally, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves. If a child shows symptoms, they should not attend a childcare setting and should be at home.*
- *How should I care for young children or children with special educational needs who do not understand why they must stay apart or who ignore distancing guidelines? Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of*

LOW
Under current guidance for COVID-19

			<p>disruption to their routines. It is imperative that education, childcare and children's social care settings conduct risk assessments around managing groups of children within the setting. This should include limiting the number of children in each group and reducing this to provide more space in each classroom or learning area. As far as possible, small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.</p> <ul style="list-style-type: none"> • Also see; Supporting children and young people with SEND as schools and colleges prepare for wider opening. Extract from Updating Risk Assessments (please read all of this section in the on-line document for SEND pupils); Following the partial closure of education settings from 20 March 2020, we asked local authorities to consider the needs of all children and young people with an EHC plan and to carry out a risk assessment. Local authorities were asked to work with educational settings and parents or carers to determine whether children and young people would be able to have their needs met at home, and be safer there than attending an educational setting. https://www.gov.uk/government/publications/coronavirus-covid-19-send-riskassessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance withdrawn????? ■ Also see; Supporting children and young people with SEND as schools and colleges prepare for wider opening. Extract from Updating Risk Assessments (please read all of this section in the on-line document for SEND pupils); Following the partial closure of education settings from 20 March 2020, we asked local authorities to consider the needs of all children and young people with an EHC plan and to carry out a risk assessment. Local authorities were asked to work with educational settings and parents or carers to determine whether children and young people would be able to have their needs met at home, and be safer there than attending an educational setting. https://www.gov.uk/government/publications/coronavirus-covid-19-send-riskassessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance withdrawn????? ■ PPE is only needed in a very small number of cases: <ul style="list-style-type: none"> ○ children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way ○ PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrensocial-care/safe-working-in-education-childcare-and-childrensocial-care-settings-including-theuse-of-personal-protective-equipment-ppe withdrawn????? 	<p>LOW Under current guidance for COVID-19</p>
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9	Covid-19 virus; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Any new cleaning products brought on site in response to the current Covid-19 pandemic will have a COSHH risk assessment undertaken prior to use. If a COSHH risk assessment not available and the chemical is required urgently; refer to the manufacturer's MSDS (material safety data sheet) available from the supplier or on-line from the manufacturer</p> <p>Reference existing school COSHH risk assessments: School H&S File Section 4, COSHH General Cleaning Chemicals 29a. also; Section 9, COSHH product risk assessments.</p> <p>Playground benches, classroom play equipment, etc., are wiped down and cleansed at the end of the school day and between activities where possible. Note; no climbing frames, slides, trim trails, etc in use). Sports/play equipment (bats, balls, skipping ropes, etc.), will be allocated permanently to each bubble/group and sanitised at the end of each school day</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments Playground equipment and classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings (15th July 2020)</p> <p>What you need to know (extract from <i>cleaning in non-healthcare settings</i>):</p> <ul style="list-style-type: none"> • cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people. The area should be isolated for 72 hours were possible (rooms, not common space e.g. corridor) • wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • Smithdown; non-disposable cloths will be disinfected after us, plus using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles • if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning 	<p>LOW Under current guidance for COVID-19</p> <p>LOW Under current guidance for COVID-19</p>
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		<p>All open areas of school including staff/pupil toilets cleaned ongoing throughout and at the finish of each school day:</p> <ul style="list-style-type: none"> ▪ Ensure waste bins (pedal bin in every classroom and toilet) are monitored and emptied regularly. (cleaner/caretaker to monitor) ▪ Cleaning products available in every classroom (also gloves/aprons) ▪ Ensure staff receiving deliveries wear gloves (also wash hands) <p>Cleaners on site throughout the school day and regularly touched items such as door handles, handrails etc. will be wiped down and cleaned. Gate and main entrance door digital call points will be cleaned regularly throughout the working day.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned (when possible after the room has been closed off for 72 hours) along with areas the person may have been.</p> <p>Additional cleaning products are available for use by staff to wipe down frequently used contact surfaces. These will include (amongst other things):</p> <ul style="list-style-type: none"> • Printers/photocopying machines • Door entry keypads • Door, fridge and cabinet handles • Light switches • Kitchen surfaces <p><u>Waste</u> does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.</p> <p><i>Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.</i></p> <p><i>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</i></p> <ol style="list-style-type: none"> 1. <i>Should be put in a plastic rubbish bag and tied when full</i> 2. <i>The plastic bag should then be placed in a second bin bag and tied</i> 3. <i>This should be put in a suitable and secure place and marked for storage until the individual's test results are known</i> <p><i>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put indisposed of immediately with the normal waste.</i></p>	<p>LOW Under current guidance for COVID-19</p>
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			<p><i>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</i></p> <p><i>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</i></p> <ul style="list-style-type: none"> <i>keep it separate from your other waste</i> <i>arrange for collection by a specialist contractor as hazardous waste</i> <p><i>There will be a charge for this service.</i></p> <p><i>Other household (domestic) waste can be disposed of as normal.</i></p> <p>15 07 2020</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>LOW Under current guidance for COVID-19</p>
10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	Staff Pupils Visitors Contractors	<p>Pupils and Staff who become symptomatic during the school day will be isolated from the rest of the pupil group and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate. Headteacher will refer to current NHS Advice, web; https://111.nhs.uk/covid-19 or telephone 111 The DfE are providing COVID-19 advice Phone: 0800 046 8687 or email: DfE.coronavirushelpline@education.gov.uk</p> <p>Staff who are suspected as being infected at work will require the employer to complete a RIDDOR report to the HSE. https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</p> <p>If staff are unable to maintain 2m social distancing from an isolated pupil, appropriate PPE should be worn e.g. a surgical face mask.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with Government Test and Trace and get tested:</p> <ul style="list-style-type: none"> If someone tests negative, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating. If someone tests positive, they should follow Government guidance and must continue to self-isolate for at least 10 days from the start of their symptoms. The 10 day period starts from the day they first became ill. If they still have a high temperature, they should keep self-isolating until temperature returns to normal. <p>The school understands how to contact the local Public Health England Health Protection Team in the event of a positive test result for a member of staff or pupil: https://www.gov.uk/guidance/contacts-phe-health-protection-teams. The Health Protection Team will provide the specific advice and guidance the school is to follow in the event of a positive test result.</p>	<p>LOW Under current guidance for COVID-19</p>

		<p>Should a case (C-19) arise at the school, the school will contact the local health protection team (HPT) for actions required. Cheshire & Merseyside HPT, Suite 3B, 3rd Floor, Cunard Building, Water Street L3 1DS Tel: 03443350562 – chose Option 1 – Out of hours; 0151 434 4819</p> <p>See Track & Trace system; order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access</p> <p>If necessary a 'bubble' will be sent home and advised to isolate in line with guidance.</p>	<p>LOW Under current guidance for COVID-19</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 **Under current guidance for COVID-19**

D Controls (Ser N ^o to correspond with Hazard Ser N ^o)		E To be completed by the Manager			
Ser N ^o	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Actions required to combat Covid-19	Monitor Government updates for developing operational advice	Headteacher	ongoing	
2	This Risk Assessment is for the full Reopening of Schools September 2020. This risk assessment operating procedures will be reviewed should a failure be noted or after 14 days to ensure that the requirements are functioning	Monitor operational requirements to ensure satisfactory	Headteacher	ongoing	

F	<p>Once additional controls are implemented, what will the overall risk level be:</p> <p>High Medium Low</p>	<p>Risk assessment signed off by: Cath Piercy (Headteacher)</p> <p>Signature: <i>N/A electronic document</i></p> <p>Date: 03 09 2020</p> <p><i>Please note an electronic signature will suffice.</i></p>
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