

Risk Assessment

A	Date 16/7/20	School: Childwall Abbey School (C.A.S.)	Team: C.A.S. community	Location: Childwall Abbey Rd, Liverpool L16 5EY
	Review Date: To be reviewed at least fortnightly in first instance	Ref:	Assessor: Cath Piercy (HT), Karen Deegan (Business Mgr) & ASBC Ltd (Tony Shipley)	Head Teacher: Cath Piercy

B	Assessment of Risk for: Protection from transmission of Covid-19 during pandemic including all school activities
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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 that a Covid risk assessment for the school has been completed (posted in the school H&S file).</p> <p>This risk assessment will be shared with all staff.</p> <p><u>GENERAL INFORMATION</u> All staff are competent and instructed with regard to the procedures in place for the protection against infection from the virus</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/ 	s

- Public Health England <https://www.gov.uk/government/organisations/public-health-england>
- Department for Education <https://www.gov.uk/government/organisations/department-for-education>
- Health and Safety Executive <https://www.hse.gov.uk/>

Referring to the following guidance and publications, as applicable:

- HSE COVID19 latest information and advice
- HSE Working safely during the coronavirus guide
- Government guidance COVID-19: guidance for schools and other educational settings <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- Government guidance COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable <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>
- Government guidance COVID-19: guidance on shielding and protecting people who are clinically extremely vulnerable <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>
- 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 <https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing>

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.

SLT meeting at 8.30am on Monday and at the end of each day to review. 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> and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time.

See the Following relevant to Covid 19 Documents / Guidance *additional to the above*, in the School's H&S System (**SECTION 2 SUB-SECTION; MEDICAL) PLUS RECENT DOCS AS LISTED:**

There is adequate supervision, where required, to ensure procedures are correctly adhered to.
 SLT monitor throughout school day.

See the following relevant to Covid 19 Documents / Guidance in the School's H&S System (**SECTION 2 SUB-SECTION; MEDICAL) PLUS OTHER ADDITIONAL RECENT DOCS AS LISTED:**

- *Coronavirus advice for Education Settings poster*
- *COVID-19 Guidance Cleaning poster*
- *Draft SEMP appendix 7b COVID-19 document, to be reviewed and modified if required to the School's requirements)*
- *Covid-19 WEB Government link for Education Settings*
<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- *COVID-19 virus infection and pregnancy (Royal College Of Obstetricians & Gynaecologists)*
- *Guidance on Infection Control in schools and other Childcare Settings – PHA March 2017*
- *Spotty Book – PHE 2019*
- *'Wipe it Out' Good Practice in infection Prevention & Control 10.01.2011 (Guidance for Nursing Staff)*
- *Catch it, Kill it, Bin it – NHS Poster 10.01.2011*
- *LCC GN16 First Aid July 2017*
- *LCC GN29 Infection Control & Communicable Diseases July 2017*
- *LCC Risk Assessment 47 Infection Control & Communicable Diseases within the school's H&S file* (for other communicable disease)
- *Legionella – Refer to Water Management Risk Assessment*
- *Note; HPA is closed; refer to the NHS & PHE (Public Health England)*
- *Catch it, bin it, kill it posters are displayed around the workplace (see above)*

Liverpool City Council COVID-19: Personal Protective Equipment (PPE) Policy **See LCC H&S Guidance Note GN18 & LCC PPE Check List. *update from LCC Full School Opening Resources P67 PPE Needs and Procurement process***

(Gloves, aprons, masks, visor available in all rooms)

Reference School infection control risk assessment, as required: ***this Covid-19 Risk Assessment, plus Assessment 47 Infection Control & Communicable Diseases, plus guidance documentation GN29***

Pupils, staff, visitors who are symptomatic will not be allowed to attend school.

Pupils, staff with household members who are exhibiting symptoms will not be allowed to attend school and will be requested to isolate as per national guidance

Managers must also review all of the following applicable individual risk assessments where relevant:

- New and expectant mothers
- Extended duty of care
- Stress
- Individual Pupil assessments
- **BAME persons.** *Public Health England* has reported that people from ethnic minorities are at a higher risk of dying from coronavirus. **To understand the initial conclusions read the report** (link below). **There are complexities and negative outcomes are likely to be due to a combination of factors** <https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>

Covid-19 specific extended duty of care risk assessment considered and carried out where relevant for all staff and pupils meeting the following criteria:

- Vulnerable member of staff who has received a Government shielded letter.
- Staff who have an extremely vulnerable household member – see above
- Pupil who is extremely vulnerable or a pupil who lives with an extremely vulnerable household member.

Formal process in place for manager/colleagues to contact the colleague/pupil if required, as detailed within applicable risk assessment above.

Notes:

- 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. **This is a recommendation for Health Care Workers on 'the front line'** dealing with Covid-19 patients. See Covid-19 *virus infection and pregnancy* (Royal College Of Obstetricians & Gynaecologists). Currently, there is no

evidence to suggest that COVID-19 causes problems with the baby's development or causes miscarriage. *2.2 Risk to Baby*

- Ensure staff members identified as extremely vulnerable (shielding) have appropriate work arrangements made i.e. work from home and do not present themselves at the workplace (see guidance sheet). **Since 1st August 2020 all members of staff are now expected to attend work with suitable reasonable adjustments following risk assessment. During national lockdown (Nov 20) staff with shielding notifications are to work from home.**

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. **See P 2 Covid Advice contacts**

Personal Protective Equipment (PPE)

Note from LCC Reopening School Provision Guidance V2

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>

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:

Latex free gloves

Antibacterial hand wash/hand soap

Alcohol sanitiser hand cleaner

Disposable aprons

& other PPE as recommended by PHE/HSE/DfE eg safety goggles or face visors

LCC have issued all schools with supplies including:

- 300ml bottles of hand sanitiser
- disposable face masks
- pairs goggles

- **disposable aprons**
- **disposable gloves**

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

<https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video>

PPE provided, as required following specific current guidance for the protection of Covid-19 detail type and standard, as applicable:

- Disposable half face masks: **as issued by LCC with further ‘top-up supply via LCC procurement route or of same standard by independent supplier**
- Disposable gloves: **as above**
- Disposable aprons: **as above**
- Where personal care is to be provided eye protection/surgical face mask: **as above, plus IIR (type issued by LCC) or FFP3 face mask as required for contaminated person or area**
Note; YOU MUST READ THE GUIDANCE ON WEARING FACE MASKS AS IT IS A COMPLEX PROCESS TO ENSURE EFFECTIVENESS

<https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/03/faq-ffp3-24-march-2020.pdf>

- *detail any other specific disposable PPE in use* **none at present**

Additional PPE is being ordered regularly to maintain adequate supply

All used PPE should be double bagged and disposed of appropriately; **double bagged, stored in a secure area designated for contaminated waste, left for 72 hours, then disposed of in normal waste system.**

Other General Items

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 **and C.A.S in-house protocol.**

Additional personal storage for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking, running. **Childwall Abbey have designated shower / changing area & lockers available if needed (identified on individual Risk Assessment as appropriate)**

			<p>Parents and Guardians kept informed via email bulletins, texts & the school web site etc. regarding proposals for reopening including start finish times and any new local rules regarding drop off and pick up etc.</p> <p>Staff kept informed via email, online meetings, meetings in the school building maintaining social distancing, etc.</p> <p><u>LCC Requirements for Incidents / Outbreaks (Covid-19 Related)</u></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>All incidents reported to the Health and Safety Unit, using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> ▪ HSE RIDDOR reporting of COVID-19 see Section (Ser) N° 6 Page 16 	
2	Covid-19 virus; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p><u>“Safety Protocol-Childcare at CAS-Key worker and vulnerable pupils during lockdown” – shared with all staff, pupils, visitors and currently in use on site (no longer applicable following full return Sept 20)</u></p> <p>Additional school gates will be opened to the school grounds to dilute the numbers coming through them as much as possible. N/A to Childwall Abbey School:</p> <ul style="list-style-type: none"> ▪ Pupils dropped-off by LCC contracted private transport companies; coordinated by LCC to ensure social distancing. Designated C.A.S. staff to monitor daily. ▪ Transport 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 with parent/carer on foot – entry managed by the school. Pupil and parent to wait by sign outside Reception until pupil collected by designated C.A.S. staff. ▪ 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 laid out on the playground for classes to line up at the start of the school day – lines laid out to maintain 2m social distancing. Childwall Abbey School will not mark playgrounds in the</p>	<p>LOW</p> <p>Under current guidance for COVID-19</p>

		<p>initial opening phase, see student arrival above (arrival area marked); transported to site and directed straight to their classroom maintaining social distancing.</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. Arrival date marked on parcel. Parcels stored distanced from others to avoid contamination.</p> <p>School first aid risk assessment to be reviewed, as required: <i>refer to WRA1 Workplace Indoor Risk Assessment – First Aid that identifies all First Aiders and locations of First Aid boxes.</i></p> <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</p> <p>School biometrics and touchscreen entry control systems are in use during the Covid-19 pandemic for C.A.S. staff fob registering entry & exiting site:</p> <ul style="list-style-type: none"> • biometrics (touch screen access control) are not in visitor use; visitor and staff ingress and egress will be logged manually on a record sheet by the reception staff. Visitors during the pandemic will 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 the entrances to the building, classrooms, offices, staff rooms and dining hall</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance and to maintain 2m social distance.</p> <p>Corridors, walkways and staircases have tape markings laid out to indicate social distancing. 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>Staff and pupils are requested to keep close to the side of the corridor or walkway to maximise social distancing while others are using the opposite side.</p>	<p>LOW Under current guidance for COVID-19</p>
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Note from; Covid-19-implementing-protective-measures-in-education-and-childcare-settings: While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is a low risk.

All children returned in September 2020. Pupils in Form group “bubbles” supported by 2 staff in classroom (additional staff to provide breaks).

Classrooms have been laid out (with marking tape) so that social distancing form staff can be maintained where possible. **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.**

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

Windows and doors will be opened during lesson times to allow for ventilation of the room

- Pupils are kept in their small groups ('bubbles') and should not mix with other groups during the day.
- **Where possible, the group is allocated one classroom to contain the potential spread of the virus until restrictions are lifted**
- Wherever possible, staff supervising a cohort also remain within this 'bubble'
- **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.**
- **All staff and students wash their hands regularly throughout the day particularly before and after eating and at the start and end of activities.**
- **Childwall Abbey break-times are staggered to ensure students keep a safe distance.**
- **Equipment i.e. keyboards, laptops, iPads, etc., should be cleaned throughout the school day (to be monitored by “bubble” staff). Equipment allocated to bubbles.**

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

Start & end of the school day; Transport pupils should go directly to their ‘bubble’ classroom from the pupil entrance and be collected / leave from the pupil entrance under supervision when their transport arrives. Staff should keep a minimum of 2 metres distance when collecting and releasing students to their parents/carers. Pupils must remain in their bubble until called by designated staff. Transport staff must wait in their vehicles when dropping off and collecting pupils. Pupils who are collected by parents are called via intercom and brought to parents/carers, waiting in their vehicle (parked near Main Reception – disabled spaces are

LOW

Under current guidance for COVID-19

		<p>available) or standing by the sign outside Main Reception. <u>Pupils must be signed out. AEP pupils to attend as normal following providers appropriate risk assessment.</u></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 – Science, Art and Computing open to Y11 only, as part of KS4 bubble)</p> <p>All 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>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>Dining room be laid out to maintain social distancing as far as is reasonably practicable. Pupils served individually at the counter and return to their socially distanced tables in the dining room. Floor markings for meal distribution applied to dining room to indicate social distancing. Three sittings in operation. No self-service buffet, cutlery and drinks managed by staff.</p> <p>Dining room tables and chairs will be cleaned between sittings.</p> <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</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible. Every child will have their own pencil case with all stationery needed. Other resources such as exercise books in individual trays/wallets. <u>Pupils parents informed that pupils may not bring in their own stationery, pencil cases, or any other personal items such as toys, sports equipment (e.g. footballs), etc.</u></p>	<p>LOW Under current guidance for COVID-19</p>
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			<p>Guidance Face coverings in education GOV.UK 5 November 2020</p> <p>In schools where pupils in year 7 and above are educated and further education colleges, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary schools or on public transport to college.</p> <p>Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs.</p> <p><u>When you do not need to wear a face covering</u></p> <p>In settings where face coverings are required in England, there are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances, noting that some people are less able to wear face coverings, and that the reasons for this may not be visible to others.</p> <p><u>This includes (but is not limited to):</u></p> <ul style="list-style-type: none"> • children under the age of 11 (Public Health England does not recommend face coverings for children under the age of 3 for health and safety reasons) • people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability • where putting on, wearing or removing a face covering will cause you severe distress • if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate • to avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity • police officers and other emergency workers, given that this may interfere with their ability to serve the public <p>At CAS staff and pupils are encouraged to use face masks only if they are able to do so safely</p> <p>All visitors are required to wear face coverings on site.</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.</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 where staff are required to have face-to-face interaction with visitors.</p> <p>Staff who are able to work from home, are encouraged to do so.</p>	LOW Under current guidance for COVID-19

			<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 and work surface 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 possible. Where this is not possible, callers are provided with an alternative number to call back.</p> <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.</p>	
4.	Covid 19 virus : Meetings	Staff	<p>All in-person meetings are avoided whenever and wherever possible. Staff use other means of remote communication to host meetings (facilities are readily available – Google Meet/Microsoft Teams agreed methods of meeting e.g. for weekly “bubble” staff meetings).</p> <p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Visitors Room only, designated for meetings – bookings for essential meetings managed by Reception Staff and Deputy Headteacher. 30 mins maximum meeting time. Room cleaned by allocated cleaner immediately afterwards and fully ventilated. No more than 2 meetings per day, 1 a.m/1 p.m.</p> <p>Meeting room capacity is reduced to comply fully with prevailing social distancing measures.</p> <p>Meeting room is 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.</p> <p>Attendees to remove all items following the meeting.</p> <p>Meeting room users are provided with necessary resources to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings.</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.</p>	LOW Under current guidance for COVID-19

			Bubble staff will have a short weekly Progress and review meeting – virtual wherever practicable.	
5.	Covid 19 virus: Classrooms		<p>Nursery School and EYFS provision</p> <ul style="list-style-type: none"> Minimise mixing within settings e.g. different rooms for different age groups <p>Primary Schools:</p> <ul style="list-style-type: none"> Classes are kept in 'bubbles' and should not mix with other classes during the school day. Wherever possible, staff teaching and supervising a 'bubble' should maintain 2m social distancing from pupils and should not mix with other bubbles. <p>Classes should be kept together and mixing with other classes minimised, as much as possible.</p> <p>Secondary Schools:</p> <ul style="list-style-type: none"> Years are grouped into 'bubbles' where class 'bubbles' are not practical due to the range of subjects being taught. Years 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>All desks face the same direction i.e. front of the classroom. Pupils are seated side by side as opposed to opposite each other.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>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.</p> <p>All unnecessary items are removed from classrooms and teaching environments as much as possible.</p> <p>Classes are to take place in the same setting wherever possible to limit the numbers moving around the school.</p> <p>Classroom activities planned and structured; where possible and appropriate classes will be held outdoors.</p>	<p>N/A</p> <p>N/A</p> <p>LOW Under current guidance for COVID- 19</p>

			<p>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>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. (Staff /pupils allowed to wear additional layers if needed.)</p>	N/A currently
6.	Covid 19 : Dining Areas	Staff Pupils	<p>Dining room laid out so that 'bubbles' are separated whilst eating.</p> <p>Lunch times are staggered to manage 'bubbles'.</p> <p>Dining room tables and chairs are wiped down between sittings.- cleaners assigned throughout lunchtime.</p> <p>Dining room supervisors, cleaners and serving staff maintain 2m social distancing wherever possible.</p>	LOW Under current guidance for COVID-19
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. All contact with school is via telephone or email. Wherever possible, meetings will be via phone or Google Meet.</p> <p>Classes are kept together in "bubble "groups, thereby minimising mixing with other classes as much as possible.</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>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) • Paper hand towels, hand soap & pedal bins provided 	LOW Under current guidance for COVID-19

			<ul style="list-style-type: none"> • Safe handwashing guidance displays in toilets, classrooms and shared spaces eg dining hall, corridors <p>Pupils are requested to bring a packed lunch to minimise the numbers using the dining room (packed lunches can be eaten in a classroom). <u>N/A See Dining Room arrangements above</u></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. Drink bottles, cups etc not carried by staff or pupils (except where medically essential)</p>	
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8	Covid-19 virus; Working and teaching within the school environment	Staff Pupils Visitors Contractors	<p>Staff instructed in the following working practices:</p> <ul style="list-style-type: none"> • Aim to maintain the recommended 2m social distancing rule 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. (<u>see below</u>) <p>Lessons and activities planned to make best use of school resources (staff) whilst maintaining social distancing. Increased use of outdoor spaces when possible. Additional IT based teaching resources in place. (Bubble play equipment provided) Additional PSHE and Circle Time materials provided.</p> <p>Pupils regularly reminded to maintain social distancing.</p> <p>Staff and pupil handwashing undertaken at start and end of day, when the end of lesson music sounds, after using the toilet and whenever entering any teaching space.</p> <p>In certain SEN environments, maintaining 2m social distancing will be near impossible – Central Government’s Policy appears to be that 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:</p> <ul style="list-style-type: none"> • Contact with staff whilst handling a pupil; review EHC plans and risk assess (if required) vulnerable pupils including those attending an alternative provision. Guidance: <u>Supporting vulnerable children and young people during the</u> 	LOW Under current guidance for COVID-19
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			<p><u>coronavirus (COVID-19) outbreak - actions for educational providers and other partners</u> ww.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</p> <p>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:</p> <ul style="list-style-type: none"> ○ 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) <p>Below, extracts from; Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#is-ppe-required-for-tasks-involving-changing-nappies-or-general-care-for-babies</p> <p>Intimate care (not usual at Childwall Abbey School, but occasionally required):</p> <ul style="list-style-type: none"> • <u>Is PPE required for tasks involving intimate care or general care?</u> 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. • <u>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?</u> 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 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, 	<p>LOW Under current guidance for COVID-19</p>
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			<p><i>small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.</i></p> <ul style="list-style-type: none"> • <i>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. <u>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.</u> https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance</i> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> • <i>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</i> • <i>PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</i> <p>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-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>Classroom activities planned and structured with social distancing in mind; where possible and appropriate some lessons will be held outdoors. Changing of classrooms for different activities is minimised as far as is reasonably practicable. (bubbles allocated, specialist classrooms essential for KS 4 use are part of KS4 bubble) 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 are required to sign a Home /School Contract to this effect, for the safety of the pupil, their peers and staff.</p>	LOW Under current guidance for COVID-19
9	Covid-19 virus; Cleaning	Staff Pupils	<p>All cleaning staff are experienced and have received appropriate training.</p> <p>Reference existing school COSHH risk assessments</p> <p>Cleaners have appropriate PPE in line with current (and any new) COSHH risk assessments</p>	

		<p>Visitors</p> <p>Contractors</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 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 online from the manufacturer</p> <p>Playground benches classroom play equipment 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>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 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 • 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>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) 	<p>LOW Under current guidance for COVID-19</p> <p>LOW Under current guidance for COVID-19</p>
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		<ul style="list-style-type: none"> • 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. Bubble areas have designated cleaners.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school day will be deep cleaned after the room has been closed off for 72 hours along with areas the person may have been.</p>	
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10	Covid-19 virus; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are instructed to inform their manager if they suspect they have contracted a communicable disease (i.e. are symptomatic) to enable the appropriate action to be taken. Headteacher/Deputy Head 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 Health and Safety officer to inform SPOC</p> <p>Staff who are suspected of 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> <ul style="list-style-type: none"> • Any staff presenting as symptomatic will be immediately sent home and requested to get a test. (Tel: 119) Face mask available. • Any pupils presenting as symptomatic will be taken to an isolation room area and the parent/guardian requested to get the pupil tested (Tel: 119 to request a test). Face mask available. • The bubble pupils will be isolated in their classroom and parents/transport requested to collect their child. They must isolate for 14 days or until further notice (negative covid-19 test) (situation under review due to Liverpool Testing trial) • Once collected, the bubble staff (Teacher/TA) will return home and self-isolate for 14 days (unless otherwise notified) (situation under review due to Liverpool Testing trial) • Designate one room as an isolation area. – Nurture 2 on Ground floor (overflow-ground floor office) • Designated toilet – opposite Office on Ground floor • Ensure isolation rooms can comfortably accommodate a distance of 2 metres per person • Ensure that the isolation room(s) are kept clean – use antiviral cleaner on door handles and other contactable surfaces as directed in deep clean guidelines. <p>See guidance https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</p> <p>COVID-19 symptoms:</p> <ul style="list-style-type: none"> ▪ High temperature / fever (37.8C – digital forehead thermometer available on site) ▪ New continuous cough ▪ Breathing difficulties 	<p>LOW Under current guidance for COVID-19</p>
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			<ul style="list-style-type: none"> ▪ Loss of the sense of smell & taste ▪ The above 4 symptoms are the only one's listed on the NHS site 18 05 20. Other reported symptoms include: <ul style="list-style-type: none"> ○ Sore throat ○ Headaches ○ Flu like aches & pains ○ Fatigue ○ Abdominal pains / diarrhoea ○ Severe vomiting ○ Rash (Kawasaki disease) – signs of toxic shock / over activation of the immune system (attacking vital organs) ○ Persistent chest pain or trouble breathing ○ New confusion ○ Blue lips or face ▪ <u>The NHS also state: “trust your instincts”</u> with children – if you suspect a problem get in touch with the NHS via telephone on 111, or 999 for more serious issues (If in doubt C.A.S. reserves right to send pupil/staff member home and request a test) <p>If staff are unable to maintain social distancing from isolated pupil, appropriate PPE should be worn e.g. an IIR (as issued by LCC) or FFP3 surgical face mask. See PPE use above Section (ser) N° 1</p> <p>Any areas, items and surfaces the pupil has come into contact with should be thoroughly cleaned as soon as possible after the room has been locked down for 72 hours</p> <p>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 and if necessary Occupational Health Department advice (0151 233 3000) regarding exclusion from school premises for a recommended period of time (for individuals or all of the group / bubble; staff & pupil self-isolation).</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>LOW Under current guidance for COVID-19</p>
11.	Covid-19 Risk of infection from visitors	Staff Pupils	<ul style="list-style-type: none"> • Communication between parents/carers/outside agencies and the school will be via telephone, text message, email, Meet or school website. • Any parents wanting to speak with teaching or support staff will be by telephone or video call (by prior agreement) only. 	<p>LOW Under current</p>

	Visitors Contractors	<ul style="list-style-type: none"> School will not be open each day any longer than is necessary to run safely. All visitors and contractors to school will be limited to essential personnel only i.e. catering staff, maintenance personnel for emergency repairs to fix defective boilers, contractors for essential works etc. Ensure any contractors are aware they must not visit the school if they or anyone they have come into contact with anyone who is symptomatic. 	guidance for COVID-19
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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/SLT	ongoing	
2	This Risk Assessment is for the initial return of identified pupils (key worker/most vulnerable). Once schools fully open again / or significant reduction of Lockdown requirements – different criteria will be advised	Monitor Government updates for developing operational advice	Headteacher/SLT	ongoing	

F	Once additional controls are implemented, what will the overall risk level be:	Risk assessment signed off by: CM PIERCY (Headteacher)
	<p style="text-align: center;"> High Medium Low </p>	<p>Signature: <i>CM PIERCY</i></p> <p>Date: 29 05 2020</p> <p><i>Please note an electronic signature will suffice.</i></p>

Black print indicates LA Risk assessment. Blue indicates C.A.S. site specific additions.

Review date	Signed
5/6/20	<i>CM PIERCY</i>
15/6/20 - Change to Antiviral cleaner (section 6)	<i>CM PIERCY</i>

28/6/20 - Change to Nurture 2 for suspected Covid isolation (section 6)	<i>CM Piercy</i>
16/7/20 – Updated as per LCC Full school opening resources (Version 1)	<i>CM Piercy</i>
1/9/20 – Updated as per LCC Full school opening resources (Version 2)	<i>CM Piercy</i>
6/11/20 – Updated as per GOV.UK latest guidance (face coverings)	<i>CM Piercy</i>
23/11/20 – Updated (virtual staff meetings)	<i>CM Piercy</i>